

City Information Management Committee 2015 Annual Report

This report is submitted pursuant to s. 320-1 of the Milwaukee Code of Ordinances.

Purpose: (Per s. 320-31 of the Milwaukee Code of Ordinances)

The City Information Management Committee recommends policies and guidelines to the Mayor and Common Council for management of the City's information resource, promote interdepartmental and intergovernmental sharing of information resources, and promulgate guidelines for development and maintenance of City records.

Members

1. **Chairwoman Alderwoman Milele Coggs**, Common Council
2. **Jennifer Meyer**, **Unified Call Center Manager**, Mayoral Designee
3. **Martin Matson**, City Comptroller
*Replaced by Aycha Sirvanci
Aycha Sirvanci, Special Deputy Comptroller, City Comptroller Designee
4. **James Klajbor**, Deputy City Treasurer, City Treasurer Designee
5. **Jim Owczarski**, City Clerk
6. **Richard Watt**, Policy and Administration Manager, Department of Administration
Director Designee
7. **Judy Pinger**, Central Library Manager, City Librarian Designee
8. **Jane E. T. Islo**, Municipal Court Assistant Court Administrator, Chief Municipal Court
Administrator Designee
9. **Deborah Wilichowski**, Fire Technical Services Manager, Fire Chief Designee
10. **Chuck Burki**, Information Systems Director, Police Chief Designee

Staff

1. **Nancy Olson**, Chief Information Officer, Executive Secretary
2. **Jacquelyn Block**, Department of Administration - Business Operations Division, Staff
Support
3. **Peter Block**, Assistant City Attorney, Legal Advisor
4. **Chris Lee**, Staff Assistant, City Clerk, Clerical Support

Committee meetings held:

March 12, 2015

June 1, 2015

September 3, 2015

December 10, 2015

Items, Reports, and Issues Considered or Discussed:

Audit Plan for 2015 by the Audit Division of the Comptroller

There are 27 internal audits scheduled for 2015. The first seven have already commenced. The last audit may be pushed to next year 2016. The 2015 Audit Plan is attached as Exhibit A.

City Administrative Review Team (CART) Membership

CIMC approved to add a representative from the Legislative Reference Bureau Library to the CART team.

E-Notify Legal Opinion from City Attorney's Office

The legal opinion is that e-notification is not different from email. ITMD, LRB, and the City Attorney's Office was asked to refine the City's email policy to include and address e-notification, defined "political endeavor", and prohibit the use of e-notification for political purposes. The legal opinion is attached as Exhibit B.

E-Notify Text & Email Alerts for Sanitation Pickups

There is a new and free e-notify feature to notify residents via email or text of alerts related to garbage and recycling pickups. Text alert requires people to sign-up and provide their phone carrier information and a text code verification number. A soft launch tested well through the July 4th holiday. The Department of Public Works Call Center will promote the new feature, and the Mayor's Office is sought to do a press release.

Email Retention

- **Legal Opinion from City Attorney's Office**

The legal opinion is that the content of most email could generally be set for a seven year record retention period. The general rule is that retention schedules are determined by the content of the record and not the format of the record. It is not feasible to designate a specific record retention schedule for email records due to the varying content of each email record. A strategy moving forward is to survey and study email retention schedules of other municipalities for the committee to move forward with an email retention schedule policy for the City. Legal Opinion attached as Exhibit C.

- **Email Account Termination Policy**

An official policy should be in place to maintain security, provide a process for departing employees, reduce licensing costs, and promptly remove email account access. Provisions are to address the termination of employees, the voluntary separation of employees, and the maintenance of accounts due to business needs. The Chief Information Office has the authority to implement the policy in the interim until a formal policy is adopted.

- **Email Retention Policies of Various Wisconsin Municipalities**

A Legislative Reference Bureau research found that most municipalities treat email the same as written communication and in being retained generally for seven years absent a records retention ordinance establishing a reduced retention period. The desire of the committee is to find a solution to purge unnecessary email records to lower open record request costs and to prevent storage capability issues in the future. An automation system or manual method of purging by users, if desired, will have to be considered and implemented very carefully.

- **Formal Adoption of an Email Account Termination Policy**

CIMC approved the policy with two changes in addressing duration flexibility for the email accounts of elected officials and the transfer of employees between city departments. The policy is to be forwarded to the Common Council for formal adoption. The policy is attached as Exhibit D.

Email Upgrade (Office 365)

All City employees successfully migrated to the Cloud for email, and ITMD will look at maintaining about 800-1000 inactive mailbox records outside of the old email system.

IT Equipment Standards

The standards were developed by ITMD for PC desktop replacements for those city departments that ITMD supports. The plan is for a five year replacement cycle, and ITMD has done a complete inventory of about 1100 desktop machines. There are three PC options that can be considered with the lowest model being \$900 all-in-one, adequate machines from Dell for most employees. Another project is for printer consolidation of all local printers on the ITMD supported network to shared, secure, and multifunctional printers on a shared network. The goal is to reduce the supply, maintenance, and use of printers. There are over 500 printers in City departments. Cycle for printer replacements depend on the model and leasing of printers. Leasing printers may be more fiscally responsible. Furthermore, ITMD has a capital project for 2015 to fund and replace departmental network closet switches with the hope to continue centralizing the project in future budgets. Departments may be asked to have scheduled outages for switch replacements.

IT Position Citywide Study from the Department of Employee Relations (DER)

DER will conduct the study in an attempt to bring consistent pay across the board, attract and retain well-qualified employees, bring the rates of pay into better alignment with relevant labor markets, and create consistent, sensible job titles regarding IT. Departments will be asked to

complete a questionnaire and job descriptions of IT positions. The study will be a regular classification process with recommendations to be forwarded to the City Service Commission, Fire and Police Commission, and Common Council for review. Options and issues are being considered. Feedback is sought from CIMC and department heads. DER anticipates returning to give an update to CIMC in its first quarter meeting in 2016.

IT Risk Insurance

ITMD will file an application for IT insurance at the request of the City Attorney's Office and is awaiting responses for price quotes from other committee members.

Meeting Schedule for 2016

CIMC meeting schedule for 2016, as approved:

- Thursday, March 10, 2016 at 10 a.m.*
- Thursday, June 9, 2016 at 10 a.m.*
- Thursday, September 8, 2016 at 10 a.m.*
- Thursday, December 8, 2016 at 10 a.m.*

MINT (Milwaukee Intranet) Changes

A username and password access for all employees to MINT was added. Employees can log on with current log-in and email credentials. The intranet should be used as an internal employee portal to access forms, messages, and information at work and offsite. Departments are encouraged to use the MINT for employee-based purposes. Anticipated for the end of the year is for the MINT site to match the City website and be more responsive in working with different devices.

Mobile App

The mobile app is an initial success with about 3000 downloads and 600 service requests.

Parking Mobile App

Called MKE Park, the app offers customers a new innovative and convenient way to pay for City parking spaces anywhere and on practically any mobile device with internet access or via phone calls. The app is an enhancement to the City's parking system and can help improve parking regulation knowledge, notification, and enforcement. Registration is required. Payment can be made via credit card and other electronic payment options. Park Mobile is the vendor. Full roll-out for the app is scheduled for April 24 to May 1, 2015.

Police Department Body Worn Cameras & Videos

Under the preliminary police standard operating procedure, officers have the discretion to activate and categorize cameras during interactions with the public. Video retention will mirror the statute of limitations for the crime committed, seven years for felonies and three years for misdemeanors, or permanently for critical incidents, such as homicides, for litigation purposes. Videos will be retained for 120 days at a minimum. The retention schedule for the videos will be

automated with regards to purging and classification. A system administrator will oversee the system, classification, and purging.

Records Retention Schedules

- **Approval of City of Milwaukee Department Retention Schedules**

All 24 items pertaining to departmental schedule recommendations were approved at the March 12, 2015 meeting. Included in the recommendations were the retention of a schedule to document digital and paper retention in the City Attorney's Office; the transfer of custodianship of receipts from the City Attorney's Office to the Housing Authority of the City of Milwaukee; and schedules regarding audit reports from the Office of the Comptroller. Approved schedules attached as Exhibit E.

All 101 items pertaining to departmental schedule recommendations were approved at the June 1, 2015 meeting. Included in the recommendations were the retention of 60 schedules related to criminal affair operations from the Milwaukee Police Department; the transfer of custodianship and phasing out of Employee Assistance Program records to the Department of Employee Relations; work for the City Attorney's Office; closure-related records for the Department of City Development; and one global schedule requiring all departments to submit meeting minutes of public bodies staffed by those departments to the Legislative Reference Bureau. Approved schedules attached as Exhibit F.

All 39 items pertaining to departmental schedule recommendations were approved at the September 3, 2015 meeting. Included in the recommendations were the retention of schedules from the Election Commission to reflect new business practices of maintaining and managing voter registration records in the City's e-vault system; from the Department of Neighborhood services to permanently scan and retain all paper property records; from the Department of City Development to transfer legal custodianship of records to DNS; from the City Treasurer's Office to digitalize records and retain documents for two weeks; and from the Police Department pertaining to retaining body worn camera videos based on an event based period as opposed to a time based period. Approved schedules attached as Exhibit G.

All 27 items pertaining to departmental schedule recommendations were approved at the December 15, 2015 meeting. Included in the recommendations were the schedules of the Board of Zoning Appeals in outlining the process of pulling of older files by inspectors and the return of those files for digital inclusion in the e-vault system; Department of City Development in overhauling obsolete records and clarifying content with respect to real estate related records; and Police Department in conforming to the City's global schedule for a two year retention period for paper records. Approved schedules attached as Exhibit H.

- **State Record Board Approval of Previous City of Milwaukee Schedules**

The State Records Board Meeting held on November 10, 2014 – 41 record schedule recommendations from the September 4, 2014 CIMC meeting were approved by the board.

The State Records Board Meeting held on March 9, 2015 - 24 record schedule recommendations from the March 12, 2015 CIMC meeting were approved by the board.

The State Records Board Meeting held on August 24, 2015 - 92 schedules were approved with some modifications: the creation of an account for global schedules for the Police Department as opposed to multiple schedules from work locations, the use of “destroy” rather than “purge” for digital records, and the transfer of unwanted DCD historical records to the State Historical Society.

The State Records Board Meeting held on November 11, 2015 - Results from the meeting has not been given despite inquiries made.

What Works Cities Grant

ITMD is in discussions to accept a technical assistance grant from the Bloomberg Foundation for What Works city partners to provide technical assistance, resources and tools to help the City strengthen open data and performance reporting tools. The assistance is an aggressive 120 day period to assist the City to open and strengthen its data practices and governance by standardizing processes and policies to inventory, prioritize, and release data from cross departments for public consumption. Outcomes will be an established data governance team through CIMC, a defined structure to prioritize and publish data, a comprehensive open data policy with a decimation collection and process, and responsive data made available to the public. A file to accept the grant is anticipated for Common Council review and adoption in January 2016.



2015
Annual Audit
Work Plan

MARTIN MATSON
City Comptroller

AYCHA SIRVANCI, CPA
Audit Manager

City of Milwaukee, Wisconsin

January 2015

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Martin Matson
Comptroller

John M. Egan, CPA
Deputy Comptroller



Glenn Steinbrecher, CPA
Special Deputy Comptroller

Toni Biscobing
Special Deputy Comptroller

Office of the Comptroller

January 12, 2015

Honorable Tom Barrett, Mayor
The Members of the Common Council
City of Milwaukee
Milwaukee, WI 53202

Dear Mayor Barrett and Council Members:

The attached report summarizes the 2015 Audit Work Plan and a brief description of audit activities for the upcoming year. The basis of this year's annual audit work plan was the city-wide risk assessment conducted in 2013, a re-evaluation completed in fall 2014, and requests received in response to the communication sent out annually to the Mayor, the Common Council, and city departments to submit their concerns regarding the City's operations.

This document serves as the primary work plan to carry out the responsibilities of Internal Audit for the City. This report also includes other functions that Internal Audit carries out throughout the year that fill the indirect hours not related to specific audits. An example is Internal Audit's management of the City's Fraud Hotline.

The Internal Audit team looks forward to working with the members of Common Council, the Mayor, and all city departments in 2015.

Sincerely,

A handwritten signature in black ink that reads "Aycha Sirvanci".

Aycha Sirvanci, CPA
Audit Manager

I. Background and Authority

Internal Audit provides independent and objective assurance in order to safeguard City resources, add value and improve City operations. Internal audit provides key information to stakeholders and the public to maintain accountability; to help improve program performance and operations; to reduce costs; to facilitate decision making; to stimulate improvements; and to identify current and projected cross-cutting issues and trends that affect government programs and the people those programs serve.

The function of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the City's system of internal controls and the quality of performance in carrying out assigned responsibilities.

Approach and Methodology

Generally Accepted Government Auditing Standards is referred to as "Yellow Book" as promulgated by the Government Accountability Office (GAO). To ensure compliance with the standards, a peer review is required every three years. Internal Audit intends to have the next peer review completed by the end of 2015.

The annual audit plan is a flexible commitment of Internal Audit. The 2015 audit plan is based on the City-wide risk assessment conducted in 2013 and the re-evaluation performed in the fall of 2014. As part of deriving the audit plan, requests from the Mayor, Common Council and department management are taken under consideration. Additionally, the audit plan has time allocated to include follow-up on audits and recommendations in previously issued audit reports. As written in the Internal Audit Charter, Internal Audit issues reports on audit activities and follow-up performed on audit reports semi-annually to the Finance and Personnel Committee.

Audit Resource Allocation

The 2015 audit work plan prioritizes audits and activities based on the number of staff, staff level expertise, and required work products and services. Some audits selected are also based on the

budget allocated for consultants since external experts may be needed. The audit work plan is derived from the risk assessment that prioritized risks and auditable departments. Through analysis of how these risks will be addressed through audits, the City's Internal Audit function serves to mitigate risks through the recommendations of improved controls and processes.

The estimated number of projects proposed and decided upon is based on the consideration and evaluation of the following:

- Number of auditors on staff
- Average number of hours for an audit
- Special projects that may be requested from Common Council, Mayor or department management
- Time allocated for the management of the Fraud Hotline
- Time allocated for continuing professional education
- Utilization of external consultants/auditors
- Time allocated to conducting follow-up on previously issued audits from current and previous years

Status and Updates to Audit Plan

Completed work products for 2015 may vary depending on the changing work environment. Major changes to the audit work plan will be communicated to the Comptroller internally and to the Mayor and the Common Council through the semi-annual status updates. Actual released audits/projects in 2015 may include audits/projects started in 2014 and issued in 2015. Some audits beginning in 2015 may not be released until 2016; these audits and their estimated completion dates will be reported through the status updates.

II. Risk Assessment

In 2013, Internal Audit conducted the first City-wide risk assessment. This project was labor intensive and required many hours from the audit team, department management, and of the consultant hired. The quantitative results allowed Internal Audit to prioritize the departments and divisions that should be audited more frequently and routinely based on the risk score.

Scales were utilized to rank departments' risk levels with high risk units as annually audited; medium risk units audited bi-annually; and low risk units audited on a three-year cycle. These audit cycles created the basis for the three-year audit work plan. Also, risks the City faces were identified and ranked and finally used to develop audit subject matter. Annually, a portion of auditor hours are dedicated to the re-evaluation of the risks and departments to identify changes within the business environment. A full risk assessment will be conducted in a future year.

III. 2015 Planned Activity

The three-year audit plan for the City's Internal Audit function is a comprehensive plan and includes the City's departments which make up all of the programs and services that the City provides to its residents.

Based on best practices, a three-year audit plan is utilized in order to attain coverage of City departments and related risks. A total of 57 audits or approximately 20,000 hours of audits need to be completed annually. With current staff, one year of the audit plan would be completed in approximately two years. The calendar year 2015 marks the second year of the three-year audit plan following the risk assessment completion. With limited resources, Internal Audit must prioritize audits and try to conduct most, if not all high risk audits annually and then catch up to medium risk and low risk audits not audited in previous years.

A. Audit Plan

The following audits will be completed or started in 2015. They are listed in a prioritized manner of planned performance.

1. Audit of Treasury Foreclosure Management*
2. iNovah Application Audit *
3. Foreclosed Property Management Audit – DCD *
4. IT Asset Management Audit *

5. Audit of Performance Measures Management *
6. Inclusion Efforts Review (consultant conducted, managed by Internal Audit)
7. Audit of DNS Inspections Compliance with State Statutes*
8. City-Wide Disaster Planning Audit – Office of Homeland Security – consultant assisted
9. Audit of DER – Staffing Services – Planning and Posting for Vacancies
10. Audit of City Payroll
11. Audit of Residential Preference Program – performed with consultant
12. Audit of the CRM System Application – Call Center
13. Audit of TRACS Application – Police Department
14. DCD Area Plan Execution and Capital Account Expenditures Account
15. Audit of Fund Carry Over Compliance
16. Election Commission Audit
17. Field Inspections and Controls Review – Police Department
18. Audit of Comptroller – Admin/General Accounting – consultant assisted
19. Audit of DER Benefits
20. Audit of City Hall Security
21. Audit of Fire Department Operations – consultant assisted
22. Audit of Treasury Cash
23. Audit of 911 Emergency System – consultant assisted
24. Audit of Competitive Bidding Contracts
25. Audit of Port of Milwaukee – Maintenance, Monitoring and Tracking
26. Audit of Operating Plans of BIDS
27. Review of Open Records Requests and Controls

*These audits commenced in 2014 and will be released in 2015.

B. Follow-Up Activities

Annually, all audit recommendations are monitored by the audit team. During this process, the auditors request the implementation status of all recommendations by the audited department. After the status is reported to Internal Audit, depending on the magnitude of the risk of the

finding, the audit team may request documentation to provide verification of the implementation of the recommendation. If the finding is deemed high risk, additional testing may be conducted to determine that the control or recommended activity is being implemented consistently (i.e. control testing).

The results of the follow-up and testing conducted are reported in the annual Audit Activities Report released in the first quarter of each calendar year. The status of the recommendations is reported as of December 31st of the immediate preceding year.

C. Fraud Hotline

The Fraud Hotline is generally managed by one Auditor plus the Audit Manager. Currently, this does not take up a significant portion of time and makes up four percent of Internal Audit annual staff hours. Section 350-247 of the code of ordinances requires Internal Audit to release an annual report of Hotline statistics and activity for the year. This report is released in the first quarter of the calendar year immediately following the year being reported. A portion of the time also devoted under the Fraud Hotline is an effort to educate city workers about the Fraud Hotline's uses and benefits.

