

City Information Management Committee Retention Schedules

March 7, 2024

#	Organization	Schedule	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
1	COMP-211-- Administration	96-0052	Industrial Revenue Bond Files	Records of Industrial Revenue Bonds issued by the Redevelopment Authority of the City of Milwaukee(RACM), Housing Authority of the City of Milwaukee (HACM), or some other entity within the City of Milwaukee and administered by the Office of the Comptroller.	Amend	Industrial bond is paid off or satisfied.	10	Destroy Confide	Updated series title and description.
2	COMP-211-- Administration	08-0017	Tax Deed Properties Annual Documentation	Annual case file of financial records for properties taken control of by the city of Milwaukee for reasons of foreclosure. Retention of these records is based on requirements for satisfying a lien of judgment under Wis. Stat. Â§ 806.15.	Renew	Fiscal Year End	10	Destroy Confide	Updated Description.
3	DCD-197-- Commercial Corridor	14-A006	Tax Incremental District Files	Tax Incremental District (TID) operating and reporting records submitted to the Department of City Development Commercial Corridor team.	Renew		7	Archives at Milw	Updated Description.
4	DER-162-- Compensation Services	75-0096	Unemployment Compensation Record	Records received to establish a base period verification of time worked & wages paid; initial determination of benefits; notice of hearing; decisions; billing records & other minor supporting documents.	Renew		2	Destroy Confide	Updated Description.
5	DER-164-- Administration	80-0050	CETA Program Record		Close				Supersede 19-0015 (Grant Records)
6	DNS-200-- Development Center	09-0032	Hydrant Permit		Close				Supersede 15-0020 (Completed Permits)

City Information Management Committee Retention Schedules

March 7, 2024

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	DNS-200-- 7 Development Center	09-0033	Concrete Contractor Bond and Insurance			Close			Supersede 74-0172 (Contractor Licensure Materials)
	DNS-360-- 8 Administration	24-0001	Condemnation Files- Restored/Rescinded	Records of properties condemned by the City of Milwaukee as allowed under Wis. Stat. Â§ 66.0413 and following procedures detailed in Milwaukee Code of Ordinances Ch. 218, but which are satisfied for reason of restoration of the property or rescission of the raze order.	NEW	Creation	10	Destroy	
	DNS-360-- 9 Administration	70-A011	Condemnation Records- Completed	Records of properties condemned by the City of Milwaukee as allowed under Wis. Stat. Â§ 66.0413 and following procedures detailed in Milwaukee Code of Ordinances Ch. 218. This series pertains specifically to completed condemnation cases, defined as the building having been razed and the site restored to a dust-free and erosion-free condition. Photographs and reports related to demolished properties may have long-term evidential value and should be sampled for inclusion in the City Archives.	Amend	Creation	10	Archives at Milwaukee Public Library (to be screened)	

City Information Management Committee Retention Schedules

March 7, 2024

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				Records submitted to the Development Center for purposes of applying for or maintaining license to practice as an electrician, concrete contractor, plumbing contractor, or home improvement contractor within the city of Milwaukee. Information from the application is maintained in a database managed by Neighborhood Services and includes proof of state licensure (if applicable), licensee name, business name, supervising master electrician, and other supplementary material.					
10	DNS-360-- Administration	74-0172	Contractor Licensure Materials		Renew	Event	7	Destroy	
				Standard forms completed by city departments when seeking Budget Office and Finance & Personnel Committee approval to fill a vacancy in their department. The completed form includes information regarding the former incumbent of the position as well as justification for re-filling the position. New retention follows retention for Request to Hire statewide general schedule (HR000011) and brings the request retention in line with the retention for recruitment records (11-0029). Box 16: Wis. Stat. Â§ 19.36(10).					
11	DOA-151--Office Of Budget And Management	61-0240	Request To Fill Vacant Positions		Renew	Request Approved	4	Destroy	Reduced retention to match state Confide schedule.
				Record of parking citations issued by DPW Violations Bureau, including record of ticket sent (if mailed), correspondence with ticketed vehicle owner, internal comments, record of appeals, and payment plan information.					
12	DPW-501-- Administration	72-0119	Parking Violation Case Files		Amend	Citation resolved or cancelled	3	Destroy	Updated title and description

