

City Information Management Committee Retention Schedules
December 4, 2025

#'s	Major	Organizations	Schedule Code	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
					Records created as part of the Vacant Building Registration program authorized by Milwaukee Code of Ordinances Ch. 200-51.7, which requires owners of vacant buildings to notify Neighborhood Services and provide basic maintenance on the property. The series includes the original registration form, renewals as required, inspection reports and checklists, correspondence with the owner, exemptions requested and granted, code violation records, records of fees associated with noncompliance, and inspection warrants issued by the Municipal Court as needed.					
1	Department of Neighborhood Services	Administration	25-0020	Vacant Building Registration Files		NEW	Event	5	Destroy	See MCO 200-51.7 for more info. <i>Supersede 19-0068 (Disaster Recovery Records)</i>
2	Department of Administration	ITMD	79-0167	Disaster Plan - Current Vital Record Copy		Close	Event	0	Destroy	
3	Department of Administration	ITMD	73-0014	Computer Usage - Cost Allocation (DPS)		Close	Creation	1	Destroy	Close-No Longer Created
4	Department of Administration	ITMD	73-0015	Pension Contribution Report (Triplicate)		Close	Creation	0	Destroy	Supersede 19-0025 (Routine Reports)
5	Department of Administration	ITMD	73-0107	DPW Special Assessments Reports, Monthly		Close	Creation	1	Destroy	Supersede 19-0025 (Routine Reports)
6	Department of Public Works	Administration	78-0137	Land Acquisition Coordinating Committee File		Close	Creation	4	Destroy	Archives at Milwaukee Public Library (to be screened) <i>Supersede 15-A007 (Committee Minutes and Agendas)</i>
7	Department of Public Works	Administration	91-9120	Out Of Program Agreement - Microfilm Copy		Close	Creation	20	Destroy	<i>Supersede 95-0036 (Public Works Contracts)</i>
8	Department of Public Works	Administration	60-0002	Application Building Mover License.		Close	Creation	4	Destroy	<i>Supersede 91-0008 (Building Moving and Heavy Load Permit)</i>
9	Department of Public Works	Administration	63-0016	Building Sewers, Permit For		Close	Creation	7	Destroy	<i>Supersede 15-0020 (Completed Permits)</i>
10	Department of Public Works	Administration	63-0024	House Moving Application		Close	Creation	7	Destroy	<i>Supersede 97-0108 (Building Move Permits and Oversized Load Routes)</i>
11	Department of Public Works	Administration	63-0025	House Moving Permit		Close	Creation	7	Destroy	<i>Supersede 97-0108 (Building Moving Permit and Oversized Load Routes)</i>
12	Department of Public Works	Administration	63-0026	Milwaukee Gas Light Co. Permit Application		Close	Creation	2	Destroy	Close-No Longer Created. Likely related to 85-0040 (Special Privileges Permits).
13	Department of Public Works	Administration	63-0030	Original Sewer Permits Issued		Close	Creation	2	Destroy	<i>Supersede 15-0020 (Completed Permits)</i>
14	Department of Public Works	Administration	63-0041	Transp Load Of Excess Size Weight Perm		Close	Creation	7	Destroy	<i>Supersede 97-0108 (Building Move Permit and Oversize Load Routes)</i>
15	Department of Public Works	Special Assessments	63-M043	Engineer Certificates		Close	Event	2	Destroy	<i>Supersede 63-0043 (Engineer Certificates)</i>
16	Department of Public Works	Special Assessments	72-0198	Out Of Program Agreements 1957 To Date		Close	Event	7	Destroy	<i>Supersede 19-0021 (Agreements and Contracts-Non-Purchasing)</i>
17	Department of Public Works	Special Assessments	90-9049	Engineer Certificates - Microfilm		Close	Creation	50	Destroy	Supersede 63-0043 (Engineer Certificates)