D. Audit Software Implementation

To further improve Internal Audit's effectiveness and efficiency, audit software was purchased and will be fully implemented in 2015. The audit software will enhance Internal Audit's ability to accomplish tasks in a variety of functional areas. This includes annual audit planning, to tracking budget to actual hours for audits, planning and performing the entire audit, to tracking the status of issues and findings reported in the audit for their implementation. Audit software provides extra security for workpapers and helps ensure consistency and compliance with government audit standards.

E. External Peer Review

To maintain compliance with Generally Accepted Government Auditing Standards (Yellow Book), Internal Audit is required to have an external peer review conducted of its operations. The peer review is conducted by a select group of other government auditors and is generally performed under the guidance of the Association of Local Government Auditors, which the City is a member. This independent review serves as a safeguard to ensure that City audit activities comply with government audit standards and the Internal Audit department is producing high quality audits and maintains independent and competent auditors. Preparing for and completing the 2015 external peer review is expected to require up to 700 hours.

GRANT F. LANGLEY
City Attorney

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Assistant City Attorneys

December 17, 2014

James Owczarski
City Clerk
City Hall, Room 205

Re: Use of City of Milwaukee e-mail notification system

Dear Mr. Owczarski:

This responds to your letter dated November 6, 2014 in which you have requested our legal opinion regarding two e-mails sent via the City of Milwaukee's E-Notify system from the office of the Mayor urging recipients to oppose certain actions of the Common Council by contacting their Council members. You have informed us that in both instances the sender provides contact information for Council members for this purpose. You ask whether these "political e-mails" are a proper use of City resources. You have further asked for our opinion on whether there are any laws or regulations that are violated by the attached E-Notify messages. Finally, you have asked our office to provide guidance as to proper and improper use of E-notify and similar City resources.

We have now had an opportunity to research this issue and do not find any specific laws or regulations that the attached E-Notify messages violate.

The City's E-Notify system was established in 2003. The E-Notify system uses e-mail as its medium, implemented by software managed by ITMD.

We have been informed that there are at least two categories of E-Notify users. One category is E-Notify generated from the Mayor's office, the only office that is authorized to send E-Notify to all City employees. The second general category includes members of, for example, the Common Council who have independent authority to send E-Notify messages to anyone who chooses to sign up to receive them. The Mayor's office also has separate E-Notify authorization under this



category to send messages to individuals who choose to receive them. In both cases in the second category, any City employee or any citizen may sign up to voluntarily receive the messages and may also, at any time, remove their names from the list of recipients of this category of E-Notify messages. The E-Notify messages at issue that came from the Mayor's office were within the second category.

There is no written policy or guideline relating to E-Notify use. Neither the City e-mail policy nor the City internet use guidelines reference E-Notify.

We now turn to the City's e-mail policy (attached), that was drafted by the City Information Management Committee (CIMC). The policy was subject to the approval of the Common Council and the Mayor, as required by Milwaukee Code of Ordinances § 320-31-3-a. The City of Milwaukee e-mail use policy, dated October 19, 2009, among other things, prohibits the use of the City's e-mail system for "political endeavors." Similarly, the internet-use guidelines adopted by the CIMC (attached) direct that the City internet system should be used for work-related purposes that support "the City's mission," and should not be used for political endeavors. A "political endeavor" and what supports the "the City's Mission" are not defined and are not elaborated upon in either the policy or the guideline. Further we are unable to conclude whether the City's e-mail policy applies to the E-Notify system.

For this reason, to avoid further ambiguity, the City may wish to refine its e-mail policies and adopt policies specific to E-Notify.

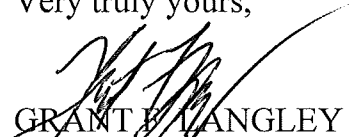
Finally, we attach a legal opinion dated November 17, 2003 in which we have advised your office that, pursuant to Wis. Stat. § 11.33, no person elected to state or local office who becomes a candidate for office may use public funds for the cost of materials or distribution of 50 or more pieces of substantially identical material distributed after the first day authorized by law for circulation of nomination papers as a candidate. We have interpreted this section of the statute to include newsletters, E-Notify, and other communications issued by City of Milwaukee elected officials during the time period that the provisions of section 11.33 apply.

In this case, the attached E-Notify messages are from the Mayor's office. If the Mayor were a candidate for an elected position after the first day authorized by law for circulation of nomination papers, we would advise that the attached E-Notify messages would be prohibited. Wis. Stat. § 11.33.

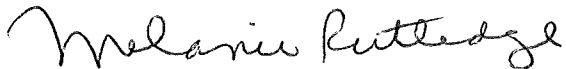
James Owczarski
December 17, 2014
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We hope the above addresses your questions and concerns.

Very truly yours,



GRANT E. LANGLEY
City Attorney



MELANIE J. RUTLEDGE
Assistant City Attorney

MJR:wt:210172/1055-2014-2964

Attachments

c: Alderman Joe Davis, Sr.,
Second Aldermanic District

From: Milwaukee.E-Notify@enotify.milwaukee.gov [mailto:Milwaukee.E-Notify@enotify.milwaukee.gov]
Sent: Tuesday, November 04, 2014 1:58 PM
Subject: Neighborhood Safety

*You have a Milwaukee.Gov E-Notification for:
(Mayor).*

Dear Resident:

My budgets have focused on initiatives including transitional jobs, attacking the foreclosure crisis through neighborhood investments and funding summer jobs for our young people. My budgets have also consistently been built to protect public safety services, including the hiring of police officers in anticipation of – and not in response to – the retirement of sworn staff.

Last Friday, the Common Council's Finance and Personnel Committee passed two amendments that will dramatically impact public safety throughout the City next year, especially the deployment of police officers during the summer of 2015.

The Committee voted to cut 12 police recruits from this December's class. If the full Common Council approves this amendment, there will be 12 fewer beat and bicycle patrol officers on our streets than I budgeted for the summer, when the demand on police resources is greatest.

The Committee also voted to cut \$1.2 million in police overtime. This cut would eliminate the deployment of 15 full-time-equivalent police officers in 2015.

Combined, the two amendments would take 27 officers off our streets!

This is bad public safety policy. Fewer officers available for summer deployment is not the message our citizens, our businesses and our neighborhood organizations want to hear. People on every block – from Sherman Park and Bay View to Mid-Town, Concordia and Walker's Point to Lake Park, deserve to feel safe in their neighborhoods.

I need your help. I made a commitment to hire 85 additional officers. In order for that to happen, the full Common Council must reject the amendment to cut 12 police recruits. For a full summer deployment, the Common Council must reject the amendment to cut \$1.2 million in police overtime.

Please call or email your Common Council member, or all members, and tell them to reject the amendments to cut 12 police recruits and police overtime. Please forward my request to your friends and neighbors.

I thank you in advance for your help.

Sincerely,

Tom Barrett

Mayor

Common Council City Clerk Office Phone Number: 414-286-2221.

Email Common Council

Email for Common Council Members by District:

- (1) Hamilton, Ashanti
- (2) Davis Sr., Joe
- (3) Kovac, Nik
- (4) Bauman, Robert
- (5) Bohl, James
- (6) Coggs, Milele
- (7) Wade, Willie
- (8) Donovan, Robert
- (9) Puente, Robert
- (10) Murphy, Michael
- (11) Dudzik, Joseph
- (12) Perez, Jose
- (13) Witkowski, Terry
- (14) Zielinski, Tony
- (15) Stamper II, Russell

Please do not respond to this email. It is not set up to receive emails.
Please email moconn@milwaukee.gov with your questions.

You have received this notification because you subscribed to be notified for one of the following categories:

(Mayor)

Please use the link to add or to remove categories from your account or delete your account
<https://itmdapps.milwaukee.gov/Enotify>.

This E-Notify was sent successfully by the City of Milwaukee on 11/04/2014 at 01:57PM. After the email leaves the City of Milwaukee network, control passes to your Internet service provider. Email is typically reliable; however, once out of City of Milwaukee control there are various reasons that email may legitimately be delayed or not received.

From: Milwaukee.E-Notify@enotify.milwaukee.gov [mailto:Milwaukee.E-Notify@enotify.milwaukee.gov]
Sent: Wednesday, November 05, 2014 4:37 PM
Subject: Neighborhood Safety Wednesday Update

*You have a Milwaukee.Gov E-Notification for:
(Mayor).*

Dear Resident:

My 2015 Proposed Budget includes funding for deploying 85 police officers and achieving an average annual strength of 1,880 sworn Police Officers. The strength level is an increase of 12 officers from the 2014 budget, when the average annual strength was 1,868, and is the highest budgeted average sworn strength since 2012.

On Friday October 31st, the Common Council's Finance and Personnel Committee passed not one but two amendments that will impact police deployment. The Committee not **only voted to cut these 12 additional police officers** but also **voted to cut \$1.2 million in police overtime.**

The police department uses overtime to enhance their summer deployments, which is typically the busiest time of the year. **This cut is the equivalent of eliminating an additional 15 police officers during summer deployments** and comes at a time when the Chief has brought his overtime budget down from \$14.5 million in 2008 to \$12.5 million in 2014; the amount he has budgeted for 2015.

Combined, the Finance and Personnel Committee has supported two amendments that would take 27 officers off our streets; 12 new hires and the deployment of an additional 15.

And while it is true that the Finance Committee kept funding for 73 officers in 2015, I prefer to budget in anticipation of police retirements and not in response to retirements and I'd like to stabilize overtime accounts rather than experience annual swings. In short, I'd like to be a head of the curve going into the 2016 budget cycle.

Please call or email your Common Council member, or all members, and tell them to reject the amendments to cut 12 additional police recruits and police overtime **before 9 am on Friday, November 7th**. Please forward my request to your friends and neighbors.

I thank you in advance for your help.

Sincerely,

Tom Barrett

Mayor

Common Council City Clerk Office Phone Number: 414-286-2221.

Email Common Council

Email for Common Council Members by District:

- (1) Hamilton, Ashanti
- (2) Davis Sr., Joe
- (3) Kovac, Nik
- (4) Bauman, Robert
- (5) Bohl, James
- (6) Coggs, Milele
- (7) Wade, Willie
- (8) Donovan, Robert
- (9) Puente, Robert
- (10) Murphy, Michael
- (11) Dudzik, Joseph
- (12) Perez, Jose
- (13) Witkowski, Terry
- (14) Zielinski, Tony
- (15) Stamper II, Russell

Please do not respond to this email. It is not set up to receive emails.
Please email moconn@milwaukee.gov with your questions.

You have received this notification because you subscribed to be notified for one of the following categories:

(Mayor)

Please use the link to add or to remove categories from your account or delete your account
<https://itmdapps.milwaukee.gov/Enotify>.

This E-Notify was sent successfully by the City of Milwaukee on 11/05/2014 at 04:36PM. After the email leaves the City of Milwaukee network, control passes to your Internet service provider.

Email is typically reliable; however, once out of City of Milwaukee control there are various reasons that email may legitimately be delayed or not received.

CITY OF MILWAUKEE

Form CA-43

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
PATRICK B. McDONNELL
LINDA ULISS BURKE
Deputy City Attorneys



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TELEPHONE (414) 286-2601
TDD (414) 286-2025
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BEVERLY A. TEMPLE
THOMAS O. GARTNER
BRUCE D. SCHRIMPF
ROXANE L. CRAWFORD
SUSAN D. BICKERT
HAZEL MOSLEY
HARRY A. STEIN
STUART S. MUKAMAL
THOMAS J. BEAMISH
MAURITA F. HOUREN
JOHN J. HEINEN
MICHAEL G. TOBIN
DAVID J. STANOSZ
SUSAN E. LAPPEN
JAN A. SMOKOWICZ
PATRICIA A. FRICKER
HEIDI WICK SPOERL
KURT A. BEHLING
GREGG C. HAGOPIAN
ELLEN H. TANGEN
MELANIE R. SWANK
JAY A. UNORA
DONALD L. SCHRIEFER
EDWARD M. EHRlich
LEONARD A. TOKUS
MIRIAM R. HORWITZ
MARYNELL REGAN
G. O'SULLIVAN-CROWLEY
DAWN M. BOLAND

Assistant City Attorneys

November 17, 2003

Mr. Ronald D. Leonhardt, City Clerk
Office of the City Clerk
200 East Wells Street, Room 205
Milwaukee, WI 53202

Re: Electronic Mail Messages Generated on Behalf of or by Common Council Members

Dear Mr. Leonhardt:

On August 19, 2003, you requested of our office an opinion regarding the applicability of §11.33, Stats., to the use of city electronic mail ("e-mail") generated and distributed on behalf of or by members of the Common Council who are candidates, and sent to individual e-mail addresses or an address list containing 50 or more addresses after the first day for filing nomination papers. You also ask, if §11.33, Stats., does apply, could an e-mail be sent to less than 50 addresses with the request that the message be forwarded to other parties. Additionally, you ask whether the delivery of a message to a subscriber-driven delivery system would be subject to the prohibitions of §11.33, Stats. You note that minimal public funds are expended by sending e-mail.

It is our opinion that the generation and distribution of 50 or more e-mail messages on behalf of or by members of the Common Council who are candidates, after the first day authorized by law for circulation of nomination papers, irrespective of their purpose, would fall within the prohibition of §11.33 Stats.

Section 11.33, Stats., provides in relevant part:

(1)(a) No person elected to state or local office who becomes a candidate for national, state or local office may use public funds for the cost of materials or distribution for 50 or more pieces of substantially identical material distributed after:

(1) the first day authorized by law for circulation of nomination papers as a candidate.

* * *

0728

Ronald Leonhardt
Page 2
November 17, 2003

(2) This section does not apply to use of public funds for the costs of the following, when not done for a political purpose:

(a) answers to communications of constituents.

(3) Except as provided in sub (2), it is not a defense to a violation of sub (1) that a person was not acting with a political purpose. This subsection applies irrespective of the distributor's intentions as to political office, the content of the materials, the manner of distribution, the pattern and frequency of distribution and the value of the distributed materials.

Section 11.33, Stats., does not specify the type of materials, mode of distribution or the amount of public funds prohibited. Despite the fact, as you further state in your letter, that the cost of delivering a specific message or even a hundred messages via e-mail is minimal, there is a cost (however minimal) associated with generating and posting the email message and that cost would be borne by the public. Therefore, irrespective of the mode, the type of material or cost of distribution, §11.33, Stats., prohibits the use of any public funds for the distribution of 50 or more pieces of substantially identical material distributed after the first day authorized by law for circulation of nomination papers as a candidate.

If an e-mail message were sent to less than 50 addresses, § 11.33, Stats. would not apply. Sending the request that the message be forwarded to other parties, or to a subscriber-driven delivery system, might be viewed as a subterfuge violative of §11.33 Stats.¹


Section 11.33(2)(a), Stats., provides some exceptions to the use of public funds in distributing 50 or more pieces of substantially identical material distributed after the first day authorized by law for circulation of nomination papers as a candidate. For example, Common Council members who are candidates may provide answers to constituents providing the answer does not constitute a political purpose.

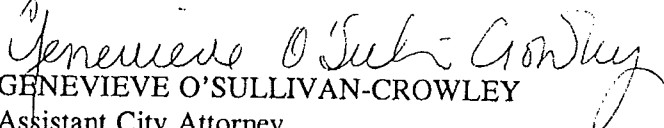
¹ It should be noted that all employees are prohibited from using City email for distributing information approving or favoring a candidate for nomination or election to a political office or for any other political activity pursuant to the City's Civil Service Code.

Ronald Leonhardt
Page 3
November 17, 2003

If there are any questions, please feel free to call the undersigned.

Very truly yours,


GRANT F. LANGLEY
City Attorney


GENEVIEVE O'SULLIVAN-CROWLEY
Assistant City Attorney
GOSC
1055-2003-2691:74123



Department of Administration
Information and Technology
Management Division

Tom Barrett
Mayor

Sharon D. Robinson
Administration Director

Nancy A. Olson
Chief Information Officer

**CITY OF MILWAUKEE
E-MAIL USE POLICY
October 19, 2009**

INTRODUCTION

In a given day, approximately 6,200 City of Milwaukee e-mail users exchange almost 125,000 e-mails with their coworkers. They also send or receive an additional 115,000 e-mails to/from users outside City government. These numbers translate into a staggering volume of e-mails received or sent by City employees, more than 87,000,000 messages annually, and an enormous amount of public information.

Over the past two decades e-mail has evolved from an occasional convenience to a business necessity. Growth in e-mail use comes in response to a critical business need. It facilitates sharing of information by providing City employees with an opportunity to communicate quickly and efficiently. It also offers constituents a convenient means of communicating with elected officials and City staff.

However, use of e-mail does not come without risk. Approximately 85 percent of all e-mails received at the City from external sources consist of spam or contain some form of virus, malware, or inappropriate content. The City also incurs considerable risk as e-mail content increasingly becomes recognized as public record. To protect the City from liability and information systems from damage, employees and the departments for which they work must ensure that the City's e-mail resources are used responsibly and in accordance with the following standards.

AUTHORIZATION AND ACCESS

City departments will decide which of their employees shall receive access to the City's e-mail system. Departments and employees should not consider access to e-mail a "right" of employment; decisions on allowing access should be based on whether the use of e-mail is consistent with the employee's job responsibilities, will improve employee performance, increase departmental efficiency, and best serve the needs of City customers.

Departments should routinely review employee access privileges to determine if continued access to e-mail remains consistent with the duties of the position, has enhanced the productivity of the employee and to ascertain whether the employee has used the resource effectively. Departments must ensure that access to the e-mail system benefits and does not impair the employee's ability to fulfill his or her job responsibilities and does not impose any additional costs or liabilities on the city.

Once granted access by the department, employees may use the City's e-mail system to send and retrieve business-related messages from users inside or outside of City government. Employees who do not receive access to e-mail as part of their official duties may not, under any circumstances, use the e-mail account of another city employee to send or receive e-mail. Departments should review regularly their roster of e-mail users and authorize deletion of accounts for employees who no longer work for the City.

City departments must also ensure that any and all contractors, vendors, or agents of the City will comply with all policies, rules, and requirements regarding use of the City's e-mail system. Any violation by an employee of an outside agency will result in immediate termination of access. Any reference in this document to "employee" or "City employee" shall be considered to include any contractor, vendor, or agent working for or representing the City but not in City employ.

