

RETENTION SCHEDULES FOR CIMC REVIEW Q4 DECEMBER 8, 2022

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
1	900	City-wide Global Schedules	02-0002	<u>OSHA Injury Logs:</u> <u>OSHA Records</u> <u>300/300A</u>	Renew	Log of recordable injuries based on OSHA (Occupational Safety & Health Administration) recording regulations. Includes OSHA log number issued by department in which accident occurs; employee's name, date and description of injury; days away from work and restricted duty days. This log is known as OSHA Record 300. A summary of these logs, which are to be posted by departments for employees according to OSHA regulations, is known as OSHA 300A.	Fiscal Yr. + 5 Yrs./Office	Destroy Under Supervision	Yes
2	900	City-wide Global Schedules	02-0003	<u>The First Report of an Accident:</u> <u>OSHA Record 301</u>	Renew	The first report of an accident, OSHA Record 301 (Occupational Safety & Health Administration) filed by a City department with the Employee Benefits Division. Each City department is to issue an OSHA log number for this report which is indicated on its departmental OSHA Injury Log (OSHA Record 300) within six days of a reported accident. Log numbers are then summarized on the Injury Summary Log (OSHA Record 300A). This schedule is for the employee's originating department's report of the accident which is filed with Employee Benefits, but must also be retained for five years, according to OSHA regulations, by the City department that files the report with Employee Benefits. (NOTE: The first report of an accident which is filed with Employee Benefits becomes form EB49 aka WC-12. EB49 is on a separate retention schedule). Information contained on the first report of an accident includes: the employee name, nature of the accident, supervisor's signature, department assigned OSHA number as stipulated in the OSHA Act of 1970, CFR29, Part 1904 SubPart C, which was revised January 1, 2002 to reinforce department level retention of the first report copy.	Creation + 5 Yrs./Office	Destroy Under Supervision	Yes
3	900	City-wide Global Schedules	11-0019	<u>ADA Discrimination Files</u>	Renew	ADA (Americans with Disabilities Act) discrimination records concern claims of discrimination on the basis of disability, and include documentation regarding reasonable accommodation requests and other materials. See also 11-0034 Litigation Files for litigated ADA claims and 11-0036 Personnel Files- Medical. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Date of closure or disposition of case) + 8 yrs./Office	Destroy Under Supervision	Yes
4	900	City-wide Global Schedules	11-0020	<u>Grievance Arbitration Documentations-</u> <u>Discipline</u>	Renew	Documentation related to grievances and arbitration awards for issuance and implementation of disciplinary action under the terms of contracts. Original Arbitration Awards are maintained under separate schedules by the Department of Employee Relations Labor Relations Division and/or the City Attorney's Office, dependent upon the nature of the award. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Date of Resolution) + 7 Yrs./Office	Destroy Under Supervision	Yes

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5	900	City-wide Global Schedules	11-0021	<u>Grievance Arbitration Documentations- Contract Interpretation</u>	Renew	Documentation related to grievances and grievance arbitration awards dealing with contract interpretation issues establishing the terms under which departments and the City will operate under specific provisions of the contract. Original Arbitration Awards are maintained under separate schedules by the Department of Employee Relations Labor Relations Division and/or the City Attorney's Office, dependent upon the nature of the award. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Administrative Value Expires)	Destroy Under Supervision	Yes
6	900	City-wide Global Schedules	11-0022	<u>Classification File</u>	Renew	This record series includes departmental request for classification review of positions and reorganization requests, related documentation including justification and analysis, job descriptions, job analysis questionnaires, and organization charts, and final classification reports. Official notification of promotion after reclassification action should be kept in 11-0035 Personnel File.	Event (Final Report) + 10 yrs./Office	Destroy Under Supervision	Yes
7	900	City-wide Global Schedules	11-0023	<u>Collective Bargaining & Labor Contract Case Files</u>	Renew	Records created in preparation for contract negotiations, interpretation/clarification of contract language, and other collective bargaining related records created by city departments. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Contract expiration date) + 7 yrs./Office	Transfer to City Archives at MPL for Permanent Retention	Yes
8	900	City-wide Global Schedules	11-0024	<u>EEO/AA Plans</u>	Renew	General city departments prepare Equal Employment Opportunity/Affirmative Action (EEO/AA) reports that include departmental workforce, utilization of women and minorities, analysis of new hires and promotions, training information, disciplinary data analysis and ADA (Americans with Disabilities Act) reasonable accommodations. All plans are submitted to the Department of Employee Relations as well as the Milwaukee Municipal Research Library.	Fiscal Yr. + 4 Yrs./Office	Transfer to Milwaukee Municipal Research Library for Permanent Retention	Yes