City Information Management Committee Retention Schedules

March 7, 2024

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13	DPW-501-- Administration	85-0040	Special Privilege Permits Application	Permits & other applications that relate to partial use of the public right of way by abutting private property owners.	Amend	Permit Approved	5	Destroy	Updated Title and description.
14	DPW-501-- Administration	95-0038	Weight Ticket--Disposed Vehicles	Ticket Received for unclaimed towed vehicles that are crushed or snapped after the legally mandated waiting period has elapsed.	Amend		1	Destroy	Updated Title, Description, and retention.
15	DPW-501-- Administration	12-0012	Parking Structure Access Ticket Stock	This record series includes access tickets to parking lots leased or managed by the City of Milwaukee.	Renew		1	Destroy	Renew without Confide amendment.
16	DPW-543-- Infrastructure/Constr uction	09-0020	Inspector Daily Report		Close				Supersede 19-0072 (Routine Projects Records)
17	DPW-548-- Infrastructure Administration	88-0038	Transportation Aids Records	Records related to transportation aid funds received from the Wisconsin Department of Transportation (WIDOT) as part of their local roads transportation aids programs, which support local government construction or maintenance of streets and related infrastructure.	Amend	Date of Last Payment	8	Destroy	Updated title, description, and retention period.
18	MC-134--Municipal Court	09-E051	Court Proceedings-Electronic Recording	Audio or video recordings of proceedings in which testimony is taken under oath; creation of these recordings is required by Wis. Stats. § 800.13(1). Retention of the recordings follows Wisconsin Supreme Court Rule 72.01(47).	Amend	All appeals exhausted	10	Destroy	Updated Title and Description and changed trigger event to allow this schedule to encompass 09-E052.
19	MC-134--Municipal Court	09-E054	Case Records-Closed	Records of cases heard by the Municipal Court, including cases without objection, cases involving drivers license suspension, and cases with vehicle registration denials.	Amend	Final Judgment	5	Destroy	Updated title and description.

City Information Management Committee Retention Schedules

March 7, 2024

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20	MC-134--Municipal Court	09-0084	Citation Records- Unfiled	Electronic citations received by Municipal Court staff and used to initiate court cases and serve as formal charging documents. If the City opts not to prosecute or releases the citation before the initial court date, the citation is considered unfiled, at which point its administrative value is very low going forward.	Renew	Receipt of citation	0	Destroy	Confide Updated Title and Description.
21	MC-134--Municipal Court	09-E052	Court Proceedings- Electronic Recording		Close				Supersede 09-E051 (Court Proceedings Electronic Recording)
22	MC-134--Municipal Court	13-E012	Court Proceedings- Electronic Records (Network)		Close				Supersede 09-E051.
23	MHD-383--Consumer Environmental Health	24-0003	Food Inspection Placards	Record created as required by Milwaukee Code of Ordinances Ch. 68-9-5 reflecting a letter grade assigned to food establishments following a 100-point assessment against the Wisconsin Food Code. Letter grades are based on a rolling weighted average of the last three inspections of an establishment, including both routine and special inspections.	NEW	Superseded or 12 months after date of inspection, whichever is earlier		Destroy	New Schedule created at request of CEH.
24	MPD-163--Safety Division	65-0241	Report Of Personnel Changes (C)		Close				Close-Non-Record (Copies)
25	MPD-163--Safety Division	65-0242	Request For Eligible List (C)		Close				Close-Non-Record (Copies)
26	MPD-163--Safety Division	65-0243	Resignation Notice (C)		Close				Close-Non-Record (Copies)
27	MPD-163--Safety Division	65-0244	Certification & Notice Of Appointment (C)		Close				Close-Non-Record (Copies)