OFFICIAL AND ACCEPTABLE USE

The City of Milwaukee encourages its employees to use e-mail for work-related communications, to assist in providing services to citizens, and for any other activity that supports the city's mission. City departments may also choose to authorize limited incidental use of the city's computer resources for personal purposes as deemed appropriate. However, departments must ensure that such use does not impair the employee's ability to fulfill his or her job responsibilities.

CITY OF MILWAUKEE E-MAIL USE POLICY

October 19, 2009

Page 2

City employees must use only the City's e-mail to send and receive messages for work-related communication or for official communication with constituents. Employees may not use internet-based e-mail services to conduct any type of official City business. Under no circumstances will employees be permitted to use city equipment and e-mail systems for illegal activities, profit-making ventures or political endeavors.

Employees must also abide by all applicable laws, policies, and guidelines regarding the appropriate use of e-mail. They may not send messages that can be construed as scandalous, defamatory, libelous, obscene, immoral or in violation of any intellectual property rights. E-mail users may not knowingly misrepresent themselves or their employment by the city; in messages sent they must always identify themselves honestly, accurately, and completely

PRIVACY AND SECURITY

All e-mail sent from or received through city-owned computers (including any personal messages either sent or received using an internet-based e-mail service) are considered City property. City and departmental management reserve the right to examine, at any time and without prior notice, all e-mail, directories, files and other information stored on data disks, computers, and/or other media.

Moreover, at times during the course of performing their job duties, e-mail administrators may sometimes view the content of e-mail messages. As a consequence, users should not assume any privacy or confidentiality for messages they transmit or receive via the City's e-mail system or when using City-owned computers.

E-mail does not offer an inherently secure medium for communicating information. Users should always consider that someone other than the intended recipient may intercept and read their messages; they can have no expectation of confidentiality. Therefore, users should never send confidential or sensitive information via unencrypted e-mail.

PUBLIC RECORD REQUESTS

Any e-mail messages transmitted or received using city systems are subject to public records laws and any record keeping requirements that these laws entail. Requests from outside the city for access to electronic files should be handled through the same procedures as requests for any other public record. Thus, employees should not send out files containing city information without prior approval of the department manager.

The City's e-mail archival system will automatically store all e-mail messages sent or received through the City's e-mail system. All e-mails contained in the archival system will be subject to public disclosure under open records laws.

EMPLOYEE RESPONSIBILITIES

E-mail remains a common method of coming into contact with computer viruses or malware, particularly via links embedded in e-mails or through the use of attachments. Messages that appear to come from trustworthy or known senders may instead originate from malicious sources – due to e-mail address “spoofing” – and contain serious security risks. Users should exercise extreme caution before opening links contained within an e-mail message, even if the message comes from a known source. Employees should also not open or attempt to read any file received as an attachment to e-mail unless specifically requested or received from a trustworthy source. If in doubt, users should attempt to verify the validity of an e-mail message with the sender.

The City of Milwaukee trusts that its employees will act responsibly, and always in the best interests of the taxpayers who support them and the customers who depend on them. Each individual is responsible for complying with all applicable state and federal laws, and all City policies and standards when using the City's e-mail system. City departments will be held accountable for the actions of individual employees to ensure that conduct meets guidelines established for appropriate use of e-mail.

The city will establish any and all policies necessary and monitor operations to protect employees from creating legal liabilities and negative publicity for themselves and the city. Violations of any policies or standards can result in disciplinary action against the employee in accordance with local, state, and federal law and City administrative rules. Persistent abuse of e-mail by City employees can result in permanent revocation of e-mail privileges for the person or persons involved.

INTERNET USE GUIDELINES

The Internet represents a value-added working tool that offers great benefits to its users and to the city. Unfortunately, Internet access can also divert attention from productive work practices and heighten security risks. Inappropriate use of Internet resources can also increase the city's exposure to liability and make city networks more vulnerable to hackers, virus infections, and other dangers.

Departments should make all Internet users aware of the following specific guidelines. Users must understand the potential liability and security risks associated with use of City equipment to access the Internet. The following guidelines represent "best-practices" that will help to ensure appropriate Internet use so as to avoid exposing individual employees, the department and the city to undue risks.

State law, federal laws, regulations and legal decisions, City of Milwaukee Ordinances and Information Security Policies provide the basis for many of the following guidelines. Consequently, departments are strongly encouraged either to adopt the guidelines as written or to use the guidelines as the basis for developing department-specific policy statements.

1. **AUTHORIZATION:** City department managers will determine whether Internet access is consistent with the duties of and will enhance the productivity of an employee. Departments should routinely review employee access privileges to determine if the employee has used the resource effectively and whether continued access to E-mail is warranted.
2. **ACCESS:** Authorized users connected to the City's Wide Area Network will receive Internet access privileges. Employees who do not receive access to the Internet as part of their official duties should not be allowed to access the Internet using another employee's account and equipment. When an employee assumes a new position or responsibilities, the department should review his or her Internet authorization to determine the need for continued access. Access terminations are accomplished by departmental notification to their respective city Internet service provider.
3. **OFFICIAL USE:** The City of Milwaukee encourages its employees to use the Internet for work-related research, to provide services to citizens, and for any other activity that supports the City's mission. City departments may also choose to authorize limited incidental use of the city's Internet resources for personal purposes as deemed appropriate. However, departments must ensure that such use does not impair the employee's ability to fulfill his or her job responsibilities and does not impose any additional costs or liabilities on the city. Under no circumstances should employees be permitted to use city equipment and Internet access for illegal activities, profit-making ventures or political endeavors. Departments should also prohibit use of city resources for playing games against opponents over the Internet. The Information and Technology Management Division of DOA, if requested, can assist departments in monitoring employee use of Internet resources with tracking software.
4. **VIRUSES:** Virus infection represents one of the most well-documented threats of Internet use. Employees must scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact their network administrator upon receiving an unrequested file.

5. **COPYRIGHT:** Information placed on the Internet is the intellectual property of the person or organization posting it. Users must be sure to cite their sources when using any text, ideas, software, or graphics copied from the Internet.
6. **CITY PROPERTY:** All Internet transmissions sent from or received through City computers are considered City property. City and departmental management reserve the right to examine, at any time and without prior notice, all directories; downloaded text, image, audio and video files; and other information (business-related or personnel) stored on data disks, computers, and/or other media.
7. **PUBLIC RECORD REQUESTS:** Requests from outside the City for access to electronic files should be handled through the same procedures as requests for any other public record. Thus, employees should not send out files containing city information without prior approval of the department manager.
8. **SECURITY:** Employees may not deliberately propagate any virus, worm, Trojan horse, or other program code that interferes with or degrades operation of the city's computer systems or systems of another entity. Likewise, users may not deliberately expose systems of the city or other entities to risk nor use city systems to attempt unauthorized entry into secure areas of the city system or similar areas of other non-city systems.
9. **FEE RESOURCES:** Access to some resources requires payment of an additional fee. Department managers may want to require that staff seek prior approval for access to any fee-based Internet resources.
10. **FILE TRANSFERS:** Large file transfers should be done at times when they will not significantly degrade the performance of the City network. Non-peak network hours are from 6:00 p.m. to 8:00 a.m. weekdays and any time on Saturday or Sunday.
11. **DISCUSSION GROUPS:** The Internet contains numerous discussion groups or forums where users may post messages and exchange ideas. Many of these are useful places for research on topics of interest to City departments. However, users may not knowingly misrepresent themselves or their employment by the city; they must always identify themselves honestly, accurately, and completely. As with any other form of communication, departments are responsible for any misrepresentation of official City policy made by employees and posted to the Internet. Department managers may want to require prior approval for employees to post messages to such locations.
12. **RESPONSIBILITIES:** The City of Milwaukee trusts that its employees will act responsibly, and always in the best interests of the taxpayers who support them and the customers who depend on them. Each individual is responsible for complying with all applicable state and federal laws, and all City policies and standards when using City equipment to access the Internet. City departments will be held accountable for the actions of individual employees to ensure that conduct meets guidelines established for appropriate use of Internet.
13. The city will establish any and all policies necessary and monitor operations to protect employees from creating legal liabilities and negative publicity for themselves and the city. Violations of any policies or standards can result in disciplinary action against the employee in accordance with local, state, and federal law and City administrative rules. Persistent abuse

of Internet access by City employees can result in permanent revocation of Internet privileges for the person or persons involved.




Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

Information and Services

E-Notify - Get City Information by Email

 <p>E-Notify Get City Information by Email</p>	<p>New Subscribers Click here to register</p>	<p>Registered Users Click here to sign in</p>
	<p>Forgot Your Password? Click here to get a new password</p>	<p>Bookmark This Page Click here (Internet Explorer only)</p>

By using E-Notify you can find out when important things happen in the City. You can receive several different types of notices from the City of Milwaukee and Milwaukee Public Schools. Including news releases, meeting notices and agendas, job announcements, new property sale listings, bid notices, online auction items, and many others. Once you choose your topics, just sit back and wait for the pertinent information to come directly to you.

Receive email notification of crime activity in your neighborhoods – or in any area of Milwaukee

The Police Verified Offense Notification feature of E-Notify includes eight crime categories: aggravated assault, robbery, burglary, vehicle theft, theft, arson, criminal damage to property and locked vehicle entry. Notices will be sent Monday through Friday for each day's completed and supervisor-approved reports.

A valid email is required to sign up for E-Service Request. We'll send your password to your email account (this only takes a minute). To ensure receipt of email from the City of Milwaukee, please add eservices@milwaukee.gov and MilwaukeeE-Notify@milwaukee.gov to your spam filter's safe list.

Please note: the same password applies to E-Notify and E-Service Request applications. In other words, if you have an E-Notify account, you do not need to create a new account to make a service request.

Please read the details of our web policies and disclaimers.

GRANT F. LANGLEY
City Attorney

LINDA ULISS BURKE
VINCENT D. MOSCHELLA
DANIELLE M. BERGNER
MIRIAM R. HORWITZ
Deputy City Attorneys



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KATHRYN Z. BLOCK
ADAM B. STEPHENS
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THOMAS D. MILLER
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KAIL J. DECKER
ALLISON N. FLANAGAN
LA KEISHA W. BUTLER
Assistant City Attorneys

January 27, 2015

Alderman Milele Coggs, Chairwoman
City Information Management Committee
City Hall, Room 205

Ms. Nancy Olson
Chief Information Officer
DOA-Information and Technology Management Division
809 North Broadway, Fourth Floor

Re: City Information Management Committee request for
legal opinion on e-mail record retention

Dear Chairwoman Coggs and Ms. Olson:

This letter is in response to your request for a legal opinion relating to the legal requirements for e-mail record retention.

As you may be aware, under the law all government records are subject to a default record retention schedule of seven years, (Wis. Stat. § 19.21(4)(b)4), unless a shorter time is requested and is approved by the State Public Records Board, or unless a longer retention period is required by another statute. Id. Record retention schedules are determined by the content of the record not the format of the record. For example, in our office if the record relates to litigation the record must be maintained for 20 years. It is not feasible to designate a specific record retention schedule for e-mail records because the content of each e-mail record varies.

Generally, the content of most e-mail could appropriately be set for a seven year record retention schedule. Individual City e-mail users would have to be educated, however, to the fact that they must consider the content of each e-mail and its attachments, if any, and make a determination on a case-by-case basis on whether an individual e-mail may be subject to a longer or shorter retention schedule.




Alderwoman Milele Coggs, Chairwoman
Ms. Nancy Olson
January 27, 2015
Page 2

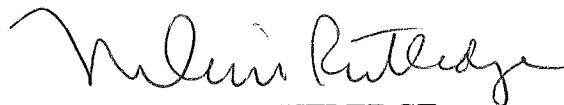
The CIMC may wish to consider developing a policy, consistent with its duties under § 320-31-3-a of the Milwaukee Code of Ordinances, to determine whether individual e-mail users or the CIMC and ITMD should determine the proper process for retaining, storing and retrieving e-mail messages. Keep in mind that it is important that Committee policy recommendations relating to e-mail record retention must ensure accurate and consistent retention of e-mail records in compliance with the record retention law. Wis. Stat. § 19.21.

We hope the above answers your questions and concerns. If you have any additional questions, please do not hesitate to contact us.

Very truly yours,



GRANT F. LANGLEY
City Attorney



MELANIE J. RUTLEDGE
Assistant City Attorney

MJR:wt:212006
1052-2014-858

Email Account Termination Policy

Purpose

In order to maintain security procedures for departing employees and reduce cost of email licensing, it is necessary to define the processes and responsibilities for promptly removing access to employee email accounts.

Scope

This policy applies to all City-issued email accounts

General Policy

1. Email accounts of terminated employees will be disabled immediately upon notification to ITMD. For security purposes it is imperative that this happen as soon as practical, preferably during or prior to a termination. If a department desires confidentiality prior to a termination, they can contact the CIO or the ITMD Policy and Admin Manager.
2. Email accounts of voluntarily separated employees will be automatically disabled within one pay period of the month following the separation.
 - Email, including archiving, is retained
 - No out of office message is provided
 - Senders to the account will receive a bounce back that the email was undeliverable
3. Email accounts of employees transferring between City departments will by default transfer with the individual. In some cases, the departments may choose to disable the account and provide the employee with a new email address. In the event that departments/individuals do not agree on an approach the CIO will determine the best solution for the City.
4. If a department has a business need to maintain the email account of a separated employee, a request should be made in writing to the CIO, including a reason and the length of time the account should stay active. Email accounts requested to remain active will do so no longer than 6 months. In the event of a vacancy of an elected official, the duration that the account shall remain open will be handled on a case by case basis.
 - Reasons for requesting an email account remain active can include desire to have an out of office message sent for notification to senders
 - Departments will be responsible for monitoring the account while it remains active
 - ITMD will automatically disable the account at the time agreed to upon request
5. Email Accounts that do not belong to a specific employee, such as webmaster@milwaukee.gov or enotify@milwaukee.gov and other resource accounts should be monitored regularly.
 - General email accounts that use an email license will be disabled if they have not been either directly accessed in six months or if the account that messages are being forwarded to becomes inactive

Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	130	City Clerk/ Legislative Reference Bureau	D79-M009	<u>Opinions Permanently Bound</u>	Custodial Change	This record series contains bound City Attorney Legal Opinions. This schedule also served to direct the annual microfilming of legal opinions prior to book binding. The bound legal opinions date back to 1870. Opinions on film date from 1870-1991, see schedule D79-9009. See Item # 24. While some of the bound books were water damaged, the entire bound collection was transferred to the Legislative Reference Bureau in 2014 for permanent preservation/restoration, with the exception of volumes 1870-1989, which still need to be transferred.	Permanent/ Legislative Reference Bureau	Permanent	The request is to transfer legal custodianship of the bound legal opinions from the City Attorney's Office to the Legislative Reference Bureau for permanent retention..	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
2	149	City Attorney	D00-0035	<u>Computerized Printout of Employee Telephone Records</u>	Change / Renewal	These records consist of a computerized printout of employee telephone records.	1 Yr. / City Attorney's Office	Destroy Under Supervision	The request is to change the retention from 3 years to 1 Year.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
3	149	City Attorney	D11-0035	<u>Personnel File</u>	New	This schedule will follow the City wide Global Schedule for the retention and disposal of records related to <u>Personnel Files</u> . This series includes employment applications/resumes- solicited & hired; performance appraisals; emergency contact information; job description; and, residency certification, including documentation providing proof of residency required for employment with the City of Milwaukee within the first six months of hire, unless temporary non-residency status is approved by the Civil Service Commission. Other records contained in this series if applicable include: appointment letters, special appointment rate letters; probationary period reports and requests for extensions; transfer/reinstatement requests and responses; promotion documentation; favorable occurrences/letters of commendation, recognition and awards; statement of acknowledgment receipt of personnel policies and/or procedures; resignation form/letter signed by an existing employee, stating their intent to either end their employment, or, resign from a current job to accept another employment opportunity from the city as of a certain date; letter of reference; certificate of license or professional designations; relocation reimbursement requests; performance improvement plans; non-medical leave documentation, and unemployment information. Additional records may include: funeral leave applications, layoff notices, leave of absence forms, notice of prospective retirement, training/employee development records, including tuition benefit applications, travel and training documentation, training certification/achievement or completion records; and unemployment insurance (UI) related records, including information used for UI claim to establish a base period, verification of weeks at work, initial determinations of benefits payable, notice of hearing and billing statements.	Event (Separation from Service) +8 Yrs./ City Attorney's Office	Destroy Under Supervision	The request is to convert 149, Schedule D92-0053 (Item #16) to conform to the City Wide Global Schedule for <u>Personnel File</u> - which was approved by CIMC on 12/4/2012 and State Records Board approved on 2/25/2013.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015

Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
4	149	City Attorney	D11-0036	<u>Personnel Files- Medical</u>	New	This schedule provides citywide uniformity for the retention and disposal of records related to Personnel Files- Medical. This series includes ADA compliance documentation records, regarding reasonable accommodation requests, responses, and materials under 29CFR 1602.14 (ADA ACT); FMLA applications, including, dates and hours of leave, record of any dispute and its resolution; and medical certifications, requested and received by formally designated departmental FMLA managerial representatives from authorized medical doctors, acting on behalf of City employees, who submit requests for leave of absence. Injury reports, application for sick leave or injury pay, as well as fitness for duty exams & results, return to work documentation, LTD application, sick leave control letters, and other occupational health related records may be included in this file. Access to these records should be restricted as determined by state and federal laws. Note: Departments may wish to retain a copy of FMLA application forms (for reference purposes only) by eligibility year, in addition to the copy filed under this schedule. Reference copies should be destroyed after one year.	Event (Separation from Service) +8 Yrs./ City Attorney's Office	Destroy Under Supervision	The request is to convert 149, Schedule D92-0053 (Item #16) to conform to the City Wide Global Schedule for <u>Personnel Files- Medical</u> which was approved by CIMC on 12/4/2012 and State Records Board approved on 2/25/2013.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
5	149	City Attorney	D69-0028	<u>Daily Department Report to City Comptroller of Cash Receipts</u>	Delete	These records are reports of cash deposits received by the Office of the City Attorney.	7 Yrs. / City Attorney's Office	Scrap	The request is to delete this schedule as the paper reports are obsolete. Deposits are now completed online in the City's FMIS system. FMIS records are scheduled under ITMD.	Approve contingent on Comptroller's approval	CART Approved November 2014 / Pending CIMC March 12, 2015
6	149	City Attorney	D70-0034	<u>Claim Investigation Files and Index Cards</u>	Change/ Renewal	When a claim is filed against the City for damages or personal injuries, a <u>Claim Investigation File</u> is prepared, given a number because it is filed numerically, and an index card prepared which contains this identifying number and is filed under the name. This folder contains all notices, reports, correspondence, photographs, etc. applying to this particular claim. When a lawsuit is commenced, all papers in the "claims" file are removed from the folder and becomes part of the "lawsuit" file.	4 Yrs. / City Attorney's Office + 3 Yrs./ City Records Center	Scrap	The request is to change the title to <u>Claim Investigation Files</u> because index cards are no longer used.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
7	149	City Attorney	D70-0035	<u>Record of Daily Money Receipts by Property Damage Collection Division</u>	Change/ Renewal	This record series includes receipts of monies collected by the Property Damage Collection Division from property damage cases.	7 Yrs. / City Attorney's Contractor's Office	Destroy Under Supervision	The request is to renew this schedule and clarify that these records are maintained at the City Attorney's Contractor's Office.	The recommendation is to approve; however, firms under contract with the City to provide such litigation and/or collection services would be obligated to maintain records in accordance with record retention laws and contractual obligations to access to records upon request.	CART Approved November 2014 / Pending CIMC March 12, 2015

