

City Information Management Committee Retention Schedules

September 5, 2024

#	Organization	Schedule	Schedule Title	Description	Review Type	Event Code	Years	Disposition	Review Notes
1	900-ALL-Citywide Global	70-0049	Certificate of Records Destruction and related records	Records and related certification statements for approval of/confirmation of destruction or transfer to archives of City Records following applicable retention schedules and/or state or federal regulations.	Amend	Fiscal Year End	25	Destroy Confidentially	Updating to Global Schedule in light of new MPD SOP for records retention.
2	900-ALL-Citywide Global	24-0011	Family Medical Leave Act Chronological Files	Completed federal or state forms to request Family and Medical Leave and employer responses. This schedule covers departmental files related to all FMLA activities by employees of that department for a given period (month, year, etc.) FMLA applications and certifications should also be maintained along with the Medical Personnel File for	NEW	Fiscal Year End	3	Destroy Confidential	New Series created at request of Department of Employee Relations.
3	ASSESS-230- Assessor's Office	67-0160	Correspondence - Assessors		Close	Creation	10	Destroy	Supersede 20-0011 (Routine Correspondence)
4	CCCC-156-City Records	17-0026	Mail Room Log Sheets		Close	Creation	1	Destroy Confidentially	Close (No Longer Created)
5	CCCC-156-City Records	70-0046	Routine Correspondence		Close	Fiscal Year End	7	Destroy	Supersede 20-0011 (Routine Correspondence).
6	COMP-211- Comptroller Administration	75-9064	Sewer Service Charge Accounts - Bill Register -		Close	Creation	0	Archives at Milwaukee Public Library (to be screened)	Supersede 18-0003 (Routine Status and Activity Reports)

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7	COMP-211- Comptroller Administration	75-9065	Sewer Service Charge Accounts - Penalty Register -		Close	Creation	0	Archives at Milwaukee Public Library (to be screened)	Supersede 18-0003 (Routine Status and Activity Reports)
8	COMP-211- Comptroller Administration	75-M064	Sewer Service Charge Accounts - Bill Register -		Close	Creation	7	Destroy	Supersede 18-0003 (Routine Status and Activity Reports)
9	COMP-211- Comptroller Administration	75-M065	Sewer Service Charge Accounts - Penalty Register -		Close	Creation	7	Destroy	Supersede 18-0003 (Routine Status and Activity Reports)
10	COMP-211- Comptroller Administration	76-0242	Water Department Bond Files 1943- 1968		Close	Event	0	Destroy	Close (No Longer Created)
11	COMP-211- Comptroller Administration	77-9207	Subject File - Capital Improvements - Microfilm		Close	Creation	0	Archives at Milwaukee Public Library (to be screened)	Supersede 18-A042 (Subject Files)
12	COMP-211- Comptroller Administration	80-0069	Special Allowance Payments Listings		Close	Creation	7	Destroy	Supersede 02-0016 (Accounts Payable)
13	COMP-240--Public Debt Commission	67-0109	Comm Of Public Debt Minutes		Close	Creation	10	Permanent	Supersede 15-A007 (Minutes and Agendas)
14	COMP-240--Public Debt Commission	61-0347	Bonds Cancelled		Close	Creation	0	Destroy Confidentially	Supersede 20-0013 (Bond Records)
15	COMP-240--Public Debt Commission	61-0348	Bonds Coupons Cancelled		Close	Creation	0	Destroy Confidentially	Supersede 20-0013 (Bond Records)