City Information Management Committee Retention Schedules

March 7, 2024

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28	MPD-163--Safety Division	65-0245	Certification & Notice Of Provisional Appointment (C)		Close				Close-Non-Record (Copies)
29	MPD-163--Safety Division	65-0247	Report On Probationary Service (C)		Close				Close-Non-Record (Copies)
30	MPD-163--Safety Division	65-0253	Request To Fill A Vacant Position (C)		Close				Close-Non-Record (Copies)
31	MPD-163--Safety Division	65-0255	Equipment Request - Copy		Close				Close-Non-Record (Copies)
32	MPD-163--Safety Division	66-0091	Accident Tabulation Sheet, 1St, 2Nd, 3Rd, Qtr.		Close				Supersede 19-0025 (Routine Reports)
33	MPD-163--Safety Division	66-0092	Accident Tabulation Sheet, 4Th Qtr.		Close				Supersede 19-0024 (Annual Reports)
34	MPD-163--Safety Division	70-0242	Correspondence		Close				Supersede 20-0011 (Routine Correspondence)
35	MPD-163--Safety Division	70-0244	Inter-Departmental Memos		Close				Supersede 20-0011 (Routine Correspondence)
36	MPD-163--Safety Division	74-0038	Payment Certification CBP 120A		Close				Supersede 02-0016 (Accounts Payable)
37	MPD-163--Safety Division	75-M001	Minutes Of Safety Commission		Close				Supersede 23-0026 (Ad Hoc Meeting Minutes)
38	MPD-163--Safety Division	76-0147	Occupational Injuries and Illnesses		Close				Supersede 02-0003 (OSHA Injury Logs)

City Information Management Committee Retention Schedules

March 7, 2024

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39	MPD-163--Safety Division	84-0066	School Program, Weekly Report SAF-70		Close				Supersede 19-0025 (Routine Reports)
40	MPD-163--Safety Division	84-0072	Equipment Or Film Loan SAF-60		Close				Supersede 18-0016 (inventories)
41	MPD-163--Safety Division	84-0073	Employee Safety - Daily Work Sheet SAF-61		Close				Supersede 10-0025 (Dept. Timekeeping)
42	MPD-163--Safety Division	84-0078	Flexible Schedule Record SAF-67		Close				Supersede 10-0025 (Dept. Timekeeping)
43	MPD-163--Safety Division	84-0089	Vacation Request, SAF-66		Close				Supersede 10-0025 (Dept. Timekeeping)
44	MPD-163--Safety Division	88-0061	School Crossing Guard Personnel File, Inactive		Close				Supersede 11-0035 (Personnel File)
45	MPD-300--MPD/Global	24-0002	Citation Records--Traffic and Municipal	Citations issued by MPD personnel for violation of traffic or municipal ordinances, as well as supporting documentation. Citations are typically administered electronically via the Wisconsin TraCS system but may also be printed or handwritten using forms CBP-200 (Adult Ordinance Citation) or CBP-201 (Juvenile Ordinance Citation).	NEW	Final disposition of case	4		New Schedule consolidating a number of citation-related schedules.

City Information Management Committee Retention Schedules

March 7, 2024

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46	MPD-300-- MPD/Global	24-S006	Milwaukee Police Information System Input Forms	Paper records used by individual Milwaukee Police Department squads officers for administration, law enforcement, and documentation of other activities, but which are intended to ultimately be tracked in the MPD Records Management System (RMS), Incident Based Reporting System (IBRS), Jail Management System, TraCS traffic reporting, or other information system managed by the Milwaukee Police Department.	NEW	Confirmed scanned into MPD info system		Destroy	Confide records. New Schedule discovered during audit of department
47	MPD-300-- MPD/Global	82-0116	Property Inventories- Districts	Records of seizure, receipt, transfer, or disposition of property by MPD District Personnel, including Property Inventories (PP-32), Property disbursements (PP-24), Orders for Property (PO-5), Property Receipts (PP-32), and disposition orders.	Amend		4	Destroy	Changed schedule to reflect department copies of property records.
48	MPD-329-- Neighborhood Task Force	73-0153	Time Record		Close				Supersede 10-0025 Time Keeping Records (Paper).
49	MPD-329-- Neighborhood Task Force	86-0014	Gang Crimes Unit - General File		Close				Supersede 18-A042 (Subject File)
50	MPD-329-- Neighborhood Task Force	92-0028	Overtime Report, Year End Summary, 113.642		Close				Supersede 19-0094 (HRMS Reports)