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8	149	City Attorney	D73-0113	<u>Time Owed and Allowed Balance</u>	Change / Renewal	These records are Time Owed and Allowed Balance Reports relating to employees in the City Attorney's Office.	1 Yr. / City Attorney's Office	Destroy Under Supervision	These are electronic payroll records kept by the payroll clerk. The request is to keep them for 2 years in electronic format.	Recommend City Wide Global Schedule with 2 year retention to conform with retention period for paper based <u>Time Keeping Records</u> . See Item #23 G14-E015 <u>Time Owed and Allowed Reports (Electronic)</u> . Remove from City Attorney's schedule contingent upon approval of City Wide Global.	CART Approved November 2014 / Pending CIMC March 12, 2015
9	149	City Attorney	D74-0077	<u>Correspondence- General</u>	Delete	These files contained copies of correspondence that are now kept in <u>Litigation Files</u> , which have a 20 year retention period and a separate record retention schedule.	5 Yrs. City Attorney's Office + 5 Yrs./ City Records Center	Destroy Under Supervision	The request is to delete this schedule as correspondence is now included in <u>Litigation Files</u> and does not require a separate schedule.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
10	149	City Attorney	D74-0082	<u>Unlawful Detainer Lawsuit- Closed</u>	Delete	These records contain the litigation file, including all court records and pleadings, as well as related correspondence, in regard to eviction actions started for the Housing Authority.	10 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to delete this schedule from the Office of the City Attorney and transfer custodianship of the records/schedule to the Housing Authority of the City of Milwaukee. See Item #20.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
11	149	City Attorney	D74-0089	<u>Requests for City Attorney Opinions</u>	Delete	These are letters from City Officials/ departments, boards and commissions requesting City Attorney opinions. These records are in the ProLaw System.	10 Yrs. / City Attorney's Office + 10 Yrs. / City Records Center	Destroy Under Supervision	The request is to delete this schedule as it is listed as obsolete.	Deny as presented to delete schedule. The recommendation is to change this schedule to reflect a change to the medium of the record from paper to digital format. The number would be changed to D74-E089 to reflect this medium change. Digital format would include native digital correspondence as well as scanned/imaged correspondence, provided scanned documents meet State Statute 16.612 standards for the authentication of records as well as Wisconsin Administrative Code Rule 12 for the requirements regarding quality control procedures, record legibility, accuracy etc.	CART Approved November 2014 / Pending CIMC March 12, 2015

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
12	149	City Attorney	D79-9009	<u>Opinions- Microfilm Copy</u>	Transfer / Custodial Change	This record series contains <u>City Attorney Legal Opinions</u> on microfilm. Opinions on film date from 1870-1991.	Permanent / City Records Center	Permanent	The request is to transfer the schedule for microfilm copy of the Legal Opinions dating from 1870 through 1991 to the City Records Center for permanent retention. See Item #24	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
13	149	City Attorney	D79-M009	<u>Opinions Permanently Bound</u>	Custodial Change	This record series contains bound City Attorney Legal Opinions. This schedule also served to direct the annual microfilming of legal opinions prior to book binding. The bound legal opinions date back to 1870. Opinions on film date from 1870-1991, see schedule D79-9009. See Item #26. While some of the bound books were water damaged, the entire bound collection was transferred to the Legislative Reference Bureau in 2014 for permanent preservation/restoration, with the exception of volumes 1870-1989, which still need to be transferred.	Permanent/ Legislative Reference Bureau	Permanent	The request is to transfer the bound legal opinions to the Legislative Reference Bureau for permanent retention.. See Item # 1.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
14	149	City Attorney	D79-M011	<u>Condemnation and Vacation File</u>	Delete	This record series contain Condemnation Files (applications, petitions, resolutions, coordinated reports, Lis Pendens, maps and descriptions) and Vacation Files (resolutions, Lis Pendens, exhibits, damage awards, maps, descriptions, payment certifications, proof of publication) pertaining to property acquired by the City for the opening, widening and extending of certain areas, and vacations of certain streets.	20 Yrs. / City Attorney's Office then transfer to City Records Center	Scrap after Microfilming	The request is to delete this schedule as the Department of City Development became the custodian of these records around 2002.	Approve deletion as filming stopped in 2010.	CART Approved November 2014 / Pending CIMC March 12, 2015
15	149	City Attorney	D92-0049	<u>Receipt- Housing Authority</u>	Delete	This record series includes receipts for the Housing Authority	7 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to delete this schedule as it is obsolete. All receipts were transferred to the Housing Authority.	Deny as presented. Recommend formal transfer of custodianship to be documented for the record. See Item #20.	CART Approved November 2014 / Pending CIMC March 12, 2015
16	149	City Attorney	D92-0053	<u>Personnel File- Former Employee</u>	Change/ Renewal	This record series contains employment related records of former employees of the City Attorney's Office, including job applications, evaluation, medical information, etc.	8 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to conform to the Global Schedule for <u>Personnel File</u> G11-0035 and <u>Personnel Files- Medical</u> G11-0036.	Approve. Schedule number will be changed to reflect City Attorney's Office Compliance with the City's Global Schedules for <u>Personnel File</u> G11-0035 and <u>Personnel Files- Medical</u> G11-0036. See Items #3 & 4	CART Approved November 2014 / Pending CIMC March 12, 2015

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17	149	City Attorney	D92-0054	<u>Receipt- Legal Fund</u>	Delete	This record series includes receipts from the Legal Fund.	7 Yrs. / City Attorney's Office	Scrap	The request is to delete this schedule as it is obsolete. This record now falls under Schedule D99-0002 <u>Expenditure Records.</u>	Approve schedule contingent upon renewal of D99-0002 <u>Expenditure Records.</u>	CART Approved November 2014 / Pending CIMC March 12, 2015
18	149	City Attorney	D99-0002	<u>Expenditure Records</u>	Renewal	This record series contains files relating to financial payments (accounts payable) including legal fund check receipts, purchase orders, IRI's, invoices and vouchers.	7 Yrs. / City Attorney's Office	Scrap	The request is to renew this schedule.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
19	194	Housing Authority of the City of Milwaukee	D74-0082	<u>Unlawful Detainer Lawsuit- Closed</u>	Transfer / Custodial Change	These records contain the litigation file, including all court records and pleadings, as well as related correspondence, in regard to eviction actions started for the Housing Authority.	10 Yrs. / Department of City Development	Destroy Under Supervision	The request is to transfer custodianship of these records from the City Attorney's Office to the Department of City Development.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
20	194	Housing Authority of the City of Milwaukee	D92-0049	<u>Receipt- Housing Authority</u>	Custodial Change	This record series includes receipts for the Housing Authority	7 Yrs. / Housing Authority Office	Destroy Under Supervision	The request is to transfer these records from the City Attorney's Office to the Housing Authority.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
21	214	Comptroller	D11-0054	<u>Audit Documentation</u>	Change/ Renewal	The records maintained under this schedule are audit workpapers and all required documentation per Yellow Book (Generally Accepted Government Auditing Standards) standards which are detailed information and data upon which audit reports, the annual audit plan and the fraud hotline report is based off of. Required documentation includes audit file workpapers, continuing education required certificates for audit staff, any other required documentation for compliance with Yellow Book .	Current / Comptroller's Office + 7 Yrs. City Records Center	Destroy Under Supervision	The request is to change the description of this record to include both electronic and paper records because starting in 2014 and going forward, most, if not all, records will be electronic and paperless. The records will be maintained on the Comptroller's Server or a vendor hosted network (Auditor Assistant-McGladrey). The request is also to change the final disposition from MPS screen to Destroy under Supervision as files include confidential information.	Approve, however it is highly recommended that firms under contract with the City to provide audit services would be obligated to maintain records in accordance with record retention laws and contractual obligations to access to records upon request. and any hosted solutions meet international American Records Management Standards Guidelines.	CART Approved November 2014 / Pending CIMC March 12, 2015

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
22	214	Comptroller	D73-0298	<u>Audit Reports</u>	Change/Renewal	Audit reports are used to inform auditee (Departments, including non-city agencies, where a financial relationship exists, etc.) of its financial and 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 and Fraud Hotline reports. Audit reports generally cover a one year period and average between 10 and 30 pages long. All audits are conducted by Internal Audit Staff members or consultants hired by Internal Audit.	Permanent	LRB	Audit reports are communicated and reported to the Common Council and are considered permanent and subject to the City Ordinance 305-32.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
23	900	City Wide Global	G14-E015	<u>Time Owed and Allowed Reports (Electronic)</u>	New	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.	2 Yrs. / Operating Department Server	Purge	The request is to create a new schedule for the Electronic Time Keeping Records with a global retention.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
24	156	Document Services	D79-9009	<u>Opinions- Microfilm Copy</u>	Transfer / Custodial Change	This record series contains <u>City Attorney Legal Opinions</u> on microfilm. Opinions on film date from 1870-1991.	Permanent / City Records Center	Permanent	The request is to transfer the schedule for microfilm copy of the Legal Opinions dating from 1870 through 1991 from the City Attorney's Office to the City Records Center for permanent retention. See Item #12	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015

CIMC Meeting was Cancelled on December 4, 2014. Schedules submitted to the State Records Board for review and approval at the March 9, 2015 meeting.

Schedule Recommendations for CIMC Review June 1, 2015 -- CART Approved May 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
1	149	City Attorney	D00-0050	<u>Copies of Medical Records</u>	Change/Renewal	These are copies of medical records of litigants obtained during the course of discovery. Records applicable to a particular case are included in the case file under Schedule D76-0067 <u>Case Files- Closed</u> or D03-0033 <u>Case Files-- Closed Monumental</u> . Medical records that are not germane to a case will be destroyed upon completion of litigation.	Destroy these records immediately upon completion of litigation/Office of City Attorney	Destroy Under Supervision	The request is to renew this schedule and clarify the content and purpose of the record.	Approve
2	149	City Attorney	D03-E002	<u>Legal Services Files- Electronic Version</u>	Change/Renewal	These are files that are created as a result of requests received from clients (departments) for reviewing and/or generating documents or providing legal assistance and opinions. (Summaries of service files).	10 Yrs./ City Attorney's Office, ProLaw System	Purge	This schedule was last reviewed in 2003 at which time a review was scheduled for 2008. The 2008 review was to determine whether these digital records on ProLaw should be transferred to another medium for longer term storage after a 10 year retention on ProLaw. The request is to retain these records on ProLaw for 7 years, then purge, as these records are retained in hardcopy versions under Schedule D03-0002 <u>Legal Services Files</u> for 20 years, which was approved by the State Records Board on 11/10/2014. Schedule D03-0002 conforms with Schedule D76-0067 <u>Case Files Closed</u> .	Approve
3	149	City Attorney	D15-E017	<u>Legal Opinions- Scanned Electronic Format</u>	New	These records are scanned City Attorney opinions maintained on the City Attorney Document Management System. This collection begins with machine readable opinions circa 1889. <u>Legal Opinions</u> , once signed, are scanned and made full-text searchable. A paper copy of the opinion is placed in the <u>Legal Services File</u> , Schedule D03-0002. Opinions are also sent to clients, i.e. city departments or committees. A bound book collection of <u>Legal Opinions</u> dating from 1870 to 1989 is held at the City of Milwaukee Legislative Reference Bureau under Schedule D79-M009. The City Records Center also holds a film copy of opinions dating from 1870 to 1991 under Schedule D79-9009.	Permanent/ City Attorney's Office	Permanent	The request is to create a schedule for the scanned opinion database, which replaces the bound copies of the opinions for the Office of the City Attorney.	Approve
4	149	City Attorney	D73-0111	<u>Employees by Class Code C</u>	Delete	This record series is a report that was generated from the City's Payroll System that existed prior to the current City's Human Resource Management System (HRMS). This record is now included under HRMS schedule.	2 Years	Scrap	The request is to remove this schedule as the record is obsolete and information is now available on HRMS.	Approve
5	149	City Attorney	D74-0078	<u>Correspondence- State Legislation</u>	Delete	Correspondence setting forth issues peculiar to City interests regarding proposed legislation. The material is useful during a legislative session. Currently this correspondence regarding state legislation is received via e-mail and a Legal Services ProLaw file is opened if necessary.	2 Years	Scrap	The request is to remove this schedule as this record is obsolete. This correspondence is now included under Schedule D03-E002- <u>Legal Services Files -- Electronic Version</u> .	Approve
6	149	City Attorney	D74-0079	<u>Rent Collection File Closed</u>	Delete	Litigation file, including all court records and pleadings, as well as related correspondence, in regard to the collection of delinquent rent (Housing Authority)	10 Years	Scrap	The request is to delete this schedule as it is obsolete. The matter of rent collection for delinquent Housing Authority tenants has been outsourced.	The recommendation is to approve; however, firms under contract with the City to provide such litigation and/or collection services would be obligated to maintain records in accordance with record retention laws and contractual obligations to access to records upon request.

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
7	149	City Attorney	D74-0087	<u>Reports on State Legislation (Printed Copies Of)</u>	Delete	This record is Legislative Journals, Wisconsin Taxpayer Alliance Information, League Bulletins and other published reference materials.	2 Years	Scrap	The request is to delete this schedule as it includes publications which do not require a formal retention schedule.	
8	149	City Attorney	D99-0001	<u>Workers Compensation Expenses- 1977-1982</u>	Delete	This is a card for each doctor and a loose-leaf binder with compilation of expenses. Worker's compensation files are maintained by DER/EBA/Workers Compensation Division. Expenses for workers compensation stopped being tracked by the Office of the City Attorney in 1982.	N/A	N/A	The request is to remove this schedule, as these records are retained under Schedule 166-07-0010 <u>Workers Compensation Medical Bills (Outsourced)</u> in the Department of Employee Relations.	Approve
9	152	Procurement	D11-E007	<u>Monthly Procard Transaction Data from Bank</u>	Change/ Renewal	This is a monthly download of the procured transaction data for individual cardholders. It is a backup of the data from the bank's software for easy access in the event of a vendor change due to contract expiration/bid process.	10 Years/ E-vault Assureon Device	Purge	The request is to renew this schedule to reflect a change in file format from ACSII delimited text format to Microsoft Excel file or similar format as well as change the location for storage from the E-vault Infinivault to the E-vault Assureon Device storage component during the 2015-2016 Upgrade/Migration.	Approve
10	152	Procurement	D97-0031	<u>X-Files</u>	Change/ Renewal	Formal and informal bids that were never awarded either because no bids were received or no complying bids were received or bids received were all higher than budgeted for. Series content includes the original bid draft, final drafted bid, any specifications, correspondence, notes to the file, purchasing agent's recommendation for not awarding the bid and purchasing director's approval/concurrence with recommendation. Series began in 1993.	1 Yr./ Procurement Office +1 Yr./ City Record Center	Destroy Under Supervision	The request is to change the retention from 2 years to 10 years to conform with other Procurement Division contract-related record schedules.	Approve
11	166	DER Worker's Compensation	D15-0004	<u>Prescription Safety Glass Application</u>	New	The record contains the application, employee ID number, and the employee's prescription for the eyewear, usually a two page document. The document details the City of Milwaukee's eyewear program and indicates the employee's portion. This document must be signed by the employee's supervisor and a representative from the Department of Employee Relations (DER).	2 Yrs./ DER Office + 3 Yrs. / City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Prescription Safety Glass Applications</u> as these records have not previously been scheduled.	Approve
12	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D15-0011	<u>Critical Incident Management Files</u>	New	This series includes files related to a brief intervention post traumatic incident that aims to restore level of functioning via ventilation of thoughts, feelings and information education. All city employees can receive service. Documentation in this series includes release of information and correspondence with MPD (for MPD employees only) confirming completion of critical incident and post-vention follow-up.	Event (Closure of case) +7 Yrs./ Department	Destroy Under Supervision	The request is to create a new schedule for <u>Critical Incident Management Files</u> as these records have not been previously scheduled.	Approve
13	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D15-0013	<u>EAP Client Files</u>	New	EAP is an early intervention program that addresses stressors that may impact the work place via brief counseling, assessments and referrals. Files include: EAP intake document, co-lateral case management notes, management/union case management notes, consent for disclosure form and case closing documentation.	Event (Closure of case) +7 Yrs./ Department	Destroy Under Supervision	The request is to create a new schedule for <u>EAP Client Files</u> as these records, which reflect substantial changes to the program since 2010, have not been previously scheduled.	Approve

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14	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D15-E015	<u>EAP Annual Report</u>	New	This report includes: Organizational Services, EAP Case Utilization, EAP Access to Services, EAP Utilization by Department, EAP Utilization by primary presenting problem, and by planned disposition, i.e., (outpatient services, in house EAP, self help, or community resource). Formal/suggested/voluntary/recommended cases are also outlined in this report, as well as EAP cases per month by year (comparisons). The report includes open EAP cases by age and marital status. An addendum included with the report explains terminology/classifications and definitions of EAP services. This report is prepared monthly and submitted to DER management for assessing program administration and budgetary needs. Monthly Reports are ultimately consolidated into Annual Reports. See related Schedule D15-E015 <u>Employee Assistance Program (EAP) Annual Report</u> .	10 Yrs./ EAP Office	LRB	The request is to create a new schedule for <u>EAP Annual Reports</u> following a shift in where the program has been housed and administered.	Approve
15	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D98-0013	<u>Employee Assistance Program Monthly Reports</u>	Change/Renewal	These reports list monthly meetings and activities of the Employee Assistance Program. Statistics of EAP assessments and referrals are reported to the Health Department management.	20 Yrs.	MPLSCREEN	The request is to renew this schedule and change the final disposition from MPLSCREEN to scrap.	Approve, contingent upon approval of custodial transfer from the City Health Department to the Department of Employee Relations.
16	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D15-E016	<u>Employee Assistance Monthly Reports</u>	New	This report includes: Organizational Services, EAP Case Utilization, EAP Access to Services, EAP Utilization by department, EAP Utilization by primary presenting problems, and by planned disposition, i.e., (outpatient services, in house EAP, self help, or community resources); formal/suggested/voluntary/recommended cases; and, EAP cases per month by year (comparisons). The report includes open EAP cases by age & marital status. An addendum included with the report explains terminology/classifications and definitions of EAP services. This report is prepared monthly and submitted to DER management for assessing program administration and budgetary needs. Monthly reports are ultimately consolidated into annual reports. (See related Schedule D15-E015 <u>EAP Annual Reports</u> .)	10 Yrs./ EAP Office	LRB	The request is to create a new schedule for EAP Monthly Reports following a sift in where the program has been housed and administrated.	Approve
17	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D98-0012	<u>Employee Assistance Program Policies & Procedures</u>	Change/Renewal	This record series includes documented guidelines for administering the City's Employee Assistance Program, i.e., assessment and referral tools; department protocols; EAP contacts; guidelines for case management for EAP referrals; monthly report format; and forms to administer the program. The program handbook and EAP brochures are also included. The program began in the early 1990's under the City Health Department and was transferred to the Department of Employee Relations/Employee Benefits Division in the City's 2010 Budget. New policies and procedures are added to this collection as they are established.	Permanent/ EAP Office	Permanent	The request is to renew this schedule and modify the description to reflect dates and changes to the administration of the program.	Approve, contingent upon approval of custodial transfer from the City Health Department to the Department of Employee Relations.
18	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D98-0015	<u>Employee Assistance Program Training Material</u>	Change/Renewal	This record series includes two groups: Information Evaluation materials and Training/Skills Based Materials. Some of this material is also available on the City of Milwaukee EAP webpage.	Retain until Superseded/ EAP Office & EAP Webpage	Scrap or Purge	The request is to renew this schedule and update content and revise the final disposition from permanent to "until superseded".	Approve, contingent upon approval of custodial transfer from the City Health Department to the Department of Employee Relations.