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9	900	City-wide Global Schedules	11-0025	<u>EEO/ERD Complaint Files</u>	Renew	Equal Employment Opportunity/Equal Rights Division (EEO/ERD) complaints are filed by employees alleging discrimination, retaliation, or harassment based on violations of protected classes of individuals. This schedule includes records created or summarized to respond to complaints of discrimination. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Final Disposition of Charge) + 7 Yrs./Office	Destroy Under Supervision	Yes
10	900	City-wide Global Schedules	11-0027	<u>Employment Applications/ Resumes- Unsolicited</u>	Renew	These records include letters and resumes from persons expressing interest in permanent, project, or limited term positions with the City of Milwaukee.	Fiscal Yr. + 6 mo./Office	Destroy Under Supervision	Yes
11	900	City-wide Global Schedules	11-0028	<u>Exit Interview Records</u>	Renew	These records document and address issues and concerns both negative and positive of employees who are leaving the City service. Exit interviews and related records should not be included in the official personnel file.	Event (Date of Separation) + 7 Yrs./Office	Destroy Under Supervision	Yes
12	900	City-wide Global Schedules	11-0029	<u>Hiring Documentation- Not Hired</u>	Renew	Records related to unsuccessful applicants for city positions evaluated by departmental hiring officers, including interview questions, notes, evaluations, resumes and/or employment applications, including solicited, but not hired; work simulation exercises, scores, reference checks, non-select letters, and any other information used in interviewing and evaluating applicants. Application materials for persons hired are to be placed in 11-0035 Personnel File.	Event (Date of Hire or Date of Personnel Action to which record relates) + 4 Yrs./Office	Destroy Under Supervision	Yes
13	900	City-wide Global Schedules	11-0030	<u>Investigation and Disciplinary Files</u>	Renew	Notes, witness statements, evidence, reports, and other documentation created and maintained in connection with internal investigation involving an employee. The series also includes documents that are related to formal disciplinary action, such as suspension notices and warning letters	Event (Closure of Investigation) + 7 Yrs./Office	Destroy Under Supervision	Yes
14	900	City-wide Global Schedules	11-0031	<u>Recruitment and Hiring File- General</u>	Renew	Records of the hiring process for a position with the City of Milwaukee, including the request to staff position, special rate letters, job announcements, classification studies and actions, active eligible lists for the position, primary versions of oral and written examinations, evaluation forms and documentation, transfer/promotion documentation (if applicable), and correspondence with applicants. Information pertaining to specific applicants or hires should be maintained with RRDA# 11-0029 (Hiring Documentation-Not Hired) or 11-0035 (Personnel File), as appropriate.	Event (Date of Hire or Date of Personnel Action to which record relates) + 4 Yrs./Office	Destroy Under Supervision	Yes