City Information Management Committee Retention Schedules

March 7, 2024

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51	MPD-330--Property Control	76-0079	Property Inventory Files-Property Control	Official record of property taken into Milwaukee Police Custody for purposes of use as evidence, confiscated as contraband, or maintained temporarily for safekeeping. This series is for the version of the inventory file generated programmatically by entry into the electronic inventory report system and maintained by Property Control Division for the extended retention period.	Amend	Property Cleared/Returned/Disposed	7	Destroy	Updated description and records retention
52	MPD-330--Property Control	61-0334	Inventory Of Section Equipment (Print out)		Close				Supersede 18-0016 (inventories)
53	MPD-330--Property Control	76-9079	Property Inventory PP32 - Cleared 1976 - Microfilm		Close				Supersede 76-0079 (Property Inventory)
54	MPD-330--Property Control	76-M079	Property Inventory PP-32 - Cleared 1976-		Close				Supersede 76-0079 (Property Inventory)
55	MPD-330--Property Control	84-9027	Property Inventory PP 32 - Property To Courts -		Close				Supersede 76-0079 (Property Inventory)
56	MPD-330--Property Control	84-M027	Property Inventory PP-32 - Property To Courts		Close				Supersede 76-0079 (Property Inventory)
57	MPD-330--Property Control	85-9119	Property Inventory Record - Microfiche		Close				Supersede 76-0079 (Property Inventory)
58	MPD-331--Administration	58-0035	Contract File		Close				Supersede 19-0021 (Contracts)

City Information Management Committee Retention Schedules

March 7, 2024

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59	MPD-331-- Administration	61-0207	Minutes Of Captains Meetings		Close				Supersede 23-0026 (Ad Hoc Meeting Minutes)
60	MPD-331-- Administration	80-0034	Minutes, Supervisors Staff Meeting		Close				Supersede 23-0026 (Ad Hoc Meeting Minutes)
61	MPD-331-- Administration	85-0075	Chief Of Police Correspondence File		Close				Supersede 19-0037 (Dept. Head Correspondence)
62	MPD-331-- Administration	86-0025	Control Account Activity Report, Job 402.325		Close				Supersede 18-0003 (Fiscal Reports)
63	MPD-333--Central Records Division	04-0023	PD-3 Consular/Notification/Arrest/Detention/Of Foreign National		Close				Supersede Police Global
64	MPD-333--Central Records Division	58-0007	Property Inventory (Dupl. Pink)		Close				Supersede 76-0079 (Property Inventory)
65	MPD-333--Central Records Division	58-0012	Field Interrogation Report (Hold Up)		Close				Supersede 88-0077
66	MPD-333--Central Records Division	64-0066	Auto Theft Statistics, Weekly and Monthly (Copy)		Close				Supersede 19-0025 (Routine Reports)
67	MPD-333--Central Records Division	64-0073	Supervisory Officers' Weekly Meeting-Minutes		Close				Supersede 23-0026 (Ad Hoc Meeting Minutes)

City Information Management Committee Retention Schedules

March 7, 2024

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68	MPD-333--Central Records Division	76-9090	Miscellaneous Folder - Microfilm Copy		Close				Supersede 76-0090 (Special Investigation- Statutorily Limited)
69	MPD-333--Central Records Division	77-9160	Correspondence 1978- Microfilm Copy		Close				Supersede 20-0011 (Routine Correspondence)
70	MPD-333--Central Records Division	77-M159	Correspondence 1978-		Close				Supersede 20-0011 (Routine Correspondence)
71	MPD-333--Central Records Division	82-9112	Daily Duty Assignment Report		Close				Supersede 10-0025 (Dept. Timekeeping)
72	MPD-333--Central Records Division	82-M112	Daily Duty Assignment Report		Close				Supersede 10-0025 (Department Timekeeping Records)
73	MPD-334--Districts	87-0006	Restraining Order Or Injunction	Record maintained by District offices of temporary restraining orders or injunctions initiated by a petitioner residing in that district and/or enforced against a resident of that district. The version of the report maintained at Police District offices is used for reference and enforcement purposes; it has no enduring value once the order expires or is vacated.	Amend	Order expires	0	Destroy Confide	Updating description and confidentiality citation
74	MPD-334--Districts	97-0050	Official Discipline Form (District, Bureau Copy) PD40		Close				Supersede IAD version of record