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19	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D98-0014	<u>Employee Assistance Program (EAP) Annual Report</u>	Renew	The Employee Assistance Program (EAP) <u>Annual Report</u> is an accumulation of assessment and referral statistics which are reported to the Health Department management on a monthly basis. EAP annual statistics are reflected in the Health Department's annual report, which is on file with the Legislative Reference Bureau.	20 Yrs./EAP Office	Scrap	The request is to renew this schedule for <u>Annual Reports</u> created prior to 2010 until further research can be done to determine that all reports have been received by the City of Milwaukee Legislative Reference Bureau.	Approve
20	168	Dept. of Employee Relations (DER) Employee Assistance Program (EAP)	D98-0016	<u>Employee Assistance Program (EAP) Client Files</u>	Change/Renewal	Client files contain records related to facilitation of the Employee Assistance Program (EAP). The EAP intake forms and, if applicable, Consent for Disclosure of Confidential Information (H-1037); Consent for Limited Disclosure of Confidential Information; Wisconsin Assessment of the Impaired Driver (1995); Substance Abuse Professional Recommendation (SAP)(1995); SAP Report to the City Designated Representative (1995) and external correspondence. This collection began in the early 1990's and ends in 2009.	10 Yrs. / EAP Office	Destroy Under Supervision	The proposal is to change the existing retention on this schedule from 10 years to 7 years and delete the schedule when retention on the last series of records under this schedule would expire in 2016. A new schedule will be created for <u>EAP Client Files</u> from 2009 forward. See proposed Schedule 168- 15-0013 <u>EAP Client Files</u> .	Approve, contingent upon approval of custodial transfer from the City Health Department to the Department of Employee Relations.
21	191	Department of City Development (DCD)- Administration	D10-0035	<u>DCD Marketing Slides, Photos, CD's Negatives</u>	Change/Renewal	This collection includes series of slides, photos, CD's and negatives of the work performed under the former City position of Audiovisual Specialist II who worked under the Department of City Development. Images contained in this series include Milwaukee Festivals, events, as well as cultural, civic, historic, and modern neighborhoods and locations. Photos of City-sponsored events also are included in this series. Titles listed on slides and binders will be provided on inventory transfer list to be recorded in the City Records Center CRMS for transfer to MPL. Titles include acronyms as noted by original photographer.	Immediately transfer records to City Records Center for review by MPL	Transfer to City Archives at MPL	The request is to change this schedule to include the medium of CD's to the collection. Also information regarding titles was added to the description.	Approve
22	191	Department of City Development (DCD)- Administration	D10-0046	<u>City Real Estate Routine Sales- Residential and Adjoining Vacant Lots</u>	Change/Renewal	These records include City property and sale information, which includes improved residential properties and adjoining vacant lots. Physical information regarding property, including photographs and/or maps, inspection notes, sale information, including marketing information/history, primary and secondary offers to purchase and closing documents. Records are for properties the City takes ownership of or are for surplus City property. Files contain buyer's confidential information, which may include personal financial information and Social Security numbers.	1 Yr./ DCD Office + 6 Yrs./City Records Center	MPLSCREEN; Destroy Under Supervision All Sensitive or Confidential Documents	The request is to change the title and description of this record series to clarify the content and purpose of this schedule. Also to revise the retention at each location, but the total of 7 year retention remains the same.	Approve, contingent upon requirement that all sensitive and/or confidential documents contained in this record series be screened and purged at the City Records Center prior to transmittal to the City Archives at Milwaukee Public Library.
23	191	Department of City Development (DCD)- Administration	D10-0048	<u>City Property Management Files- Inactive In Rem Properties</u>	Change/Renewal	Property management files contain city property information, physical information, photos, maps and inspection notes-- may include official records, including property management info such as tenant info, rent collection, maintenance expenses and utility records. All correspondence and notes related to the In Rem redemption and tenant info, rent collection, maintenance expenses and utility records, including Social Security Numbers. Partial records in this series relating to correspondence of taking and returning property can be found in the City Attorney's Office, City Treasurer's Office and DCD-Finance and Admin Section (payment info only).	1 Yr./ DCD Office + 3 Yrs./ City Records Center	MPLSCREEN; Destroy Under Supervision All Sensitive or Confidential Documents	The request is to change the title and description of this record series to clarify the content and purpose of this schedule.	Approve, contingent upon requirement that all sensitive and/or confidential documents contained in this record series be screened and purged at the City Records Center prior to transmittal to the City Archives at Milwaukee Public Library.

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24	191	Department of City Development (DCD)- Administration	D10-0049	<u>City Inactive, Improved Properties</u>	Change/Renewal	This record series includes files on inactive, improved properties that include surplus City property, Low Interest Mortgage Program (LIMP), donated and those foreclosed by court order. Files contain physical information, photos, maps, inspection notes and may include property management info, including tenant info, rent collection, maintenance expenses and utility records. Also, files may contain Social Security Numbers.	1 Yr./ DCD Office + 3 Yrs./ City Records Center	MPLSCREEN; Destroy Under Supervision All Sensitive or Confidential Documents	The request is to change the title and description of this record series to clarify the content and purpose of this schedule.	Approve, contingent upon requirement that all sensitive and/or confidential documents contained in this record series be screened and purged at the City Records Center prior to transmittal to the City Archives at Milwaukee Public Library.
25	191	Department of City Development (DCD)- Administration	D11-0010	<u>City Real Estate- City Funded Acquisitions and Eminent Domain</u>	Change/Renewal	These records include property and acquisition info (photos/maps, negotiation docs, including property appraisals, offers to purchase for City eminent domain docs, closing docs and possible court info for legal challenges to compensation and eminent domain-- info may contain tax payer ID number). This record series includes all properties acquired by DCD for a City project and/or funded with City funds. Acquisitions may be made by friendly offer (voluntarily) or via eminent domain for full real estate or partial takings of property interest for riparian rights, easements or public rights-of-way. The purpose is for public use and blight elimination. Acquiring agencies include the City in Trust for MPS and/or the Redevelopment Authority.	Retain in office for administrative value for 3 years after the last acquisition or court challenge decision for any parcel in a project (whichever is later)/ DCD Office + 7 Yrs./ City Records Center	MPLSCREEN; Destroy Under Supervision All Sensitive or Confidential Documents	The request is to change the title and description of this record series to clarify the content and purpose of this schedule.	Approve, contingent upon requirement that all sensitive and/or confidential documents contained in this record series be screened and purged at the City Records Center prior to transmittal to the City Archives at Milwaukee Public Library.
26	191	Department of City Development (DCD)- Administration	D11-0011	<u>City Real Estate- Non-Routine Sales</u>	Change/Renewal	These records include public disclosure statements, project summaries, Common Council reports, building and/or site plans, possible environmental info, developer info, budget and construction cost estimates, financial strategy, proforma income analysis and loan documentation, job creation and retention information, developer/buyer correspondence/communications. This record series includes sales information for commercial mixed-use, developable vacant lots, municipal and MPS properties. The files may also include request for proposal (RFP) information, including RFP development and background documents, if applicable. In addition, files may include photos; closing documents, which include releases; title reports; satisfactions; deeds; easements; building and site plans, and site selection information.	Retain in office until sales are complete + 5 Yrs./ City Records Center	MPLSCREEN; Destroy Under Supervision All Sensitive or Confidential Documents	The request is to change the title and description of this record series to clarify the content and purpose of this schedule.	Approve, contingent upon requirement that all sensitive and/or confidential documents contained in this record series be screened and purged at the City Records Center prior to transmittal to the City Archives at Milwaukee Public Library.
27	191	Department of City Development (DCD)- Administration	D15-0003	<u>Renewal Community Program</u>	New	This collection includes the original program application, marketing materials, presentations, business award applications, correspondence and communications regarding awards and Commercial Revitalization Deduction (CRD) Review Committee meeting notes for a Federal Program that was in place from 2002-2009. Milwaukee was selected as one of forty U.S. cities to receive Renewal Community (RC) designation. This program provided tax incentives to businesses within the RC Boundary in the form of wage credits, deductions, capital gains and other incentives. The tax incentives were designed to encourage businesses to locate, expand and hire residents in the RC area. This collection includes records in various media types such as paper, maps, photos and digital files. See related Common Council File numbers: 010726 and 011510.	Permanent/ City's E-Vault System, pending review for historic value.	MPLSCREEN	The request is to create a new schedule for the records concerning this now defunct program. This series includes paper records, maps, photos and digital files that will be reviewed for potential historic value and permanent retention on the City's E-vault System.	Approve
28	191	Department of City Development (DCD)- Administration	D15-0012	<u>DCD BOZA Case Files</u>	New	This series includes staff reports and analysis of recommendations of special use, use variance, dimensional variances, submitted to the Board of Zoning Appeals for review and approval regarding applicant requests.	5 Yrs./ DCD Planning Office	Destroy Under Supervision	The request is to create a new schedule for <u>DCD BOZA Case Files</u> as these records have not been previously scheduled.	Approve

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29	191	Department of City Development (DCD)/ Fiscal Services	D70-0039	<u>Minutes of the City Plan Commission</u>		This record series includes official meeting minutes of the City Plan Commission that is staffed by the Department of City Development. This body was formerly known as the Board of Public Land Commissioners.	Permanent	Permanent	The request is to replace this schedule with the new (pending) global schedule for minutes, See Schedules 900- G15-0007 <u>Minutes- City Boards, Commission, Committees and Task Forces</u> , and 130- D15-0007. City departments that staff committees, commissions, and task forces will send official copies to LRB for permanent retention; copies of minutes remaining in departments in paper or digital form will serve for reference purposes only.	Approve contingent upon approval of Global Schedules G15-0007 <u>Minutes- City Boards, Commissions, Committees and Task Forces</u> and D15-0007 <u>Minutes- City Boards, Commissions, Committees and Task Forces</u> .
30	191	Department of City Development (DCD)- Administration	D97-0110	<u>Files of the Director of Planning</u>	Delete	These records are working files of the director of planning of the Department of City Development.	5 Yrs./ City Records Center	Destroy Under Supervision	The request is to remove this schedule, which was held by the City Records Committee for administrative review on 9/4/97.	Approve- a formal record schedule is not required as collection consists of working papers only.
31	329	MPD Neighborhood Task Force	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/ Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
32	332	MPD Communications	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/ Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. This is for work location 40. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc. Expires April, 2015 if approved.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.

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33	334	MPD Districts	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
34	340	MPD Traffic Division	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
35	342	MPD Training Bureau	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	Daily Duty Assignment Reports were historically used at all Milwaukee Police Department work locations by every shift. This is for work locations: 20, 25, and 26. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc. Expires: April, 2015 if approved.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
36	344	MPD Juvenile Division-Sensitive Crimes	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.

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37	347	MPD District 1	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 Time Keeping Records (Paper). Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
38	352	MPD Community Services Division	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. This is for work location 02. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 Time Keeping Records (Paper). Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc. Expires April, 2015 if approved.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
39	357	MPD Court Administration	D60-0287	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 Time Keeping Records (Paper). Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
40	358	MPD Avenues West	D60-0287	<u>Report- Daily Duty Assignment</u>	Change/Renewal	These records are of who was assigned to what squad, commanding officer on duty, vacations, etc. <u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 Time Keeping Records (Paper). Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.