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					Measuring Certificates provided to DPW Assessments by the office of the City Engineer on direction of the Common Council, used to compute and provide supporting documentation for special assessments per Milwaukee Code of Ordinances Ch. 115-42. Retention is based on the 10-year repayment cycle of liens on property as allowed by Wis. Stat. 66.0703(13).					
18	Department of Public Works	Special Assessments	63-0043	Engineer Certificates		Amend	Creation	12	Destroy	Updating schedule to reflect changes in City special assessment procedures.
19	Department of Public Works	Transportation	61-0131	Sattler Recorder		Close	Creation	7	Permanent	Close-No Longer Created
20	Department of Public Works	Transportation	73-0243	Fund Drive Information		Close	Creation	2	Destroy	Supersede 91-0043 (Deduction Registers)
21	Department of Public Works	Bridges and Buildings	81-9038	Field Book - Microfilm Copy		Close	Creation	0	Destroy	Supersede 19-0072 (Project Records) or 99-0030 (Project Records-Historically Significant). MPL staff should work with CRC to determine value.
22	Department of Public Works	Bridges and Buildings	81-M038	Field Book		Close	Event	5	Destroy	Supersede 19-0072 (Project Records) or 99-0030 (Project Records-Historically Significant). MPL staff should work with CRC to determine value.
23	Department of Public Works	Bridges and Buildings	86-M063	Contract Correspondence and Meeting Minutes		Close	Event	0	Destroy	Supersede 19-0072 (Special Project Files--Routine)
24	Department of Public Works	Infrastructure-Utilities and	77-0074	Reviews Of Planned Development and Subdivision		Close	Creation	7	Destroy	Supersede 78-0047 (Plats-Final)
25	Department of Public Works	Infrastructure-Utilities and	79-0046	DPW Coordinated Review Of Sewerage Commission		Close	Creation	7	UNSCHED	Supersede 77-0075 (Sewer Project Documentation Files)
26	Department of Public Works	Infrastructure-Utilities and	82-0122	Utility Matters, Rates and Service Copies		Close	Creation	7	Permanent	Supersede 19-0072 (Project Records)
27	Department of Public Works	Infrastructure-Major Projects	99-8028	Ownership Of Lands For Expressways - General File		Close	Creation	0	Destroy	Supersede 23-0022 (Land Titles, Conveyances, and Easements)
28	Department of Public Works	Infrastructure-Major Projects	81-9046	Wisconsin Department Of Transportation File -		Close	Creation	0	Destroy	Supersede 97-E035 (Motor Vehicle and Heavy Equipment Maintenance Records)
29	Department of Public Works	Infrastructure-Administration	84-0052	Automobile Insurance Information, CBP-138		Close	Creation	7	Destroy	Supersede 97-E035 (Motor Vehicle and Heavy Equipment Maintenance Records)
30	Department of Public Works	Infrastructure-Field Engineering	76-0176	Specifications - Automobile		Close	Event	0	Destroy	Supersede 97-E035 (Motor Vehicle and Heavy Equipment Maintenance Records)
31	Department of Public Works	Forestry	70-0188	Municipal Nursery Delivery Ticket		Close	Creation	1	Destroy	Supersede 18-0016 (Inventories)
32	Milwaukee Health Department	Administration	74-0043	Health mobile Messengers Survey Activity Summary		Close	Creation	7	Destroy	Close-No Longer Created
33	Milwaukee Health Department	Administration	73-0129	Drug Survey Questionnaire (All Types)		Close	Creation	5	Destroy	Close-No Longer Created
34	Milwaukee Health Department	Administration	74-0044	Immunization Survey Sheet H-44		Close	Creation	0	Confidentially	Destroy Close-No Longer Created

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35	Milwaukee Health Department	Consumer Environmental	19-E004	Establishment Inspection Files, 2007-	Case files for food and drink and licensed body art establishments subject to licensing or inspection for food safety under the Milwaukee Health Department's inspection program, authorized by Milwaukee Code of Ordinances Ch. 68-5 and 68-9. Files created after 2007 are primarily born-digital and include the inspection report and associated data, violation notices, orders to correct conditions, reinspection reports, supplemental attachments, and other documentation of adherence to/violation of the Wisconsin Food Code.	NEW	Event	5	Destroy	New schedule to allow for more timely destruction of obsolete electronic records.
36	Milwaukee Health Department	Community Health	25-0021	Community Healthcare Access Program Files	Records of a Milwaukee Health Department program intended to assist City residents with determining their eligibility for affordable/low-cost healthcare programs such as Affordable Care Act Marketplace plans, BadgerCare/Medicaid, Food Share, W-2, WIC, and similar programs. This series includes, but is not limited to, correspondence with clients, client logs, applications, counseling/consultation scheduling and notes, financial information indicating eligibility, and other records related to individual clients.	NEW	Event	3	Destroy Confidentially	New schedule discovered during audit of departmental records.
37	Milwaukee Health Department	Communicable Disease Prt	73-0167	Hypo spray Gun Transfer Schedule		Close	Creation	2	Destroy	Close-No Longer Created
38	Milwaukee Health Department	Communicable Disease Pri	73-0041	Epidemiology Campaign Files	Records of Milwaukee Health Department responses to and activities surrounding communicable infectious diseases such as seasonal influenza or COVID-19. Records in this series include response protocols, flyers and other outreach publications, records of outreach and education activities, internal correspondence regarding incident response, and other records of response to specific disease outbreaks. This information has precedential and reference value and should be retained archivally.	Amend	Creation	2	Transfer to City Archives at Milwaukee Public Library	Revising Schedule to reflect growing research interest in public health/epidemiology response.
39	Milwaukee Health Department	Vital Statistics	73-0259	Work Sheet Vital Statistics		Close	Creation	2	Destroy Confidentially	Close-Non-Record
40	Milwaukee Health Department	TB Prevention/Care	69-0178	Release Slip		Close	Creation	7		Supersede 21-0039 (Clinic Patient Files)
41	Milwaukee Health Department	ALL	25-0022	Health Accreditation and Certification Files-- All Programs	Records compiled by various divisions and units of the Milwaukee Health Department for the purpose of applying for accreditation or certification from various external authorities, including, but not limited to, Clinical Laboratory Improvement Amendments Certification, American Industrial Hygiene Association accreditation, Public Health Accreditation Board accreditation, WI Department of Natural Resources (DNR) certification, Center for Disease Control certification, and certifications offered by Wisconsin Department of Health Services and Department of Agriculture, Trade and Consumer Protection.	NEW	Event	5	Destroy Confidentially	New Schedule consolidating related records from across Health Department divisions.

Count of Schedule Code	Column Labels			
Row Labels	NEW	Amend	Close	Grand Total
Department of Neighborhood Services	1			1
Department of Administration			4	4
Milwaukee Health Department	3	1	6	10
Department of Public Works		1	25	26
Grand Total	4	2	35	41