City Information Management Committee Retention Schedules

March 7, 2024

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75	MPD-339--Auto Data Processing	65-0075	Tab Card Ledger - Traffic Citation					Close	Supersede 19-0025 (Routine Reports)
76	MPD-339--Auto Data Processing	86-0072	Main Computer Record, Disc File					Close	Close-Non-Record (Copies)
77	MPD-339--Auto Data Processing	93-0015	Monthly Burglary Report.					Close	Supersede 19-0025 (Routine Reports)
78	MPD-339--Auto Data Processing	93-0016	Juvenile Referral Report.					Close	Supersede 19-0025 (Routine Reports)
79	MPD-339--Auto Data Processing	93-0017	Traffic Summary.					Close	Supersede 19-0025 (Routine Reports)
80	MPD-339--Auto Data Processing	93-0018	Weekly Burglary Report.					Close	Supersede 19-0025 (Routine Reports)
81	MPD-339--Auto Data Processing	93-0020	Sexual Assault Report.					Close	Supersede 19-0025 (Routine Reports)
82	MPD-339--Auto Data Processing	93-0021	Arson Summary.					Close	Supersede 19-0025 (Routine Reports)
83	MPD-339--Auto Data Processing	93-0022	Weekly Detective Bureau Report.					Close	Supersede 19-0025 (Routine Reports)
84	MPD-339--Auto Data Processing	93-0023	Metcalf Park Crime Report.					Close	Supersede 19-0025 (Routine Reports)
85	MPD-339--Auto Data Processing	93-0024	Aldermanic Tract Report.					Close	Supersede 19-0025 (Routine Reports)

City Information Management Committee Retention Schedules

March 7, 2024

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86	MPD-339--Auto Data Processing	93-0025	Arrest Summary.		Close				Supersede 19-0025 (Routine Reports)
87	MPD-339--Auto Data Processing	93-0027	Parking Checker Activity.		Close				Supersede 19-0025 (Routine Reports)
88	MPD-339--Auto Data Processing	93-0028	District Tract Report.		Close				Supersede 19-0025 (Routine Reports)
89	MPD-339--Auto Data Processing	93-0029	Special Tract Report.		Close				Supersede 19-0025 (Routine Reports)
90	MPD-340--Traffic Division	60-0284	Cash Register Daily Audit Sheet (Tape) Report		Close				Supersede 18-0010 (Cash Management)
91	MPD-340--Traffic Division	62-0039	Correspondence, General		Close				Supersede 20-0011 (Routine Correspondence)
92	MPD-340--Traffic Division	72-0121	Wisconsin Uniform Citation - Violation Released		Close				Supersede 24-0002 (Citation Records)
93	MPD-340--Traffic Division	72-0122	Wisconsin Uniform Citation - Voided		Close				Supersede 24-0002 (Citation Records)
94	MPD-340--Traffic Division	72-0123	Wisconsin Uniform Citation - Cases Disposed Of		Close				Supersede 24-0002 (Citation Records)
95	MPD-340--Traffic Division	72-0124	Wisconsin Uniform Citation - Cases To Court -		Close				Supersede 24-0002 (Citation Records)

City Information Management Committee Retention Schedules

March 7, 2024

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96	MPD-340--Traffic Division	72-0129	Wisconsin Uniform Citation Court Disposition		Close				Supersede 24-0002 (Citation Records)
97	MPD-340--Traffic Division	72-9128	Traffic Citation Dispositions Listing and Open		Close				Supersede 24-0002 (Citation Records)
98	MPD-343--Vice Control	65-0099	City Directory		Close				Close-Non-Record (Copies)
99	MPD-343--Vice Control	65-0103	Captain's Meetings - Minutes		Close				Supersede 23-0026 (Ad Hoc Meeting Minutes)
100	MPD-343--Vice Control	65-0115	General Information File		Close				Supersede 20-0011 (Routine Correspondence)
101	MPD-343--Vice Control	65-0117	General Information Index		Close				Supersede 20-0011 (Routine Correspondence)
102	MPD-343--Vice Control	65-0125	Property Disbursement, PP-24, Copy		Close				Close-Non-Record (Copies)
103	MPD-343--Vice Control	65-0126	Property Inventory (Copy), PP-32		Close				Close-Non-Record (Copies)
104	MPD-343--Vice Control	65-0132	Statute Book, Wisconsin State		Close				Close-Non-Record (Copies)
105	MPD-343--Vice Control	89-0022	Major Crimes, Daily Summary, Copy		Close				Supersede 19-0025 (Routine Reports)
106	MPD-346--Open Records	85-0007	Open Records Request, 1983-		Close				Supersede 07-0001
107	MPD-346--Open Records	85-0008	Index Card - Open Records Request, 1983-		Close				Supersede 07-0001