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41	329	MPD Neighborhood Task Force	D86-0074	<u>Incident-Correction/Disciplinary Action PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
42	330	MPD Property Control	D86-0074	<u>Incident-Correction/Disciplinary Action PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
43	332	MPD Communications	D86-0074	<u>Incident-Correction/Disciplinary Action PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
44	333	MPD Records Management Division	D86-0074	<u>Incident-Correction/Disciplinary Action PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
45	334	MPD Districts	D86-0074	<u>Incident-Correction/Disciplinary Action PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
46	335	MPD Identification/ Investigation Management	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
47	336	MPD Medical Section	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
48	339	MPD Information Systems/Technology & Radio Communications	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
49	340	MPD Traffic Division	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
50	342	MPD Police Academy	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
51	343	MPD Vice Control	D86-0074	<u>Incident-Correction/Disciplinary Action-PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
52	344	MPD Juvenile Division-Sensitive Crimes	D86-0074	<u>Incident-Correction/Disciplinary Action-PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
53	346	MPD Open Records	D86-0074	<u>Incident-Correction/Disciplinary Action-PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
54	347	MPD District 1	D86-0074	<u>Incident-Correction/Disciplinary Action-PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
55	349	MPD Maintenance Service	D86-0074	<u>Incident-Correction/Disciplinary Action-PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
56	350	MPD Printing & Stores	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
57	352	MPD Office of Community Outreach and Education	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
58	355	MPD Management Analysis & Planning Office (OMAP)	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
59	357	MPD Court Administration	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
60	358	MPD Avenues West	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
61	370	MPD Human Resources	D86-0074	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	<u>PD-30 Incident Correction/Disciplinary Form</u> contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related MPD 351 Schedule D86-0071 <u>Incident Correction/Disciplinary Form PD-30</u> (Internal Affairs Copy) and D86-0075 <u>Record of Disciplinary Incident PD-31</u> (a composite list of minor infractions).	6 months/ MPD Work Location	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
62	329	MPD Neighborhood Task Force	D86-0075	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
63	330	MPD Property Control	D86-0075	<u>Incident-Correction/Disciplinary Action, PD-30</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
64	331	MPD Administration	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
65	332	MPD Communications	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
66	333	MPD Records Management Division	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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67	334	MPD Districts	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
68	335	MPD Identification/ Investigation Management	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
69	336	MPD Medical Section	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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70	339	MPD Information Systems/Technology & Radio Communications	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 Record of Disciplinary Incidents Form is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 Incident Correction/Disciplinary Form (PD-30). The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
71	340	MPD Traffic Division	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 Record of Disciplinary Incidents Form is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 Incident Correction/Disciplinary Form (PD-30). The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
72	342	MPD Police Academy	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 Record of Disciplinary Incidents Form is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 Incident Correction/Disciplinary Form (PD-30). The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
73	343	MPD Vice Control	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
74	344	MPD Juvenile Division-Sensitive Crimes	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
75	346	MPD Open Records	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The PD-31 <u>Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
76	347	MPD District 1	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
77	349	MPD Maintenance Service	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
78	350	MPD Printing & Stores	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
79	351	MPD Internal Affairs	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
80	352	MPD Office of Community Outreach and Education	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
81	355	MPD Management Analysis & Planning Office (OMAP)	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
82	357	MPD Court Administration	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
83	358	MPD Avenues West	D86-0075	<u>Record of Disciplinary Incident PD-31</u>	Change/Renewal	The <u>PD-31 Record of Disciplinary Incidents Form</u> is a report that was created to list a composite of all minor infractions on one form. It contains members name, payroll number, date of appointment, date of violation, location code, incident summary and disposition. Individual incidents listed in summary on this form are listed in detail on Schedule D86-0074 <u>Incident Correction/Disciplinary Form (PD-30)</u> . The purpose of the summary list is to track frequency of given infractions within certain time frames in order to gauge levels of potential disciplinary actions. MPD is transitioning tracking of matters of this nature to automated systems.	Permanent / MPD Work Location	Permanent	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision. The current retention is listed as permanent. While the use of this form has generally been phased out in recent years, given the current official retention as permanent, any and all existing records would be able to be purged in accordance with this schedule revision if approved as recommended.	Approve
84	333	MPD- All Districts	D97-0050	<u>Official Discipline Form (District, Bureau Copy) PD 40</u>	Change/Renewal	This report indicates when a Department member has violated Department Rules and has been found guilty. It also indicates date, member's name, violation and action taken. This retention schedule is requested for all districts and bureaus of the police department. Forms are submitted to the Internal Affairs Division for inclusion in MPD 351 Schedule D88-0074 <u>Internal Investigations File</u> . Copies of forms held at district/bureau locations until cases are inactive, then destroyed under supervision.	Event (Member's departure from City employment) + 8 Yrs./Internal Affairs Division	Destroy Under Supervision	This schedule was held pending legal review 9/4/1997. As the City has revised personnel, personnel-medical and personnel discipline related files since this schedule was held for review, the Document Services Manager/Municipal Records Officer recommends that this record schedule be renewed to include retention of these reports at originating district/bureau locations until cases become inactive, then destroy under supervision, as original copies of reports are included under Schedule 351-D88-0074.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
85	343	MPD Vice Control	D65-0105	<u>Daily Duty Assignment Report PD-2</u>	Change/Renewal	<u>Daily Duty Assignment Reports</u> were historically used at all Milwaukee Police Department work locations by every shift. These reports include data such as the officer's name, day's work location, employee ID#, hours worked, roll call, code worked, regular off, or holiday off by shift. Also contained is a summary of number of police officers by rank, percent of people working at a location, present for duty, off (overtime off, or regular off), 30% detectives working. Signatures on the report are of the author (clerk) of the document, and the shift commander.	7 Yrs./ MPD Work Location	Destroy Under Supervision	The request is to reduce the retention period on this series from 7 years to 2 years to conform to the retention period of Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> . Both employees and the employer have two years to dispute the time recorded in official payroll information systems, such as any discrepancies with vacation, FMLA, sick leave, etc.	As MPD is in the process of discontinuing use of PD-2 forms department-wide, and utilizing a digitally-based payroll/timekeeping system for all time tracking, this schedule should expire when retention on the last PD-2 records expires for the MPD location in which it is generated.
86	351	MPD- Internal Affairs	D15-0010	<u>Internal Investigation- Monumental Case Files</u>	New	This record series includes administrative documentation regarding internal investigations of police personnel, which meet one or more of the following conditions as determined by MPD officials: the case sets precedence and contains historic administrative values for law enforcement; the case is very high profile, the case includes highly unusual elements that might impact future investigations. Notes, witness statements, evidentiary documents, reports and other records created and maintained in connection with reviews as well as any disciplinary action taken, such as termination, suspension and warning letters are included. <u>PD-40 official Discipline Form</u> MPD 351 Schedule D97-0047 is included in this file. This form is used to document when a department member has violated department rules and has been found guilty. It also indicates date, member's name, violation and action taken. <u>The Official Discipline Form PD-40</u> is retained by Districts and Bureaus while a case is active, then sent to Internal Affairs for inclusion into the Internal Investigation File. See related files MPD 351 D88-0074 <u>Internal Investigation Files</u> .	Permanent/MPD - Internal Affairs Division	Permanent	The request is to create a new schedule to retain internal investigation files that are determined by MPD officials to have a "monumental case" classification, and as such, merit permanent retention, unlike standard internal investigations under MPD 351 Schedule D88-0074.	Approve
87	351	MPD- Internal Affairs	D86-0071	<u>Incident Correction/ Disciplinary Form PD-30</u>	Delete	PD-30 Incident Correction/Disciplinary Form contains name of member committing a minor infraction of department rules, regulations or minor specific corrections required; member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated and signed by the member. This form is in triplicate with the original white copy sent to Internal Affairs, yellow copy to the employee and the pink to the incident file maintained at the member's work location. See related Schedule D86-0074.	Permanent/ MPD - Internal Affairs Division	Destroy Under Supervision	The request to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
88	351	MPD- Internal Affairs	D88-0074	<u>Internal Investigation Files</u>	Change/Renewal	This record series includes administrative documentation regarding internal investigations of police personnel. Notes, witness statements, evidentiary documents, reports and other records created and maintained in connection with reviews as well as any disciplinary action taken, such as termination, suspension and warning letters. <u>PD-40 Official Discipline Form</u> D97-0047 is included in this file. This form is used to document when a department member has violated department rules and has been found guilty. It also indicates date, member's name, violation and action taken. See related files : MPD 351 Schedule D15-0010 <u>Internal Investigation- Monumental Case Files</u> .	Retain for EVENT (Closure of Investigation + 7 yrs.)/MPD - Internal Affairs	Destroy Under Supervision	The request is to revise this schedule to extend the retention period from 7 years following the closure of an investigation, then destroy under supervision to 8 years following departure from City employment, then destroy under supervision. This retention period conforms with the City Global Schedule G11-0035 for <u>Personnel Files</u> which was adopted by MPD Human Resources and approved by CIMC 12/4/2012 and the Wisconsin Public Records Board on 2/25/2013. The description of this record series will also be modified to include Schedule D97-0047 <u>Official Discipline Form PD 40</u> which is incorporated into the <u>Internal Investigation Files</u> series.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
89	351	MPD- Internal Affairs	D94-0026	<u>Non-Compliance Report</u>	Delete	<u>Non-Compliance Report</u> may be generated if a squad fails to respond to a dispatcher; if a squad fails to respond to an assignment; if a squad fails to go back in service after completion of an assignment; if a squad fails to notify the dispatcher of a location change; if a squad fails to notify the dispatcher they have arrived at a location; if a squad fails to give a completion code after completion of an assignment; or another conduct deemed inappropriate by a dispatcher.	Event (Separation from City Employment) + 50 Yrs./ Internal Affairs Division	Destroy Under Supervision	The request is to delete this schedule from the MPD Internal Affairs Division as this record is scheduled under Schedule 332-D10-0018 <u>Non-Compliance Report</u> , held by the MPD Communications Division. This schedule was approved by the CIMC on 3/4/2010 and the State Public Records Board on 5/17/2010. Schedule D10-0018 was revised to reflect the fact that <u>Non-Compliance Reports</u> would no longer be sent to Internal Affairs for extended retention. NOTE: Form PC-39 may need to be revised to remove instructions to transmit to MPD Internal Affairs Division.	Approve
90	351	MPD- Internal Affairs	D97-0047	<u>Official Discipline Form PD-40</u>	Delete	PD-40 <u>Official Discipline Form</u> is used to report when a Department member has violated Department Rules and has been found guilty. It also indicates date, member's name, violation and action taken. These reports originate in the Districts and Bureaus.	Event (Member's Separation from City Employment) + 50 Yrs./ Internal Affairs Division	Destroy Under Supervision	The request is to delete this schedule and incorporate this record into MPD 351 Schedule D88-0074 <u>Internal Investigation Files</u> . See related MPD 333 Schedule D97-0050 <u>Official Discipline Form (PD 40) District/Bureau Copy</u> , proposed to remain as a separate schedule with Districts/Bureaus.	Approve
91	351	MPD- Internal Affairs	D97-0052	<u>Temporary Suspension of Member PD41</u>	Change/ Renewal	PD-41 <u>Temporary Suspension of Member Form</u> is used to report the date, time and location where a police employee was suspended, and the reason for the suspension. The form includes the name of the supervisor in charge of the investigation who is responsible for keeping Internal Affairs informed as to the progress of the case. This record is also used to document police equipment recovered, where the equipment was recovered and who recovered the equipment. Instructions given to the officer are also listed, as well as the name of the complainant.	Event (Member's Separation from City Employment) + 50 Yrs./ Internal Affairs Division	Destroy Under Supervision	The request is to renew this schedule and modify the retention period to conform with other related personnel and disciplinary record schedules for a retention period of 8 years following member's separation from City employment, then destroy under supervision.	Approve
92	381	Health Department Administration	D98-0012	<u>Employee Assistance Program Policies & Procedures</u>	Custodial Change	This record series includes documented guidelines for administering the City's Employee Assistance Program, i.e., assessment and referral tools; department protocols; EAP contacts; guidelines for case management for EAP referrals; monthly report format; forms to administer the program. The program handbook and EAP brochures are also included.	Permanent/EAP Office	Permanent	The request is to transfer legal custodianship of this record series as the EAP Program was transferred from the City Health Department to the Department of Employee Relations in the 2010 City Budget.	Approve
93	381	Health Department Administration	D98-0013	<u>Employee Assistance Program Monthly Reports</u>	Custodial Change	These reports list monthly meetings and activities of the Employee Assistance Program. Statistics of EAP assessments and referrals are reported to the Health Department management.	20 Yrs./EAP Office	MPLSCREEN	The request is to transfer legal custodianship of this record series as the EAP Program was transferred from the City Health Department to the Department of Employee Relations in the 2010 City Budget.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
94	381	Health Department Administration	D98-0014	<u>Employee Assistance Program (EAP) Annual Report</u>	Custodial Change	The Employee Assistance Program (EAP) Annual Report is an accumulation of assessment and referral statistics which are reported to the Health Department management on a monthly basis. EAP annual statistics are reflected in the Health Department's annual report which is on file with the Legislative Reference Bureau.	20 Yrs./EAP Office	Scrap	The request is to transfer legal custodianship of this record series as the EAP Program was transferred from the City Health Department to the Department of Employee Relations in the 2010 City Budget.	Approve
95	381	Health Department Administration	D98-0015	<u>Employee Assistance Program Training Material</u>	Custodial Change	These records are outlines for key personnel employee-assistance training: initial police officer support team training; fire department stress team; supervisory DOT drug testing program; EAP orientation; and stress management training.	Permanent/ EAP Office	Permanent	The request is to transfer legal custodianship of this record series as the EAP Program was transferred from the City Health Department to the Department of Employee Relations in the 2010 City Budget.	Approve
96	381	Health Department Administration	D98-0016	<u>Employee Assistance Program (EAP) Client Files</u>	Custodial Change	Client files contain records related to facilitation of the Employee Assistance Program (EAP). The EAP intake forms and, if applicable, Consent for Disclosure of Confidential Information (H-1037); Consent for Limited Disclosure of Confidential Information; Wisconsin Assessment of the Impaired Driver (1995); Substance Abuse Professional Recommendation (SAP)(1995); SAP Report to the City Designated Representative (1995) and external correspondence.	10 Yrs. / EAP Office	Destroy Under Supervision	The request is to transfer legal custodianship of this record series as the EAP Program was transferred from the City Health Department to the Department of Employee Relations in the 2010 City Budget.	Approve
97	548	Infrastructure Administration	D13-0025	<u>Paving Contract Financial Documents</u>	New	This record series includes payment to contractors, copy of contract, change orders, which reflect original work not documented in original documents. Original documents may include C507 (Transfer Form) and C508 (Green Form) for transfer of funds related to project.	Retain for Event (Closure of Contract) +2 Yrs./ Department + 5 Yrs. / City Records Center	Destroy Under Supervision	The request is to create a new schedule to clearly identify and separate financial documents related to paving contracts. The naming convention for these documents will begin with C523 followed by a 2 digit year and a sequence number.	Approve
98	683	DPW- Sewer Environmental Engineering	D13-0024	<u>Sewer Contract Financial Documents</u>	New	This record series includes payments to contractor, copy of contract, change orders which reflect additional work not documented in original contract. Other documents may include C507 (Transfer Form) and C508 (Green Form) for transfer of funds related to project. The records are organized by a new naming convention as of 2013. The naming convention distinguishes financial contracts from official sewer drawings and inspection reports. For example, the sewer contract numbers start with C683 followed by a 2 digit year and a 4 digit sequence number.	2 Yrs./ Dept. + 5 Yrs. / City Records Center	Destroy Under Supervision	The request is to create a new schedule to clearly identify and separate financial documents related to sewer contracts from official sewer drawings and inspection reports. Records previously included under former Schedule D77-M075 and culled before transfer to D77-9075 for filming.	Approve

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
99	862	City Archives at MPL	D10-0035	<u>DCD Marketing Slides, Photos, CD's Negatives</u>	Change/Renewal	This collection includes series of slides, photos, CD's and negatives of the work performed under the former City position of Audiovisual Specialist II who worked under the Department of City Development. Images contained in this series include Milwaukee Festivals, events, as well as cultural, civic, historic, and modern neighborhoods and locations. Photos of City-sponsored events also are included in this series. Titles listed on slides and binders will be provided on inventory transfer list to be recorded in the City Records Center CRMS for transfer to MPL. Titles include acronyms as noted by original photographer.	Permanent/City Archives at MPL following screening	MPLSCREEN* If Milwaukee Public Library declines any records tagged as transfer to City Archives at the Milwaukee Public Library the Wisconsin Historical Society should be notified before any records are destroyed.	The request is to change this schedule to include the medium of CD's to the collection. Also information regarding titles was added to the description.	Approve
100	900	Global Schedules	G15-0007	<u>Minutes- City Boards, Commissions, Committees and Task Forces</u>	New	This record series includes <u>Minutes</u> of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of <u>Minutes</u> that are maintained by City departments are for reference purposes only. <u>Minutes</u> are to be sent directly to LRB by staff of official bodies upon approval.	Permanent/LRB	Permanent	The request is to create a new Global Schedule for <u>Minutes</u> .	Approve
101	130	City Clerk/ Legislative Reference Bureau (LRB)	D15-0007	<u>Minutes- City Boards, Commissions, Committees and Task Forces</u>	New	This record series includes minutes of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of minutes that are maintained by City departments are for reference purposes only. <u>Minutes</u> are to be sent directly to LRB by staff of official bodies upon approval.	Permanent/LRB	Permanent	The request is to create a new Global Schedule for <u>Minutes</u> to reflect requirements of City Ordinance. A "department schedule" for <u>Minutes</u> will be officially listed with the City of Milwaukee Legislative Reference Bureau to denote LRB as the official depository of these documents.	Approve

