

## SCHEDULES FOR CIMC REVIEW - SEPTEMBER 19, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	360	DNS	19-0087	<u>Title Search Forms</u>	New	Forms submitted by property buyers and other real estate professionals requesting searches of Department of Neighborhood Services records to indicate any fees, code violations, or special charges pending on a property, as well as any city registration programs (Property Registration, Vacant Building Registration, Rent Withholding) to which the property may be subject. The forms serve as a snapshot of fees owed on a property at time of sales transaction for administrative and tax purposes; fees still unpaid at time of sale are transferred to the tax rolls for that fiscal year and documented there. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period- See Schedule 19-S087.	Fiscal + 3 Yrs. E-Vault	Destroy Under Supervision	Yes
2	360	DNS	19-S087	<u>Title Search</u>	New	This is a proxy series for paper copies of Title Search Forms to be scanned and retained in E-Vault under Schedule 19-0087. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Event (Scan & Indexed into E-Vault) + 3 mo. City Records Center	Destroy Under Supervision	No
3	381	Emergency Preparedness Investigation Log	19-0071	<u>Emergency Preparedness Investigation Log</u>	New	Reports and official referenced attachments for environmental investigations carried out by either Environmental Health or Emergency Preparedness staff and documented on either form "Field Report (H-3050)" or the updated version, "Environmental Health/Emergency Preparedness Investigation Log (H-3051)." Reports consist of various environmental investigation narratives including, but not limited to: air/water quality, including carbon monoxide exposure and fugitive odors; other types of chemical releases or exposures; ecto-parasitic infestations; interior mold intrusion; possible rabies exposure, both human and pet; and uncontained bio-medical and/or infectious waste.	Event (Investigative Case Closure) + 2 Yrs. Office / 5 Yrs. City Records Center	Destroy Under Supervision	Yes
4	545	Infrastructure/ Special Projects	19-0072	<u>Special Project Files (Routine)</u>	New	Special Project files pertain to special projects undertaken by the Infrastructure Services (formerly Bureau of Engineers) division of DPW. Projects typically pertain to construction or reconstruction of public infrastructure, including streets, sidewalks, sewers, retaining walls, bridges, railroad and other transit rights-of-way, expressways and other major highways, playgrounds, and some public buildings. Individual files may contain correspondence, reports, drawings and renderings, site photographs, and necessary permit documentation. Routine special project files typically include, in addition to the above, documents with diminished administrative and historical value, including cost estimates, bills and invoices, work orders, notes, complaints, and other records of project components that are compiled or summarized elsewhere.	Event (Project completed) + 5 Yrs. Office / 5 Yrs. City Records	Destroy Under Supervision	Yes

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5	545	Infrastructure/ Special Projects	90-0030	<u>Special Project Files (Historically Significant)</u>	New	Files pertaining to special projects undertaken by the Infrastructure Services (formerly Bureau of Engineers) division of the Milwaukee Department of Public Works. Projects typically pertain to construction or reconstruction of public infrastructure, including streets, sidewalks, sewers, retaining walls, bridges, railroad and other transit rights-of-way, expressways and other major highways, playgrounds, and some public buildings. Individual files may contain correspondence, reports, drawings and renderings, site photographs, contracts and payments, environmental studies, and necessary permit documentation. Also included in this series are annual reports of special projects activities and studies of city areas for the purposes of redevelopment. This schedule should be used for those special project files of historical interest due to the impact of the project on the city as a whole, or for files of long-term administrative value to Infrastructure services.	Event (Project completed) + 5 Yrs. Office / 5 Yrs. City Records	Transfer to City Archives at the City Records Center for Permanent Retention	Yes
6	900	City-wide Global Schedules	18-0037	<u>Public Relations Files</u>	Amend	Records of public statements, appearances, press releases, and other one-way interaction between Council members or City departments and the public or press outlets. This series may also include unique information posted to websites and social media pages, official and unofficial photographs, newsletters, clippings files, press kits, or other related records.	Creation + 2 Yrs./Office	Transfer to City Archives at the City Records Center for Permanent Retention	Yes
7	900	City-wide Global Schedules	19-0036	<u>Department Head Correspondence-Routine</u>	New	Correspondence sent or received, in any format, by the top official (elected or non-elected) in all City of Milwaukee departments. Records in this series are typically required as evidence of transactions, approval, or decision-making responsibility, but do not usually contain long-term historical value. Examples of records in this series include signature files, documents on which the Department head is copied for reference, routine notifications to constituents and/or Common Council committees to be included in Common Council files, and routine reports from subordinates.	Creation + 3 Yrs. Office / 4 Yrs. City Records Center	Destroy Under Supervision	Yes
8	900	City-wide Global Schedules	19-0037	<u>Department Head Correspondence-Historically Significant</u>	New	Correspondence sent or received, in any format, by the top official (elected or non-elected) in all City of Milwaukee departments. Records in this series typically relate to major policy changes or departmental reorganization, major programs or initiatives of the department, or to major Citywide historical events or political issues. Depending on the volume of records received, records in this series may be sampled by City Records or MPL Archives staff.	Event (End of Term or Employment) + 1 Yr. Office	Transfer to City Archives at the Milwaukee Public Library	Yes
9	900	City-wide Global Schedules	19-0065	<u>Surveillance Recordings (Non-Police)</u>	New	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. This schedule is primarily intended for footage with no obvious incident in which the City has an interest; recordings with incident footage or otherwise required for legal purposes must be retained until the final disposition of the incident. The schedule does not apply to footage recorded by police body cameras, dash cameras, or related police devices.	Event (Date of Recording) + 120 Days/Office	Destroy Under Supervision	Yes