City Information Management Committee Retention Schedules

March 7, 2024

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108	MPD-346--Open Records	85-0009	Memo Book Of Open Records Requests			Close			Supersede 07-0001
109	MPD-347--District 1	60-0274	Supplies Received Register			Close			Supersede 19-0025 (Routine Reports)
110	MPD-347--District 1	60-0290	Major Crimes Daily Flasher From Detective Bureau			Close			Supersede 19-0025 (Routine Reports)
111	MPD-347--District 1	60-0305	Missing Person's - Mo Summary Of Those Still Msg			Close			Supersede 19-0025 (Routine Reports)
112	MPD-347--District 1	87-0006	Restraining Order Or Injunction, Copy			Close			Supereede District Version
113	MPD-350--Printing And Stores	78-0104	Kardex - Disbursement			Close			Close-No Longer Created
114	MPD-352-- Community Services	92-0011	Division Activity Report, Weekly			Close			Supersede 19-0025 (Routine Reports)
115	MPD-355-- Management, Analysis, And Planning	61-0028	Annual Report			Close			Supersede 19-0024 (Annual Reports)
116	MPD-359-- Intelligence Fusion Center	14-E004	Automated License Plate Reader Records	Automated License Plate Reader (ALPR) is a system consisting of one or more cameras & related equipment that automatically & without human control locates, focuses on, & photographs license plates & vehicles that come into range of the device. This series includes a geographic tracking file associated with each record capture.	Renew		1	Destroy Confide	Renew without amendment.
117	MPD-370--Human Resources	13-E028	Employee Summary Report			Close			Supersede 11-0035 (Personnel File)

City Information Management Committee Retention Schedules

March 7, 2024

#	Organization	Schedule	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
118	MPD-370--Human Resources	61-0279	Shorthand Notes, Personnel Actions		Close				Close (Non-Record). No boxes in inventory.
119	MPD-370--Human Resources	62-0019	Memoranda Index		Close				Supersede 60-0224 (Memoranda Global)
120	MPD-370--Human Resources	73-0149	Back Pay Calculation		Close				Supersede 19-0094 (HRMS Reports)
121	MPD-370--Human Resources	73-0150	Ordinances, Salary & Position		Close				Close-Non-Record (Copies)
122	MPD-370--Human Resources	73-0236	Personnel Listing By Location & Title		Close				Close-Non-Record (Copies)
123	MPD-370--Human Resources	85-0010	Injury Pay Report, Biweekly, 101.385		Close				Supersede 19-0094 (HRMS Reports)
124	MPD-370--Human Resources	85-0120	Correspondence		Close				Supersede 20-0011 (Routine Correspondence)
125	MPD-370--Human Resources	87-0011	Appropriation Accounts - BCU 489.340 Copy		Close				Supersede 18-0010 (Cash Management)
126	MPD-370--Human Resources	87-0014	Statement Of Departmental Expenditures and		Close				Supersede 19-0094 (HRMS Reports)
127	MPD-370--Human Resources	87-0015	O&M Expenditures By BCU, Du Objective, Fund -		Close				Supersede 19-0094 (HRMS Reports)

City Information Management Committee Retention Schedules

March 7, 2024

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128	MPD-370--Human Resources	89-9059	Department Memorandum - Microfilm Copy		Close				Supersede 60-0224 (Memoranda Global)
129	MPD-370--Human Resources	89-M059	Department Memorandum		Close				Supersede 60-0224 (Memoranda Global)
130	MPD-370--Human Resources	89-M061	Department Orders		Close				Supersede 60-0225 (Orders Global)
131	MPD-370--Human Resources	92-0009	Future Applicant File		Close				Supersede 11-0029 (Recruitment and Hiring)
132	WATER-641--Water Department	23-0038	Meter Reading and Billing Records	Records of all readings of meters used to determine charges to customers, billed quarterly as allowed by Wis. Admin. Code PSC 185.32. This schedule consolidates schedules for Meter Reading Investigations, Collection records, and adjustment records to reflect collocation of account billing data in MWW systems.	New		6		New Schedule to consolidate functionally related records.
133	WATER-641--Water Department	23-0039	Meter Testing and History Records	Record of water meter testing records as required by Wis. Admin. Code 185.46 and containing all information specified therein, including meter identification, installed address, date of test, name of tester, and meter condition/function before and after the test and any repairs deemed necessary.	New	Meter is decommissioned	6	Destroy	New Series to reflect statutory requirements.