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16	COMP-240--Public Debt Commission	79-0017	Bond Prospectus		Close	Creation	7	Destroy	Supersede 20-0013 (Bond Records)
17	COMP-240--Public Debt Commission	79-0018	Bond Register		Close	Creation	6	Destroy	Supersede 20-0013 (Bond Records)
18	DER-162-Staffing	89-0013	Job Analysis Questionnaire 1986 (Mgmt. Pay Plan)		Close	Creation	10	Destroy	Close (No Longer Created)
19	DER-164- Administration	70-0060	Payment Certification.		Close	Creation	1	Destroy	Supersede 10-0052 (Accounts Payable- Departments)
20	DOA-151-Budget and Management Division	72-0011	United Fund Folder		Close	Creation	2	Destroy	Supersede 91-0043 (Deduction Register)
21	DOA-152- Purchasing	66-0016	Agreements - Expired		Close	Creation	7	Destroy	Supersede 13-E029 (Awarded Contracts)
22	ERS-287- Administration	24-0012	Investment Bond Registers	Records of bonds held by Employes' Retirement Systems in various funds and corporations as investment vehicles for the City of Milwaukee pension fund.	NEW	Event	7	Destroy	New Series discovered during inventory of City Records holdings. Records were originally taken in unscheduled but never destroyed.
23	MHD-386- Communicable Disease	74-0103	Request For Immunization Records		Close	Creation	2	Destroy Confidentially	Supersede 07-0001 (Public Records Requests)
24	MPD-330- Property Control	87-M128	Inmate Property Register		Close	Creation	0.5	Destroy Confidentially	Supersede 87-0128 (Inmate Property)

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25	MPD-330- Property Control	88-0058	Narcotics Burn Folder- Property Control	Record of seizure and destruction of narcotics as permitted by circuit court order and authorized by the commanding officer of Property Control to destroy confiscated substances. Records in the series include the destruction order, narcotics envelope images, Property Inventories, Narcotics Incident Reports, and related records.	Amend	Event	8	Destroy Confidential	Updated schedule to reflect new MPD SOPs and changed retention from permanent to 8 years to mirror Statewide RRDA CNTY2203.
26	MPD-331- Administration	61-0092	Licensed Premises Record, L-13		Close	Creation	0	Permanent	Supersede 13-0003 (Licensed Premise Report)
27	MPD-331- Administration	61-0191	Licensed Premises, Central Record Of Active		Close	Creation	0	Permanent	Supersede 13-0003 (Licensed Premise Report)
28	MPD-331- Administration	85-0124	Daybooks		Close	Creation	10	Destroy	Supersede 04-0026 (Offense Reports). It may be appropriate to sample a selection of books for the Archives.
29	MPD-331- Administration	85-0128	License Application and Report, PI-22		Close	Creation	5	Destroy Confidentially	Supersede 13-0003 (Licensed Premise Report)
30	MPD-331- Administration	85-0134	License Renewal Application, PI-22, Inactive		Close	Creation	5	Destroy Confidentially	Supersede 13-0003 (Licensed Premise Report)
31	MPD-331- Administration	87-0004	Check For Bail Paid To Other Jurisdiction		Close	Creation	7	Destroy Confidentially	Supersede 18-0011 (Checks-Cancelled)

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32	MPD-331-Administration	88-0056	Narcotics Burn Folder-Non-Property Control Units	Record of seizure and destruction of narcotics as permitted by circuit court order and authorized by the commanding officer of Property Control to destroy confiscated substances. Records in the series include the destruction order, narcotics envelope images, Property Inventories, Narcotics Incident Reports, and related records.	Amend	Creation	1	Destroy Confidentially	Updated schedule to reflect new MPD SOPs.
33	MPD-331-Administration	89-0058	Report - Special Event PI-4		Close	Creation	1	Destroy Confidentially	Supersede 19-0025 (Routine Reports)
34	MPD-332-Communications	99-0132	Alarm Annunciator Printout	Documents alarm signals received from alarm monitoring circuits maintained by the City of Milwaukee at city government facilities. CRC APPROVED 7/22/99.	Close	Creation	0.33	Destroy Confidentially	Supersede 17-E036 (Surveillance Recordings)
35	MPD-333-Central Records	03-0006	Dangerous Driving Notification Form		Close	Creation	1	Destroy Confidentially	Close (No Longer Created)
36	MPD-335-Identification	72-0115	Arrest Cards PG-3		Close	Event	0	Destroy Confidentially	Supersede 86-0073 (Arrest Report and Supplements)
37	MPD-335-Identification	83-0011	Arrest Cards PG-3, Disposition Not Guilty,		Close	Event	0	Destroy	Supersede 86-0073 (Arrest Report and Supplements)
38	MPD-335-Identification	85-0099	Arrest Cards Juvenile PG-4		Close	Event	0	Destroy Confidentially	Supersede 86-0073 (Arrest Report and Supplements)
39	MPD-335-Identification	86-0050	Arrestee Profile Record		Close	Event	0	Destroy Confidentially	Supersede 86-0073 (Arrest Report and Supplements)
40	MPD-339-Auto Data Processing	61-0317	Monthly Report To C1B (Statistics)		Close	Creation	10	Destroy Confidentially	Supersede 19-0025 (Routine Reports)