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15	900	City-wide Global Schedules	11-0033	<u>Layoff Plans</u>	Renew	Layoff plans approved by the Civil Service Commission (CSC), and any other documentation that details or explains the layoff as it impacts specific employees or groups of employees are maintained with Civil Service Commission Meeting Minutes. Any department records related to layoff plans not formally submitted to CSC are included in this schedule.	Event (Administrative Value Expires)	Transfer to Milwaukee Municipal Research Library for Permanent Retention	Yes
16	900	City-wide Global Schedules	11-0034	<u>Litigation Files</u>	Renew	Record related to discrimination or other HR-related cases in which the City is party to a claim or lawsuit. These records may include statements or allegations, correspondence, investigative reports which state the decision made, appendices and other materials gathered as evidence in discrimination cases. See Also: 11-0019 ADA Discrimination Files Records (Americans with Disabilities Act) concerning claims of discrimination on the basis of disability	Event (Date of closure or disposition of case) + 8 yrs./Office	Destroy Under Supervision	Yes
17	900	City-wide Global Schedules	11-0035	<u>Personnel File</u>	Renew	All non-medical records related to an employee's term of employment with the city of Milwaukee. Records may include, but are not limited to: application and hiring documentation; job description; appointment letters and special appointment rate letters; probationary period reports and requests for extensions; transfer and promotion documentation; training and employee development-related documentation; favorable occurrences/letters of commendation, recognition & awards; resignation and reference letters; performance improvement plans; certificate of license or professional designations; relocation reimbursement requests; performance improvement plans; non-medical leave documentation, and unemployment information.	Event (Separation from City Employment) + 8 Yrs./Office	Destroy Under Supervision	Yes
18	900	City-wide Global Schedules	11-0036	<u>Personnel Files-Medical</u>	Renew	Records related to medical issues faced by employees during their term of employment with the city of Milwaukee. Records may include, but are not limited to: ADA (Americans with Disability Act) compliance documentation records; FMLA (Family Medical Leave Act) applications and certifications; Injury reports, application for sick leave or injury pay, fitness for duty exams & results, return to work documentation, LTD (Long-term Disability) application, sick leave control letters, and other occupational health related records.	Event (Separation from City Employment) + 8 Yrs./Office	Destroy Under Supervision	Yes

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19	900	City-wide Global Schedules	11-0037	<u>Safety Records</u>	Renew	Safety policies and plans, and other documentation created by City departments to address worker compensation and safety concerns including records related to investigation and follow up to workplace accident investigations, accident prevention measures and other risk management initiatives. This schedule includes training records and may also include policies, practices, safety goals and objectives. NOTE: Reports of injuries or related documentation is found under schedule 76-0117- OSHA 300A, 301-EB-EB-49, 300 and 11-0036 Personnel Files-Medical.	Event (Superseded)	Transfer to City Archives at MPL to be screened for historic value	Yes
20	900	City-wide Global Schedules	11-0038	<u>Employment Background Investigation Documentation-Candidates Hired</u>	Renew	Background investigation documentation for candidates who were hired include traffic records check, arrest and conviction records, consumer credit reports, as well as other background investigation information received or prepared in relation to applicants appointed or promoted.	Event (Date of Hire) + 7 Yrs./Office	Destroy Under Supervision	Yes
21	900	City-wide Global Schedules	13-0056	<u>USCIS Form I-9 Employment Eligibility Verification</u>	Renew	In compliance with the federal law Immigration Reform & Control Act (IRCA), the City is responsible for having all employees complete a Form I-9 to document verification of the identity and employment authorization to work in the United States of each new hire after November 6, 1986. A digital I-9 form is verified by an on-line service. The I-9 form and the documents each employee presents to verify identity and employment authorization is maintained by the hiring authority, e.g. Dept. of Employee Relations, Fire & Police Commission, Milwaukee Police Department, Milwaukee Fire Department.	The Latter of: Event (Date of Hire) + 3 Yrs. Or Event (Employment Terminated) + 1 Yr./Office	Destroy Under Supervision	Yes
22	900	City-wide Global Schedules	19-0003	<u>Department Employee History Cards</u>	Renew	Record of an employee's history with the City of Milwaukee and constituent departments, including information about job title, date of appointment, rate of pay, unpaid time off, and termination/retirement. In addition to the City Service history card maintained by the Department of Employee Relations Schedule 09-0025, several major departments, including the Milwaukee Health Department, the Fire and Police Commission, and the Department of Public Works, also maintained these records for their employees. The departmental cards either supplemented or replaced the information on the City Service cards, and are of ongoing administrative value for pension calculations, as well as for historical reasons. Records under this schedule may be digitized; images will constitute the official record and will be maintained according to requirements in Wis. Stats §137.20 and 16.61(7).	Event (Separation from City Employment)	Transfer to City Archives at the City Records Center for Permanent Retention	Yes