City of Milwaukee Schedule Recommendations for CIMC Approval September 3, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	170	Election Commission	D06-E003	<u>Inactive Voter Registration Records (E-Vault)</u>	Delete	When a City of Milwaukee voter loses their eligibility to vote for any reason (i.e., death, committing a felony, changing residency), their registration card becomes inactive. This series includes inactive voter registration cards containing the name, address and other personally identifiable information of a voter and the reason their registration card became inactive.	4 Yrs.- E-Vault System	Purge	The Election Commission will use E-Vault as a storage/retrieval system for original voter registration applications including active and inactive voter registration cards. The State Voter Registration System database will be the Election Commission's official resource for determining the eligibility status of a voter's registration at any given time. Once a voter's registration is input into E-Vault, it will remain in E-Vault. See proposed revision to Schedule D07-E002 <u>Voter Registration Applications (E-Vault)</u> .	Approve	CART Approved
2	170	Election Commission	D07-0002	<u>Active Voter Registration Cards (Paper)</u>	Change/Renewal	This schedule is for existing <u>Active Voter Registration Cards</u> , as well as for paper-medium based <u>Active Voter Registration Applications</u> created in the future. These records are used to register eligible citizens in the City of Milwaukee to vote in partisan and non-partisan elections. The applications can include all or some of the following: name, address, date of birth, social security numbers, state driver's license and state identification card numbers, citizenship affirmation, phone number, email address, date of application, signature of voter, signature of registrar, and proof of residence documentation. All registrations for voters who are currently active in the City of Milwaukee within the State Voter Registration System (SVRS) database will be input and retained on the City of Milwaukee E-Vault System. An "active" application refers to any applications of a voter whose digital record in SVRS is active and the voter resides in the City of Milwaukee, regardless of subsequent submittal of a new registration application for address or name changes.	Event = Date of input into E-Vault, plus 2 Yrs., City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise this schedule to reflect current business practices. SVRS maintains metadata history of each voter registration application entry within an individual voter's record. The E-Vault System will be used to store and retrieve these cards; SVRS will be used by the Election Commission as the official source to determine a voter's registration eligibility status. Current retention of original, paper-based cards for 2 years following input into E-Vault, with a final disposition to destroy under supervision would remain the same.	Approve	CART Approved
3	170	Election Commission	D07-E002	<u>Voter Registration Applications (E-Vault)</u>	Change/Renewal	All registrations of active City of Milwaukee voters will be retained in the City's E-Vault System (regardless of subsequent name or address changes). They will be retained permanently on E-Vault, which will serve solely as a storage/retrieval system to locate voter applications by State Voter Registration System (SVRS) number or voter name. Application records on E-Vault may include some, but not all, inactive voter registration applications. SVRS will serve as the official record of all voter activity, history, and status for the City of Milwaukee Election Commission. See proposed revision to Schedule 07-0002 for full content description.	Permanent- E-Vault System	Permanent	The request is to revise this schedule to reflect current business practices. Inactive registration applications/cards in E-Vault would not be removed; they would be retained as part of a voter's <u>application registration history</u> . The proposal is to revise this schedule to retain all voter cards and applications entered for storage and retrieval into the City's E-Vault System permanently, rather than to purge inactive cards after 4 years, as SVRS historic metadata of a voter's application will be used to determine active eligibility status. Attempts to purge individual inactive cards within a voter's application history file would be labor intensive and risk purging active voter cards inadvertently.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
4	170	Election Commission	D09-0023	<u>Inactive Voter Registration Applications</u> (Paper)	Change/Renewal	This schedule is used for registration applications for voters that are inactive within the State Voter Registration System for the City of the Milwaukee at the time of review of voter registration applications/cards for inclusion into the City's E-Vault system. Original paper-medium registrations for inactive records will be retained for four years following the inactivation date, but not input into the E-Vault system. After four years, the records will be destroyed under supervision. This recommendation is in keeping with Wisconsin State Statute 7.23 (1)(c). When a City of Milwaukee voter becomes inactive within the City for any reason (i.e., moving out of the City of Milwaukee, death, committing a felony, four-year voter maintenance, undeliverable mail, incompetency), their registration record in SVRS becomes "inactive".	Event = Inactivation date of voter registration/ card, plus 4 Yrs.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise this schedule to reflect current business practices related to the maintenance of paper-based and digital voter registration cards and applications. Voter registration cards/applications that are inactive at the time of review for inclusion into the City's E-Vault System would be retained for four years following inactivation of a card, then destroyed under supervision.	Approve	CART Approved
5	200	Department of City Development (DCD)	D02-0004	<u>Daily Permits</u> (Paper)	Custodial Change	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been scanned on a daily basis by the City Records Center for preservation on the City's E-Vault System. <u>Daily Permits</u> include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit authorization to proceed with improvement and modifications to properties.	Event = Input into the City's E-Vault System via scanning, plus 6 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to formally transfer custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved
6	360	Department of Neighborhood Services (DNS)	D02-0004	<u>Daily Permits</u> (Paper)	Amend/Renew	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been scanned on a daily basis by the City Records Center for preservation on the City's E-Vault System. <u>Daily Permits</u> include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit authorization to proceed with improvement and modifications to properties.	Event = Input into the City's E-Vault System via scanning, plus 6 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise the retention period from dispose 6 months after scanning to dispose 3 months after scanning into E-Vault, then destroy under supervision.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
7	200	Department of City Development (DCD)	D02-E004	<u>Daily Permit Records (E-Vault)</u>	Custodial Change	This series is for the digital version of <u>Daily Permits</u> stored on the City's E-Vault System. The Development Center issues permits for improvements and modifications to commercial and residential properties. Paper copies of this record are scanned into the City's E-Vault System on a daily basis prior to DNS inspectors' reviews of properties. Permit includes property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The permit is originally a three part form, which is distributed as follows: 1.) to the customer 2.) to DNS and 3.) to the Document Services Center. Copies one and two have two sides. Inspectors in DNS use the reverse side to record inspection status and disposition of the permit. (See related proposed Schedule D15-E020 <u>Completed Permits (E-Vault)</u>).	3 Yrs.- E-Vault System	Destroy Under Supervision	The request is to formally transfer legal custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved
8	360	Department of Neighborhood Services (DNS)	D02-E004	<u>Daily Permit Records (E-Vault)</u>	Amend/ Renew	This series is for the digital version of <u>Daily Permits</u> stored on the City's E-Vault System. The Development Center issues permits for improvements and modifications to commercial and residential properties. Paper copies of this record are scanned into the City's E-Vault System on a daily basis prior to DNS inspectors' reviews of properties. Permit includes property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The permit is originally a three part form, which is distributed as follows: 1.) to the customer 2.) to DNS and 3.) to the Document Services Center. Copies one and two have two sides. Inspectors in DNS use the reverse side to record inspection status and disposition of the permit. The department is in the process of implementing the creation of <u>Daily Permits</u> in native digital format on its new Land Management (Information) System (LMS). When Code Enforcement Inspectors complete and approve the issuance of permits via physical reviews of properties, the final record becomes known as a <u>Completed Permit</u> . (See Schedule D15-E020). The intent is for both <u>Daily Permits</u> and <u>Completed Permits</u> created in native digital formats to be archived in the City's E-Vault System for permanent retention of these historic property records in one central location.	Permanent- E-Vault System	Permanent	The request is to change the retention of this schedule from 3 years to permanent. A permanent record of permits issued is required for administrative and historic purposes. Permanent retention of this record series is intended to facilitate checks and balances in the City's permitting process, through the completion of code inspection functions. See related proposed schedule change to D85-9082 <u>Permit, Office Copy, Daily Microfilm Jacket</u> .	Approve	CART Approved
9	221	City Treasurer	D07-0022	<u>Authorization Agreement- EFT for Property Tax Installments</u>	Delete	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Cancellation of agreement, plus 4 Yrs.- Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as all paper documentation received for new EFT, changed EFT and cancelled EFT are now being imaged and stored electronically. All prior paperwork has been imaged as well. See related schedules D15-0026 and D15-E026 that will replace this schedule.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
10	221	City Treasurer	D15-E026	<u>Authorization Agreement- EFT for Property Tax Installments- Electronic Image</u>	New	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Cancellation of agreement, plus 4 Yrs.- Treasurer's Server, External Hard Disks	Purge	The request is to create a new schedule for the Authorization Agreement EFT for Property Tax Installments- Electronic Image. See related Schedule D15-0026 and D07-0022. The proposed retention is Event = Cancellation of agreement plus 4 years and then purge.	Approve	CART Approved
11	221	City Treasurer	D15-0026	<u>Authorization Agreement- EFT for Property Tax Installments- Paper</u>	New	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the Authorization Agreement EFT for Property Tax Installments- Paper. This schedule would replace D07-0022. The proposed retention is 2 weeks following scanning and performance of quality control processes to preserve records on the Treasurer's external server hard disks, then destroy under supervision.	Approve	CART Approved
12	221	City Treasurer	D94-0050	<u>Customer Services Division Correspondence Files</u>	Change/ Renewal	Correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014.	Current plus 7 Yrs.- Treasurer's Office	Destroy Under Supervision	All customer correspondence letters and responses are now being imaged and stored electronically. The request is to set this schedule to expire on 12/31/2021 when the current retention is up on the last record created before the scanning process was initiated . The existing paper based collection runs from 12/1/2008 to 11/30/2014. See related schedules D15-E025 and D15-0025, which will ultimately replace this schedule.	Approve	CART Approved
13	221	City Treasurer	D15-E025	<u>Customer Services Division Correspondence Files- Electronic Image</u>	New	Correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014 with the scanning of paper based records into PDF files, organized sequentially by subject area and unique numeric identifiers on the Treasurer's Office Server.	Current plus 7 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for the Customer Services Division Correspondence Files- Electronic Images and retain records for Current plus 7 years, then purge.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
14	221	City Treasurer	D15-0025	<u>Customer Services Division Correspondence Files- Paper</u>	New	Original paper based correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014. Files are saved in PDF format on the Treasurer's Server.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the paper documents which will replace Schedule D94-0050. The proposed retention is 2 weeks following scanning and quality control processes, then destroy paper originals under supervision.	Approve	CART Approved
15	221	City Treasurer	D00-0045	<u>Financial Services Operations Files</u>	Change/Renewal	All forms, documents and correspondence relating to the daily fund accounting and financial services operations of the Investments and Financial Services Unit. Some of these records are created internally using spreadsheets, the City's FMIS/HRMS system & City Treasurer's cashier system & "SymPro", which is the investment portfolio management system. Some of the records are the source documents for data entered into the city's computerized financial systems. Records are kept in chronological sequence by business day at department.	1 Yr.- Treasurer's Office/ 6 Yrs. City of Milwaukee Records Center	Destroy Under Supervision	The request is to set this schedule to expire on 7/1/2022 when the current retention is up on the last records created prior to initiation of scanning . Proposed retention is for 1 year in the Treasurer's Office, then store for 6 years at the City of Milwaukee Records Center and destroy under supervision. This schedule will ultimately be replaced by proposed schedules D15-E024 and D15-0024.	Approve	CART Approved
16	221	City Treasurer	D15-E024	<u>Financial Services Operations Files- Electronic Image</u>	New	All forms, documents and correspondence (supporting documentation) relating to the daily fund accounting and financial services operations of the Financial Services Division. Financial Services files are now imaged and stored electronically in PDF format on the Treasurer's Server. These images will be kept for Current plus 7 years and be accessible at staff desktop computers. See Also, Schedule D15-0024.	Current plus 7 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for Financial Services Operations Files- Electronic Image. The proposed retention is Current plus 7 years, then destroyed under supervision.	Approve	CART Approved
17	221	City Treasurer	D15-0024	<u>Financial Services Operations Files- Paper</u>	New	Original, paper-based forms, documents and correspondence (supporting documentation) relating to the daily fund accounting and financial services operations of the Financial Services Division. Financial Services files are now imaged and stored electronically as PDF files on the Treasurer's server. See Schedule D15-E024.	Event = Scan onto Treasurer's Server and perform quality control processes, plus 1 Mo- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for Financial Services Operations Files- Paper. The proposed retention is one month following scanning and quality control processes then destroy under supervision.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
18	221	City Treasurer	D92-0036	<u>Lottery and Gaming Credit Program</u>	Delete	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form.	4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as Lottery and Gaming Credit Program documentation is now kept electronically. See related schedules D15-0027 and D15-E0027. Digitization of these records began on 2/1/2009.	Approve	CART Approved
19	221	City Treasurer	D15-E027	<u>Lottery and Gaming Credit Program- Electronic Image</u>	New	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form. Lottery and Gaming Program applications and cancellation requests are now being imaged and stored electronically in PDF format on the City of Milwaukee Treasurer's Server.	Current plus 4 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Lottery and Gaming Credit Program- Electronic Images</u> . The proposed retention is Current plus 4 years on the Treasurer's Server, then purge.	Approve	CART Approved
20	221	City Treasurer	D15-0027	<u>Lottery and Gaming Credit Program- Paper</u>	New	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form. This series includes the original paper based lottery and Gaming Program applications and cancellation requests. Records are now stored digitally. See Schedule D15-E027.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Lottery and Gaming Credit Program- Paper</u> documents to replace Schedule D92-0036. The proposed retention is 2 weeks following scanning and quality control processes, then destroy under supervision.	Approve	CART Approved
21	221	City Treasurer	D12-0011	<u>Property Tax Account Transaction Documents</u>	Amend/ Renew	This record contains all supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date. These supporting documents are the basis for entries made to the N275 tax collection system.	4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as these documents are now being imaged and stored electronically. See related Schedules D15-0029 and D15-E029. This schedule would be set to expire on 12/31/2018 when retention on the last records prior to the scanning process expires.	Approve	CART Approved
22	221	City Treasurer	D15-E029	<u>Property Tax Account Transaction Documents- Electronic Image</u>	New	This record contains all supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date and stored in PDF format. These supporting documents are the basis for entries made to the N275 tax collection system. Imaging of these documents was implemented on 1/2/2015.	Current plus 3 Yrs. - Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Property Tax Account Transaction Documents- Electronic Images</u> . The proposed retention is current plus 3 years on the Treasurer's server, then destroy under supervision.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
23	221	City Treasurer	D15-0029	<u>Property Tax Account Transaction Documents- Paper</u>	New	This record contains all paper based supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date. These supporting documents are the basis for entries made to the N275 tax collection system. Imaging of these documents was implemented on 1/2/2015.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Property Tax Account Transaction Documents-Paper</u> to replace previous Schedule D12-0011. These records would be retained for 2 weeks following scanning and quality control processes, then destroyed under supervision.	Approve	CART Approved
24	221	City Treasurer	D94-0053	<u>Return Remittance Bill Payment Envelopes</u>	Delete	These records include return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes	1 Yr. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as these documents are now being imaged and stored electronically. See related Schedules D15-0028 and D15-E028.	Approve	CART Approved
25	221	City Treasurer	D15-E028	<u>Return Remittance Bill Payment Envelopes- Electronic Image</u>	New	These records include the digitized version of return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes.	Current plus 1 Yr.- Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Return Remittance Bill Payment Envelopes- Electronic Images</u> . The proposed retention is current plus 1 year, then purge.	Approve	CART Approved
26	221	City Treasurer	D15-0028	<u>Return Remittance Bill Payment Envelopes- Paper</u>	New	These records include original, paper-based, return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes. These records are now being imaged and stored electronically.	Event = Scan on to Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Return Remittance Bill Payment Envelopes- Electronic Images</u> . These records would be retained for 2 weeks following scanning and quality control processes, then destroyed under supervision.	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
27	221	City Treasurer	D00-0046	<u>Revenue Collection Operations Files</u>	Amend/ Renew	All forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day at the department. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports.	Current plus 4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to set this schedule to expire on 12/31/2018 when the current retention is up on the last records created prior to initiation of scanning. Retention would remain at Current plus 4 years, then destroy under supervision.	Approve	CART Approved
28	221	City Treasurer	D15-E023	<u>Revenue Collection Operations Files- Electronic Image</u>	New	This series includes the digital version of all forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day received. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports. Imaging of all paper documentation processed through the teller stations was implemented on 1-2-2014. See Schedules D15-0023 and D00-0046.	Current plus 4 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for the <u>Revenue Collection Operation Files- Electronic Image-</u> records. Retain files for Current plus 4 years on Treasurer's Server, then purge.	Approve	CART Approved
29	221	City Treasurer	D15-0023	<u>Revenue Collection Operations Files- Paper</u>	New	This series includes all original, paper-based forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day at the department. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports. Imaging of all paper documentation processed through the teller stations was implemented on 1-2-2014. See Schedules D00-0046 and D15-E023.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the <u>Revenue Collection Operation Files- Paper-</u> records. The proposed retention is Event = completion of scanning and quality control processes, then destroy under supervision.	Approve	CART Approved
30	221	City Treasurer	D15-0030	<u>USPS Returned Mail Bills</u>	New	These records include returned property tax bills/installments/delinquent bills that are returned by the USPS. They are then counted, researched and resent out with change of address request forms.	1 Yr.- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>USPS Returned Mail Bills</u> . The proposed retention is one year, then destroy under supervision.	Approve	CART Approved

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31	230	Assessor's Office	D15-0022	<u>Exemption Reports- Bi-annual</u>	New	Wisconsin Department of Revenue form PC-220 "Tax Exemption Report" needs to be filed bi-annually (every even numbered year) by properties that are exempt from property taxes in the City of Milwaukee, per State Statute 70.337, for the purpose of updating the City Assessor's office of any of the current status of the exemption and report any possible changes. The City of Milwaukee retains this form, there is no requirement for us to forward copies of the report to the Wisconsin Department of Revenue. This record includes the name, purpose and address of the organization, the location of the property/governing entity, parcel number, legal description, exemption status, estimated fair market value, whether or not the property is leased, percentage of property leased, any portions of the property that are used for taxable enterprises; and the name, title, telephone, address, city, state and zip code of the owner or owner's representative, as well as date of form completion.	3 Yrs.- Assessor's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Exemption Reports- Bi-annual</u> . The proposed retention is 3 years, then destroy under supervision.	Approve	CART Approved
32	300	Milwaukee Police Department-Wide Schedules	D15-E021	<u>Body Worn Camera Recordings</u>	New	This record series includes digital audio and video recordings captured from police body worn cameras. Police officers place their camera into an evidence transfer module to download all recorded data at the end of each shift. All recordings will be categorized in accordance with MPD SOP's for Body Worn Cameras (BWC'S) and uploaded to Evidence.com, a vendor-hosted site, currently under contract with the City of Milwaukee. The primary purpose for body worn camera deployment is in the interest of officer/public safety for evidentiary purposes. Digital recordings will be retained in accordance with standard police schedules, based on the nature of the data captured, as defined and referenced in MPD SOP BWC (747). Recordings showing no discernible and/or legible incidents will be destroyed upon determination by authorized MPD command personnel.	Event = Retain until expiration of MPD SOP BWC (747) related category - Evidence.com vendor-hosted site under contract with City of Milwaukee	Destroy Under Supervision	The request is to create a new schedule for <u>Body Worn Camera Recordings</u> . Recordings will be uploaded to a vendor-hosted site at the end of each officer's shift. Recordings will be stored in category files based on evidentiary values as defined in <u>MPD Standard Operating Procedures for Body Worn Cameras - 747</u> and in accordance with relevant statutory requirements for law enforcement records. Records will be purged in accordance with retention periods set for each category.	Approve	CART Approved
33	200	Department of City Development (DCD)	D73-M101	<u>Premises Record- Original Copy</u>	Delete	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DCD for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property. These records were then microfilmed for retention for the life of the property plus 25 years under Schedule D73-9101. This series began in 1888. Paper original records were discarded 6 months following microfilming.	Event = Microfilm record, plus 6 Mo.- City of Milwaukee Records Center	Scrap	The request is to remove this schedule as <u>Premises Records aka Completed Permits</u> , stopped being microfilmed in the year 2000. Currently these records are scanned into the City's E-Vault System. See Schedules 15-E020 <u>Completed Permit Records (E-Vault)</u> and D15-0020 <u>Completed Permit Records (Paper)</u> .	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
34	200	Department of Neighborhood Services (DNS)	D73-9101	<u>Premises Record-Original Microfilm Copy</u>	Custodial Change	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by the Development Center for Plumbing, Electrical, New Construction, etc. and are used by DNS personnel to conduct inspections and code enforcement. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property preserved on microfilm. This historic collection includes records on microfilm dating from 1888 to circa 2000. The City began digitizing rather than filming these records in the year 2000. See proposed renewal of Schedule D15-E020 <u>Completed Permits (E-Vault)</u> .	Event = Retain until building removed, plus 25 years, Development Center	Destroy Under Supervision	The request is to transfer legal custodianship from the Department of City Development to the Department of Neighborhood Services as this function was shifted in the 2013 City Budget from DCD to DNS.	Approve	CART Approved
35	360	Department of Neighborhood Services (DNS)	D73-9101	<u>Premises Record-Original Microfilm Copy</u>	Amend/Renew	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by the Development Center for Plumbing, Electrical, New Construction, etc. and are used by DNS personnel to conduct inspections and code enforcement. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property preserved on microfilm. This historic collection includes records on microfilm dating from 1888 to circa 2000. The intent is to digitize this collection for permanent preservation on the City's E-Vault System under Schedule D15-E020 <u>Completed Permits (E-Vault)</u> . DNS is in the process of implementing a new Land Management System (LMS) to be used for the creation of permits in native digital format. The intent is to archive <u>Completed Permits</u> generated in LMS into the City's E-Vault System for permanent archival retention of the entire collection of property records from 1888 to the present.	Event = Retain until building removed, plus 25 years, Development Center	Destroy Under Supervision	The proposal is that this collection, which begins in 1888 and ends circa 2000 be retained as a finite series until it is scanned into the City's E-Vault System under Schedule D15-E020 <u>Completed Permit Records (E-Vault)</u> . NOTE: The original retention on this series was Event = Retain until building removed, plus 25 years. The request is to change the retention to permanent as this series has long-term administrative and historic value. Permanent retention of this finite film series will be reviewed after all film has been digitized and captured into the City's E-Vault System.	Approve	CART Approved
36	200	Department of City Development (DCD)	D85-9082	<u>Permit, Office Copy, Daily, Microfilm Jacket</u>	Custodial Change	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been preserved on microfilm with the collection of related <u>Premises Records</u> dating back to 1888 and ending in 1999 as far as being preserved in microfilm format. Permits include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit.	Event = Completion of Code Enforcement Inspection	Scrap	The request is to formally transfer custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved

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37	360	Department of Neighborhood Services (DNS)	D85-9082	<u>Permit, Office Copy, Daily, Microfilm Jacket</u>	Amend/ Renew	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been preserved on microfilm with the collection of related <u>Premises Records</u> dating back to 1888 and ending in 1999 as far as being preserved in microfilm format. Permits include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The City's intent is to ultimately retain the entire collection of each "generation" of property records in a permanent archival collection in digital format on the City's E-Vault System. The City's E-Vault System contents is replicated at a Disaster Recovery Site and stores records in encrypted, unalterable digital image formats.	Permanent- E-Vault System	Permanent	The request is to revise the retention period to reflect current business practices. While the original schedule for these records provided for the purge of <u>Daily Permits</u> following the completion of code enforcement inspection, the oversight and administration of the permit issuing and inspection process has involved the business practice of maintaining <u>Daily Permits</u> on a permanent basis to ensure a system of checks and balances in the event code inspection processes are not completed in a timely fashion or paper work is lost. The original "Daily Permit" issued to a citizen serves as evidence of city-authorized permission to proceed with a project and as receipt of payment for receiving permission to initiate the project. Permanent retention of these records will be reviewed after they have been scanned into the City of Milwaukee E-Vault System.	Approve	CART Approved
38	360	Department of Neighborhood Services (DNS)	D15-0020	<u>Completed Permits (Paper)</u>	New	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DNS for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. Inspection notes and final approvals are included on these records.	Event = Input into the City's E-Vault System via scanning plus 3 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to create a new schedule for original paper-based records of <u>Completed Permits</u> , which were previously scheduled under the Department of City Development, under a different schedule which specified the transfer of these paper records to microfilm and digital formats. See related proposed Schedule D15-E020 for the digital version of this record.	Approve	CART Approved