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41	MPD-340-Traffic Division	97-0054	Loud Car Stereo Citizen Complaint Form	This form is used for reporting the improper use of radios or other electric sound amplification devices from motor vehicles under State Statue 346.945.	Renew	Creation	3	Destroy Confidentially	Renewed without amendment.
42	MPD-343-Vice Control	00-0033	Gambling Complaint Log Books		Close	Creation	10	Destroy Confidentially	Supersede 04-0026 (Offense Reports). May be appropriate to sample existing inventory as 18-A042.
43	MPD-343-Vice Control	09-0082	Narcotics Half Sheet books		Close	Creation	7	Destroy Confidentially	Supersede 04-0026 (Offense Reports). May be appropriate to sample existing inventory as 18-A042.
44	MPD-343-Vice Control	61-0330	Daybook, Narcotic Complaints		Close	Creation	10	Destroy Confidentially	Supersede 04-0026 (Offense Reports). May be appropriate to sample existing inventory as 18-A042.
45	MPD-343-Vice Control	65-0109	Daybook, General Office		Close	Creation	10	Destroy Confidentially	Supersede 04-0026 (Offense Reports). May be appropriate to sample existing inventory as 18-A042.
46	MPD-343-Vice Control	65-0112	Department Memoranda		Close	Creation	0	Permanent	Supersede 60-0225 (Official Memoranda)
47	MPD-343-Vice Control	65-0119	Inventory Book		Close	Creation	0	Permanent	Supersede 18-0016 (Inventories)
48	MPD-343-Vice Control	74-0123	Missing Person Report, Adult Female, PM-8 and PM-19		Close	Creation	1	Destroy Confidentially	Supersede 93-0019 (Missing Person Report-Adult)
49	MPD-343-Vice Control	65-0127	Stenographer's Original Notes		Close	Creation	7	Destroy Confidentially	Close-Non-Record

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50	MPD-343-Vice Control	88-0059	<i>Narcotics Burn Folder, Copy</i>		Close	Creation	1	Destroy Confidentially	<i>Supersede 88-0056 (Narcotics Burn Folder-Non-Property Control)</i>
51	MPD-344-Juvenile/Sensitive Crimes	73-0321	<i>Bicycle Violation Warning Report (PB-17)</i>		Close	Event	0	Destroy Confidentially	<i>Close (No Longer Created)</i>
52	MPD-347-District 1	60-0261	<i>Matrons Daybook Register</i>		Close	Creation	10	Destroy	<i>Supersede 04-0026 (Offense Reports). May be appropriate to sample existing inventory as 18-A042.</i>
53	MPD-349-Facilities	86-0028	<i>Job Sheets No. PM-21</i>		Close	Creation	1	Destroy	<i>Supersede 23-0024 (City Facility Maintenance Records)</i>
54	MPD-355-OMAP	92-0007	<i>Project Completed Or Cancelled (OMAP)</i>		Close	Creation	1	Destroy	<i>Supersede 18-A042 (Subject Files)</i>
55	MPD-370-Human Resources	89-0140	<i>Parking Receipt and Related Listings, Monthly and</i>		Close	Creation	0.5	Destroy	<i>Supersede 18-0008 (Accounts Receivable)</i>
56	MPD-370-Human Resources	89-0054	<i>Separation Check Out Sheet, Copy</i>		Close	Creation	2	Destroy	<i>Supersede 18-0016 (Inventories)</i>
57	MPD-ALL	79-0125	<i>Daybooks</i>		Close	Creation	10	Destroy	<i>Supersede 04-0026 (Offense Reports). It may be appropriate to sample a selection of books for the Archives.</i>
58	MPD-ALL	69-0189	Operating While Impaired (OWI) Citation Records	Records related to citations issued to motorists suspected of operating a vehicle while impaired by an intoxicant or other substance.	Amend	Event	7	Destroy Confidentially	Revised Schedule to include language in line with WIDOT schedule 395\516.