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23	900	City-wide Global Schedules	19-0040	<u>Employee Exposure Records</u>	Renew	Records of employee exposure to workplace hazards, including chemical, excessive noise, radiation, asbestos, and lead. The series includes a report on the specifics of the incident and any City-created form, report, or record that relates to the incident; also included are personal exposure samples, wipe samples, bulk samples, and reports/inspections of activities related to actual or potential exposures. Exposure records must be kept for 30 years following the exposure and subsequent investigation, per requirements listed in OSHA 29 CFR § 1910.120. For policies and procedures related to employee exposure, use Schedule 11-0037 Safety Records. For original versions of employee medical records, use Schedule 11-0036 Personnel Files-Medical.	Event (Exposure) + 30 Yrs./Office	Destroy Under Supervision	Yes
24	900	City-wide Global Schedules	19-0048	<u>Internship Files</u>	Renew	These records pertain to interns working in City departments, paid or unpaid. Internships are typically, though not always, undertaken as part of undergraduate or graduate study. Files may include, but are not limited to, resumes, applications cover letters, writing samples, research conducted for the office as part of the internship, evaluation forms, background check records, placement records, records related to assignment of college credit, letters of recommendation, and other items related to work done.	Event (End of Internship) + 5 Yrs./Office	Destroy Under Supervision	Yes
25	900	City-wide Global Schedules	19-0069	<u>Internship Application (Unsuccessful)</u>	Renew	Application files for internships in all city departments, which are used to evaluate applicants and determine intern placements. Applications may include, but are not limited to, resumes, cover letters, writing samples, evaluation forms, and other materials relating to each application. Application materials from successful applicants are to be transferred to schedule 19-0048 Internship Files.	Event (Close of Application Process) + 2 Yrs./Office	Destroy Under Supervision	Yes
26	900	City-wide Global Schedules	22-0009	<u>Employee Training Attendance Records</u>	New	Records related to employee attendance of City-provided training, including both in-person workshops/presentations and asynchronous/web-based training. These records may include information such as employee name, employee department, name and date of training, contact information, and evidence of satisfactory completion of training.	Event (Employment Terminated) + 5 Yrs./Office	Destroy Under Supervision	Yes
27	900	City-wide Global Schedules	22-0010	<u>Training Evaluations</u>	New	Written evaluations of courses presented by City Departments for the purposes of training City Employees, subcontractors, or other persons.	Event (Completion of Training Course) + 1 Yr./Office	Destroy Under Supervision	Yes

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28	900	City-wide Global Schedules	22-0011	<u>Undeliverable Returned Mail</u>	New	<p>This record series consists of outgoing department mail pieces that are returned to the sender by the post office. According to post office procedures, the reason for mail being undeliverable is indicated on the outside of the original mail piece and subsequently returned. Alternatively the post office may transmit returned mail by electronic notice. Reasons for mail being returned may include, but is not limited to: insufficient postage; incorrect address; forwarding order expired; abandoned by a defunct addressee; vacant, etc. Note: records covered by this schedule does not include returned certified or registered mailing receipts.</p> <p>Departments should retain these mail pieces in compliance with applicable laws as they relate to the contents of the mail or for as long as is administratively necessary to: correct the address for a second mailing; to track that proof of mailing occurred; or for audit purposes. Undeliverable returned mail pieces may also be incorporated into case files and retained for the full retention governing those particular schedules.</p>	Event (Until Administrative Value Expires)	Destroy Under Supervision	Yes
29	900	City-wide Global Schedules	76-0117	<u>Injury Reports: OSHA 300A, 301-EB-49, 300</u>	Renew	<p>The Occupational Safety & Health Administration form OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. (These forms were previously known as Injury & Illness Record, OSHA-100, 102 & CA-49.) This record series also includes a log, summary and incident report of work related injuries and illnesses of City employees. The Department of Employee Relations receives the official record of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws.</p>	Fiscal Yr. + 7 Yrs./Office	Destroy Under Supervision	Yes