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39	360	Department of Neighborhood Services (DNS)	D15-E020	<u>Completed Permits (E-Vault)</u>	New	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DNS Development Center for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property. These records are then scanned for permanent retention on the City's E-Vault System. DNS is in the process of implementing a new Land Management System (LMS) to be used for the creation of permits in native digital format. The intent is to ultimately archive <u>Completed Permits</u> generated in LMS into the City's E-Vault System for permanent retention of the entire comprehensive collection of property related permit records which dates back to 1888.	Permanent- E-Vault System	Permanent	The request is to create a new schedule for the <u>Completed Permit Records</u> series, which was previously scheduled under the Department of City Development. This newly proposed schedule, under the Department of Neighborhood Services (DNS), will include 1.) <u>Completed Permit</u> records in paper form that are scanned into the City's E-Vault System and 2.) <u>Completed Permits</u> in native digital format generated in the DNS Land Management System (LMS) and captured into the City's E-Vault System to be archived for permanent retention. See related Schedules D15-0020 Completed Permit Records (Paper) and D73-9101 <u>Premises Record- Original Microfilm Copy.</u>	Approve	CART Approved

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	180	Board of Zoning Appeals (BOZA)	D14-0003	<u>Appeals Cases & Decisions- Originals</u>	Change/Renewal	These records include all original documentation and decisions of the Board of Zoning Appeals generated beginning in January, 2014 and forward. These records have been sorted and categorized in preparation for digital scanning and storage on the City's E-Vault System. Categories include, but are not limited to: <u>Applications</u> , <u>City Staff Documents</u> , <u>Interested Party Docs</u> , <u>BOZA Decisions</u> , <u>Drawings</u> , <u>Plans of Operation</u> , <u>Statement of Use</u> , photos, and other relevant information. See related digital version of record under Schedule D14-E003.	Event = Inclusion into E-Vault + 3 Mo./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to amend the description to remove the reference of the inclusion of records from Schedule D72-0002 <u>Appeals Cases & Decisions</u> . A series of related schedules are being proposed to reflect various organizational patterns, media formats, and final dispositions of all <u>Board of Zoning Appeals Cases & Decisions</u> , which date back to 1916.	Approve	CART Approved --- Pending CIMC 12/10/15
2	180	Board of Zoning Appeals (BOZA)	D14-E003	<u>Digital Appeals Cases & Decisions</u>	Change/Renewal	These records include the digital version of documents denoting the decisions of the Board of Zoning Appeals -- January, 2014 and forward. See Schedule 14-0003 for description of organizational patterns to enable document search and retrieval.	Permanent - City of Milwaukee E-Vault System	Permanent	The request is to remove the reference in the original series description to the inclusion of records from Schedule D72-0002 <u>Appeals Cases & Decisions</u> , and to amend the description to address how records are categorized from January, 2014 forward.	Approve	CART Approved --- Pending CIMC 12/10/15
3	180	Board of Zoning Appeals (BOZA)	D15-0031	<u>Appeals Cases & Decisions: Stage Two</u>	New	These records include all documentation related to Board of Zoning Appeals Cases and written decisions of the Board from 1916-2013. Records stored under this schedule have been sorted and categorized for scanning into the City of Milwaukee E-Vault System by document type. A limited number of sub-categories will be used for this series as compared to documents scanned from January, 2014 forward. Limited categories include: "Application Materials", under which photos, drawings, <u>Plans of Operation</u> , and <u>Statement of Use</u> documents will be stored. Other primary subcategories in this series include: <u>BOZA Decisions</u> , <u>City Staff Documents</u> , <u>Interested Party Docs</u> , <u>Transcripts</u> , and "Other" documents. These records will also be searchable by "Appeal Type" on E-Vault.	Event = Inclusion into E-Vault + 3 Mo./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to create a new schedule for BOZA records from 1916-2013 that have been prepared for scanning into E-Vault. As a result of the BOZA Periodic Inspection Program implemented in 2015 under Milwaukee Code of Ordinances Sec. 295-309-4-b, Department of Neighborhood Services inspectors will be periodically reviewing long-standing decision cases. Original paper-based cases will be retrieved for these inspections. Following inspections, BOZA staff will then prepare files for digitization into the City of Milwaukee E-Vault System.	Approve	CART Approved --- Pending CIMC 12/10/15
4	180	Board of Zoning Appeals (BOZA)	D15-E031	<u>Digital Appeals Cases & Decisions 1916-2013</u>	New	These records include the digital version of documents and decisions of the Board of Zoning Appeals dated between 1916-2013. See Schedule D15-0031 for description of organizational patterns to enable document search and retrieval. These organizational categories are more limited than the post-2013 records under Schedule D14-E003.	Permanent - City of Milwaukee E-Vault System	Permanent	The request is to create a new schedule for BOZA records from 1916-2013 that have been scanned into digital format and to clearly document differences in organizational patterns in this series as compared to those documents scanned January, 2014 forward. See D14-E003.	Approve	CART Approved --- Pending CIMC 12/10/15

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5	180	Board of Zoning Appeals (BOZA)	D72-0002	<u>Appeals Cases & Decisions</u>	Change/Renewal	This record series includes all documentation for zoning appeals cases and written decisions from the Board of Zoning Appeals. This collection begins in 1916 and ends in 2013. The intent is to transfer these files to Schedule D15-0031 for eventual scanning and storage under Schedule D15-E031. All records shall be maintained permanently until scanned into E-Vault. The current volume of this series is contained in 984 cubic feet of record boxes.	Event = Retain Permanently at City of Milwaukee Records Center until scanned into E-Vault under Schedule D15-0031	Destroy Under Supervision	The request is to amend this schedule to remove the reference to transfer files to Schedule D14-E003 <u>Digital Appeals Cases & Decisions</u> . A new schedule has been proposed for transferring and scanning files dated prior to January, 2014. The request is also to amend the name of the schedule from " <u>Appeals Cases & Decisions</u> " to " <u>Appeals Cases & Decisions: Stage One</u> " to reflect the stage in which the records are while they are awaiting scanning into E-Vault. These records will continue to be maintained permanently at the City Records Center until scanned into E-Vault.	Approve	CART Approved --- Pending CIMC 12/10/15
6	191	Department of City Development (DCD) - Real Estate	D10-0046	<u>City Real Estate- Routine Sales- Residential and Adjoining Vacant Lots</u>	Change/Renewal	These records include City and RACM (Redevelopment Authority of the City of Milwaukee) property sale and transfer information for improved residential properties and adjoining vacant lots and any transfers of either to or from governmental entities that include, but are not limited to City & HACM (Housing Authority of the City of Milwaukee), RACM & HACM, City and County, RACM & County, RACM & City in Trust for MPS (Milwaukee Public Schools), City & State, RACM & State. Files may include physical information regarding property, including photographs and/or maps, inspection notes, sale/transfer information, including marketing information/history, primary and secondary offers to purchase and closing documents. Records are for properties the City or RACM takes ownership of or are for surplus City property. Files contain Buyer's confidential information, which may include personal financial information and Social Security Numbers.	Event = Current plus 1 Yr. following close of sale transactions/ DCD + 6 Yrs./ City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the description to better clarify the content and purpose of this schedule. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15

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7	191	Department of City Development (DCD) - Real Estate	D11-0010	<u>City Real Estate- City Funded Acquisitions</u>	Change/Renewal	These records include City and RACM property and acquisition info (photos/maps, negotiation and/or relocation docs, flood mitigation docs, including property appraisals, offers to purchase for eminent domain docs, closing docs and possible court info on legal challenges to compensation and eminent domain-- info may contain tax payer ID number). This record series includes all properties acquired by the City or RACM. Acquisitions may be made by friendly offer (voluntarily) or via eminent domain for full real estate or partial takings of property interest for riparian rights, easements or public rights-of-way. The purpose is for public use and blight elimination. Acquiring agencies include the City of Milwaukee, the City in Trust for MPS and/or the Redevelopment Authority of the City of Milwaukee.	Event = Last acquisition or court challenge decision for any parcel in a project, whichever is later for current plus 3 Yrs./ DCD + 7 Yrs./ City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the record title and description to better clarify the content and purpose of this schedule. The proposal is to change the title from " <u>City Real Estate- City Funded Acquisitions</u> " to " <u>City Real Estate-Acquisitions and Eminent Domain</u> ". This schedule will also replace Schedules D77-0086, D77-0087, D97-M058, D97-9058, D97-0058, D97-M057, D97-9057, D97-0057, D97-M056, D97-9056, D97-0056. Any records that currently exist under these schedules will be consolidated under this schedule. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15
8	191	Department of City Development (DCD) - Real Estate	D11-0011	<u>City Real Estate- Non- Routine Sales</u>	Change/Renewal	These records include public disclosure statements, project summaries, Common Council reports, building and/or site plans, possible environmental info, developer info, budget and construction cost estimates, financial strategy, proforma income analysis and loan documentation, job creation and retention information, developer/buyer correspondence/communications. This record series also includes sales information for commercial, mixed-use, developable vacant lots, municipal (includes the Redevelopment Authority of the City of Milwaukee) and MPS properties. The files also may include request for proposal (RFP) information, including RFP development and background documents, if applicable. In addition, files may include photos, closing documents, which include releases, title reports, satisfactions, deeds, easements, building and site plans and site selection information.	Event = Until sales are complete retain at DCD + 5yrs. / City of Milwaukee Records Center	MPLSCREEN at City of Milwaukee Records Center, then Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose. Records containing personally identifiable information would be destroyed under supervision at the City of Milwaukee City Records Center following review of collection for items with potential historic value, such as photographs and maps.	Approve	CART Approved --- Pending CIMC 12/10/15
9	191	Department of City Development (DCD) - Real Estate	D11-0012	<u>City Real Estate- Leases and Licenses</u>	Change/Renewal	This record series includes City-owned property lease and license information and documentation, which includes insurance information. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, <u>Limited Access Agreements</u> and <u>License Agreements</u> for various purposes. The terms of leases and licenses varies from very short term to very long term.	Event = Expiration or termination of the lease or license for current plus 4 Yrs.	Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose of this schedule and to increase the total retention from current plus one year to current plus four years.	Approve	CART Approved --- Pending CIMC 12/10/15

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10	191	Department of City Development (DCD) - Real Estate	D11-0013	<u>City Real Estate- Easements</u>	Change/ Renewal	This record series includes easement documents, notes and backup info for City easements that receive specific Common Council action. Easements related to City property sales are filed with the sale files under Schedules D10-0046 and D11-0011. Original easements recorded with Milwaukee County Register of Deeds Office. In some cases, information also may be available at Common Council and City Attorney's Offices.	Event = Retain in DCD office for one year after the easement is recorded.	Destroy Under Supervision	The request is to amend the description of this record series to better clarify the content and purpose of this schedule and to revise the retention from one year to current plus one year after easement is recorded.	Approve	CART Approved --- Pending CIMC 12/10/15
11	191	Department of City Development (DCD) - Real Estate	D11-0014	<u>City Real Estate- RFP Rejected Proposals</u>	Change/ Renewal	This record series includes request for proposal (RFP) evaluations and rejected proposals for some City-owned and some RACM-owned Non-Routine property sales as not all Non-Routine sales are made by RFP. File may contain RFP and RFP background (if all proposals are rejected). File may contain confidential financial information. See Schedule D11-0011 <u>City Real Estate- Non-Routine Sales</u> for selected RFP respondents and sale information.	Event = Proposal closes on property sale or all proposals are rejected for an RFP + 1 Yr./ DCD Office	Destroy Under Supervision	The request is to amend the retention from one year to current plus one year in the DCD office.	Approve	CART Approved --- Pending CIMC 12/10/15
12	191	Department of City Development (DCD)	D75-0010	<u>Overtime & Comp Leave Record CDDA 108</u>	Delete	This record series was used by DCD Human Resources Staff to track employee compensatory time worked and taken off.	Event = Termination of Employee + 10 Yrs./ DCD Office	Destroy Under Supervision	The request is to remove this schedule as these records now fall under the City's Global Schedule for <u>Time Keeping Records (Paper)</u> G10-0025.	Approve	CART Approved --- Pending CIMC 12/10/15
13	191	Department of City Development (DCD)	D75-0112	<u>Overtime Worked or Comp Time Taken CBP 171</u>	Delete	This record series was used by DCD employees to submit compensatory time worked and used for supervisor review and approval.	Creation + 3 Yrs./ DCD office.	Destroy Under Supervision	The request is to remove this schedule as these records now fall under the City's Global Schedule for <u>Time Keeping Records (Paper)</u> G10-0025.	Approve	CART Approved --- Pending CIMC 12/10/15
14	191	Department of City Development (DCD)	D77-0086	<u>Real Estate Parcel Acquisition File</u>	Delete	This record series includes all documents related to the acquisition of a parcel of real property, including appraisals, appraisal review records, negotiation reports, pre-appraisal and post-acquisition reports and other related material.	Event = Completion of project + 3 Yrs./ DCD + 5 Yrs./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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15	191	Department of City Development (DCD)	D77-0087	<u>Relocation Assistance Claim File</u>	Delete	This record series includes reports pertaining to eligibility for relocation benefits, including all claims, receipted bills, or other documentation in support of a claim, and all records pertaining to action on a claim for persons relocated as a result of public programs.	Event = Completion of project or receipt of final payment made to displaced person, whichever is later + 3 Yrs./ DCD + 5 Yrs./ City of Milwaukee Records Center	Destroy Under Supervision	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
16	191	Department of City Development (DCD)	D89-0131	<u>Purchase Order File</u>	Delete	This record series includes copies of Purchase Orders, which are official binding documents for any procurement, exception to bid or direct purchase. Purchase orders serve as the binding contract typically for smaller purchases.	Current + 2 Yrs./ DCD + 1 Yr./ City of Milwaukee Records Center	Scrap	The request is to remove this schedule as these records are included under Schedule D13-0043.	Approve	CART Approved --- Pending CIMC 12/10/15
17	191	Department of City Development (DCD)	D97-0057	<u>DCD- Real Estate (Paper Records)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records.	7 Yrs./ DCD	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
18	191	Department of City Development (DCD)	D97-0058	<u>Real Estate Acquisition File for Urban Renewals</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects.	7 Yrs./ DCD	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
19	191	Department of City Development (DCD)	D97-9057	<u>DCD- Real Estate (Film)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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20	191	Department of City Development (DCD)	D97-9058	<u>Real Estate Acquisition File for Urban Renewals (Film)</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
21	191	Department of City Development (DCD)	D97-M057	<u>DCD- Real Estate (Records to be Filmed)</u>	Delete	This record series includes property acquisition files for various City-related projects, including condemnations, playgrounds, street openings, relocations, housing development, extension of boulevards, etc. Content includes photos, negatives, appraisals and other related real estate records.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
22	191	Department of City Development (DCD)	D97-M058	<u>Real Estate Acquisition File for Urban Renewals (Records to be Filmed)</u>	Delete	This record series includes property case files, with photographs and appraisals of properties acquired, legal documents and correspondence for the Haymarket and Marquette urban renewal projects.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
23	191	Department of City Development (DCD)	D99-0142	<u>Open Records</u>	Delete	This record series contains open records requests and responses for DCD, HACM, RACM, CPC, HPC and the Milwaukee Economic Development Corporation (MEDC).	7 Yrs./ DCD	Destroy Under Supervision	The request is to remove this schedule as DCD will conform with the City of Milwaukee Global Schedule G07-0001 <u>Open Records Requests</u> .	Approve	CART Approved --- Pending CIMC 12/10/15
24	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-0056	<u>RACM- Acquisition Files (Paper Records)</u>	Delete	This record series includes RACM property case files, photographs, negatives and appraisals of acquired parcels. Any single acquisition may have included use of both RACM and City resources.	Permanent	MPLSCREEN	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15
25	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-9056	<u>RACM- Acquisition Files (Film)</u>	Delete	This record series includes RACM property case files, photographs, negatives and appraisals of acquired parcels. Any single acquisition may have included use of both RACM and City resources. This record series represents the film version of these records.	Permanent	MPL	The request is to remove this schedule and replace it with D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain</u> . Any existing records under this schedule are to be consolidated under D11-0010.	Approve	CART Approved --- Pending CIMC 12/10/15

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
26	193	Redevelopment Authority of the City of Milwaukee (RACM)	D97-M056	<u>RACM- Acquisition Files (Records to be Filmed)</u>	Delete	This record series includes RACM property case files with photos and appraisals of acquired parcels.	Retain at City of Milwaukee Records Center until filmed and cataloged at MPL.	Destroy Under Supervision	The request is to remove this schedule, which served as a "placeholder" until records were microfilmed. These records will be managed under Schedule D11-0010 <u>City Real Estate- Acquisitions and Eminent Domain.</u>	Approve	CART Approved --- Pending CIMC 12/10/15
27	300	Milwaukee Police Department Global -- Department-wide	D73-0153	<u>Time Record</u>	Change/Renewal	This is a record of which days a man worked or was off and what purpose his or her time was charged to while working. This information is entered into an official timekeeping information system for the purpose of generating paychecks. This schedule is currently listed at the following MPD Work Locations: 329, MPD Neighborhood Taskforce; 333, MPD Central Records Division; 334, MPD Districts; 343 MPD Vice Control; 347, MPD District 1 and 370, MPD Human Resources.	7 Yrs./ MPD Location	Destroy Under Supervision	The request is to reduce the retention on this schedule from 7 to 2 years to conform with the revised retention period of 2 years for <u>Daily Duty Assignment Reports-- PD2</u> and with the City Global Schedule G10-0025 <u>Time Keeping Records (Paper)</u> , which has a two year retention period.	Approve	CART Approved --- Pending CIMC 12/10/15