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59	PORT-429-Administration	10-0050	Harbor Commission Books Of Minutes (Bound Volumes)		Close	Creation	0	Archives at Municipal Research Library	Supersede 15-A007 (Meeting Minutes and Agendas).
60	PORT-429-Administration	90-0033	Vessel Arrivals, Daily		Close	Creation	6	Destroy	Supersede 19-0025 (Routine Reports
61	PORT-429-Administration	90-0034	Transportation Information, 1942-		Close	Creation	5	Destroy	Supersede 19-0025 (Routine Reports
62	PORT-429-Administration	90-0035	Port Statistics		Close	Creation	5	Destroy	Supersede 19-0024 (Annual Reports)
63	SPEC-701	91-0083	Journal Of Receipts and Disbursements		Close	Creation	0	Archives at Milwaukee Public Library (to be screened)	Close-No Longer Created (Use departmental schedules)
64	SPEC-701	91-0085	Atlas, 1/4 Sections		Close	Creation	0	Archives at Milwaukee Public Library (to be screened)	Close-No Longer Created (Use departmental schedules)
65	SPEC-862	00-0015	Program Files, Court Management		Close	Creation	7	Archives at Milwaukee Public Library	Close-No Longer Created (Use departmental schedules)
66	SPEC-862	02-D001	Water Engineering Books, Studies, Clippings		Close	Creation	0	Archives at Milwaukee Public Library	Close-No Longer Created (Use departmental schedules)
67	SPEC-862	03-9022	Daily Lab Reports -- Linnwood Water Plant - Film		Close	Creation	0	Destroy	Close-No Longer Created (Use departmental schedules)
68	SPEC-862	09-0018	Files Of Executive Director Of The Election Commission		Close	Creation	0	Archives at Milwaukee Public Library	Close-No Longer Created (Use departmental schedules)

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69	SPEC-862	09-0021	City Treasurer Correspondence		Close	Creation	0	Archives at Milwaukee Public Library	Close-No Longer Created (Use departmental schedules)
70	SPEC-862	09-9008	Treasurer's General Ledger From 1917 To 1984		Close	Creation	0	Archives at Milwaukee Public Library	Close-No Longer Created (Use departmental schedules)
71	TRS-221- Administration	69-0056	Tax Deed Foreclosure Files	All forms, documents, and correspondence relating to the foreclosure of delinquent real estate tax parcels.	Amend	Event	15	Destroy Confidentially	Per conversation with Treasurer's Office, retention is being revised to 3 years per Wis. Stat. §75.27. Event: date of foreclosure judgment.

Number of Schedules	Column Labels				
Row Labels	NEW	Amend	Renew	Close	Grand Total
Police		3	1	31	35
Comptroller				12	12
Other				8	8
Port				4	4
DOA				2	2
Global	1	1			2
Common Council				2	2
DER				2	2
ERS	1				1
Assessor				1	1
Health				1	1
Treasurer		1			1
Grand Total	2	5	1	63	71