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10	900	City-wide Global Schedules	19-0070	<u>Public Official Surety Bonds</u>	New	Record of bond furnished by public officials with fiduciary responsibilities for "faithful performance of the appointee's duty", following Wis. Stat. § 62.55. Bonds are approved by the Mayor, the City Attorney as to form and execution, Common Council as to sufficiency, then delivered to the Comptroller to be recorded by the County Register of Deeds. Recorded bonds are maintained in the City Clerk's office on file.	Event (Cancellation of Bond) + 3 Yrs. Office / 4 Yrs. City Records Center	Destroy Under Supervision	Yes
See Delete/Superseded Schedule Request Form for 11 schedules from the Election Commission									
See Delete/Superseded Schedule Request Form for 3 schedules from ERS									



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

**Jim Owczarski**  
City Clerk  
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**Bradley Houston**  
City Records Officer  
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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.**

Department Name: Election Commission	Department Number: 170
Department Head Neil Albrecht	Division Head
Department Records Coordinator Theresa Gabriel	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	09-0018	Files Of Executive Director, Election Commission	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0037 (Dept. Head Correspondence-Historically Significant). <b>No Inventory.</b>
2	08-0009	Absentee Application Ballot Log-Partisan Election	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0008 (Absentee Application Ballot Log). <b>No Inventory.</b>
3	09-0013	Mail-In Absentee Ballot Application (Federal)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 09-0011 (Absentee Ballot Application-Federal). <b>3 boxes.</b>
4	09-0014	Mail-In Ab Ballot Application Non-Partisan	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 09-0012 (Absentee Ballot Application-Non-Federal). <b>No Inventory.</b>
5	09-0015	Ab Ballots-Certificate Envelope (Federal Election)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 09-0011 (Absentee Ballot Application-Federal). <b>2 boxes.</b>
6	09-0016	Ab Ballots-Certificate Envelope (Non-Partisan)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 09-0012 (Absentee Ballot Application-Federal). <b>No Inventory.</b>
7	09-S017	Permanent Absentee Ballot Application	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 09-0017 (Automatic Absentee Ballot Application). <b>13 boxes.</b>
8	10-0014	Deputy Voter Registrar Oath	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created. <b>1 box; Final Disposition 12/31/18.</b>
9	61-0338	Correspondence, General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0042 (Subject Files). <b>No Inventory.</b>
10	91-0002	Budget File - Annual	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 (Departmental Budget and Appropriation Requests). Departmental Budget and Appropriation Requests. <b>No Inventory.</b>
11	91-0015	Accounting Reports, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 (Routine Status and Activity Reports). <b>No Inventory.</b>



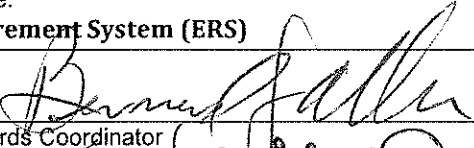
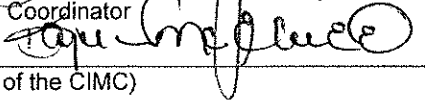
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Department Name: <b>Employees' Retirement System (ERS)</b>	Department Number: 287
Department Head <b>Bernard Allen</b> 	Division Head
Department Records Coordinator <b>Karen McElwee</b> 	City Records Officer <b>Brad Houston</b>
City Clerk (on behalf of the CIMC) <b>Jim Owczarski</b>	Date

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**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	02-0019	Annual Report & Financial Statement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0024 <u>Annual Reports</u> ; No Inventory
2	02-M022	ERS Annual Audited Financial Statement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0024 <u>Annual Reports</u> ; <b>Transfer 5 boxes</b>
3	09-9022	ERS Annual Audited Financial Statement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0024 <u>Annual Reports</u> ; 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	