City Information Management Committee Retention Schedules

March 7, 2024

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134	WATER-641--Water Department	96-0053	Public Service Commission Orders and Documentation	Formal orders served upon the Water Works by the Public Service Commission, used to enforce actions permitted by Wis. Stats. Â§Â§ 196.02 and 227.11. In addition to the order itself, this series may include supporting documentation, such as correspondence, certifications, or any information requested of Milwaukee Water works by PSC.	Amend	Creation	3	Archives at Milw	Updated title and description.
135	WATER-641--Water Department	97-0076	Production/Pumpage Records--Monthly Summaries	Records created by purification and pumping facilities owned by Milwaukee Water Works. This series specifically covers retention of summary reports required by Wis. Admin. Code Ch. PSC 185.45; for daily reports, use RRDA #19-0024 (Routine Reports).	Amend	3 years after source decommission (if earlier)	15	Destroy	Updated title, description, and retention period to reflect PSC guidelines (2009).
136	WATER-641--Water Department	97-0079	Customer Service/Account Files	Records relating to service provided to and interactions with individual customer accounts. Documents include, but are not limited to, system usage reports, inquiries, complaints, records of inspection of premises, customer deposit records, individual billing records, and other records not otherwise captured by a customer-focused retention schedule. Retention of this series follows Wis. Admin. Code PSC 185.19(d).	Amend		6	Destroy	Updated Series Title and Description.

City Information Management Committee Retention Schedules

March 7, 2024

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				Detail records, analysis sheets, and computation worksheets used for segregating the accumulated provision for depreciation and depletion extent according to the treatment plant functional classification. This series also includes longitudinal data such as life and salvage studies. Retention period follows advice in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities", as adopted by the Public Service Commission 3/19/09 to supplement Wis. Admin. Code Ch. PSC 185.19.					
137	WATER-641--Water Department	97-0115	Accumulated Depreciation Records-- Treatment Plants		Amend		25	Destroy	Amended series title and description
				Records related to the annual Payment in Lieu of Taxes (PILOT) made to the City of Milwaukee by Milwaukee Water Works (MWW) for MWW-owned tax-exempt properties, as permitted by Milwaukee Code of Ordinances 307-7. Records may include, but are not limited to, the PILOT agreement, rate calculations, correspondence with other City departments, record of payment, and other related documentation.					
138	WATER-641--Water Department	97-0121	Payment in Lieu of Taxes (PILOT) files		Amend		7	Destroy	Updated schedule title and description.

City Information Management Committee Retention Schedules

March 7, 2024

#	Organization	Schedule	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
139	WATER-641--Water Department	98-0009	Connection/Disconnection Orders	Records related to disconnection or reconnection of water service due to any condition allowed in Wis. Admin. Code Ch. PSC 185.37(2) or (3). Order files should include any required notice or explanation as stipulated in the enabling regulations, as well as record of any dispute/appeal to either Milwaukee Water Works or the Public Service Commission affecting implementation of the disconnect order. Retention follows Wis. Admin. Code Ch. PSC 185.19(d)(1).	Amend	Creation	3	Destroy	Amended to expand description and update statutory authority.
140	WATER-641--Water Department	98-0011	Revenue Summaries	Summaries of monthly operating revenues according to classes of service, including summaries of forfeited discounts and penalties. Retention is based on guidance from the Wisconsin Public Service Commission, Wis. Admin. Code Ch. PSC 185.19(d)(4).	Amend		6	Destroy	Revised to include 2023 PSC citation.
141	WATER-641--Water Department	97-0120	Rate Schedules	Water rate schedules and supporting documentation, which are required to be filed with the Public Service Commission under Wis. Admin. Code Ch. PSC 185.21 and made available for public inspection.	Renew	Superseded by new rates	0	Destroy	Updated title and description
142	WATER-641--Water Department	97-0001	Revenue - Adjustments (55)		Close				Supersede 23-0038 (Meter Reading Records)
143	WATER-641--Water Department	97-0075	O & M - Prod - Water Supply (22.4)		Close				Supersede 97-0076 (Pumpage/Production Records)

City Information Management Committee Retention Schedules

March 7, 2024

#	Organization	Schedule	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
144	WATER-641--Water Department	97-0126	Cost of Services Increase Filings		Close				Close-No Longer Created
145	WATER-641--Water Department	98-0008	Revenue-Meter Reading-Cards (48)		Close				Close-No Longer Created