

RETENTION SCHEDULES FOR CIMC REVIEW MARCH 17, 2022

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	159	DOA/Office of Equity and Inclusion (OEI)	09-0029	<u>Development Project Files</u>	Amend	Records related to monitoring compliance with Small Business Enterprise or Residential Preference Program for city development contracts. Records include contracts, correspondence & reports specifically related to development projects that are originating in the Department of City Development. Reports are completed by contractors and submitted to OEI. Correspondence between contractors & OEI reflects any documented communication regarding City contract issues.	Event (Contract Expiration) + 1 yr. Office + 6 yrs. City Records Center	Destroy Under Supervision	Yes
2	159	DOA/Office of Equity and Inclusion (OEI)	11-0052	<u>SBE (Small Business Enterprise) Certification Denial Files</u>	Amend	Documentation regarding denials to small businesses who have sought certification from OEI as a Small Business Enterprise, including businesses that have exhausted appeals. Records include: birth certificate of business owner, high school transcript, business & personal tax statements, bank signature card, resume, sample company invoices & other confidential information.	Creation + 3 yrs. Office + 7 yrs. City Records Center	Destroy Under Supervision	Yes
3	159	DOA/Office of Equity and Inclusion (OEI)	15-0034	<u>Certification Monitoring Files</u>	Amend	Records related to Small Business Enterprise certification contract monitoring. Records include correspondence with contractors and compliance check documentation between primary contractors and subcontractors.	Event (Termination of Contract) + 3 yrs. Office + 4 yrs. City Records Center	Destroy Under Supervision	Yes
4	159	DOA/Office of Equity and Inclusion (OEI)	16-0045	<u>Revolving Loan Files</u>	Amend	Revolving loans are awarded to assist Small Business Enterprise firms with completing city contracts. Documents include financial statements, business tax returns, loan agreements, copies of checks submitted for loan payments, correspondence, and other documentation. This series also includes denied loan applications.	Fiscal Yr. + 6 yrs. City Records Center	Destroy Under Supervision	Yes

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5	159	DOA/Office of Equity and Inclusion (OEI)	16-0046	<u>Small Business Enterprise Certification Files</u>	Amend	Records of small business enterprises approved by OEI. Files may include applications, birth certificates, passports, high school transcripts, articles of organization, stock certificates, bank signature cards, bank statements, automobile titles, W-2 statements, W-3 statements, 1099 statements, financial statements, business tax returns, loan agreements, checks submitted for loan payments, correspondence, and other records.	Fiscal Yr. +10 yrs. City Records Center	Destroy Under Supervision	Yes
6	159	DOA/Office of Equity and Inclusion (OEI)	22-0003	<u>Racial Equity and Inclusion Program Evaluations</u>	New	Attendee evaluations for Racial Equity and Inclusion training and information sessions run by the Office of Equity and Inclusion. The retention of this series is intended to match that of the State GRS for training evaluations, HR000182.	Creation + 1 yr. Office	Destroy Under Supervision	Yes
7	159	DOA/Office of Equity and Inclusion (OEI)	95-0132	<u>Defaulted Revolving Loan File</u>	Amend	Records related to revolving loans administered by OEI, in which the borrow has defaulted on the loan. Files include tax returns, bank account information, pension plans, financial statements, loan guarantee documents, and correspondence relating to the default of the loan.	Event (Loan Collected) + 6 yrs. Office + 2 yrs. City Records Center	Destroy Under Supervision	Yes
8	159	DOA/Office of Equity and Inclusion (OEI)	95-0136	<u>SBE (Small Business Enterprise) Participation Forms</u>	Amend	Information collected to track Small Business Enterprise (SBE) participation on City of Milwaukee procurement contracts. The records include company name/address, status as prime or subcontractor, work performed, total contract award dollar amount, total amount paid to date, and authorized signatures.	Creation + 1 yr. Office + 4 yrs. City Records Center	Destroy Under Supervision	Yes

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9	159	DOA/Office of Equity and Inclusion (OEI)	95-0155	<u>Equal Rights Commission Complaint File</u>	Amend	Complaints of discrimination by City of Milwaukee employees against other City employees, received and adjudicated by the Equal Rights Commission. Files include the original complaint, investigation materials, analyses of fact, correspondence between the commission and parties, and final findings and determination.	Creation + 10 yrs. Office	Destroy Under Supervision	Yes
10	159	DOA/Office of Equity and Inclusion (OEI)	95-0156	<u>Equal Rights Commission General File</u>	Amend	History and Development of the Equal Rights Commission, including reports, surveys, initiatives, video recordings, & correspondence relating to policy implementation & commission growth.	Creation + 10 yrs. Office	City Archives at Milwaukee Public Library	Yes
11	166	Dept. of Employee Relations/ Employee Benefits/Worker's Compensation	22-0001	<u>Pre-Employment Occupational Health Files</u>	New	Records are generated during pre-employment health examinations conducted by the City of Milwaukee or outside contractors, and may include hearing or vision screen results, lab results, vaccine records, drug tests, or other medical records. The Staffing Division receives a summary of the report to verify that the candidate to whom a position has been offered meets all physical requirements of the job and to identify any restrictions or accommodations that may be necessary under the Americans with Disabilities Act. The records of the testing itself are maintained by Employee Benefits as baseline records for duty disability or worker's compensation claims. Because such claims may not be filed until the end of a career, an extended retention of these files is warranted.	Creation + 75 yrs./ Dept.	Destroy Under Supervision	Yes
12	166	Dept. of Employee Relations/ Employee Benefits/Worker's Compensation	22-0002	<u>Pre-Employment Exams-Not Hired</u>	New	Records generated during pre-employment health examinations conducted by the City of Milwaukee or outside contractors. When the exam results are indicative of an inability to perform a job, the Staffing Division is notified of this by the contractor; the test results themselves are sent to Employee Benefits. Since the candidates are not hired, the administrative value of long-term retention of these records is significantly lower. They should still be kept to meet the statute of limitations in the event of litigation against the City.	Event (Receipt by Worker's Compensation) + 3 yrs./ Dept. + 4 yrs./ City Records Center	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
13	191	Dept. of City Development/ Administration	14-0001	<u>City Development Plans and Studies</u>	Amend	Records related to planning for traffic, streets, and highway patterns in commercial, industrial & residential areas throughout the City of Milwaukee. Records may be used to develop any or all of the Citywide comprehensive plan, area/neighborhood plans, and redevelopment plans for blighted areas. Documents include maps, informal and formal reports, statistics, correspondence, and other related records.	Event (Publication of Report) + 7 yrs./ Dept.	City Archives at the Municipal Research Library	Yes
14	191	Dept. of City Development/ Administration	21-0022	<u>Design Review Files</u>	New	Records relating to review of proposed development by the City Design Review Team. These files are created for development proposals to Milwaukee Common Council in Overlay Zones and Planned Development Districts, projects involving city-owned property, or projects requiring zoning changes or exceptions. Records may include the submitted proposals, site or building plans, applications and affidavits from developers, and responses/proposed changes from City Development Staff. These files are primarily internal work product and reflect conversations between DCD and developers and other interested parties. To the extent that the final submission is changed, that change is reflected elsewhere in permanent City records (notably Common Council Files). As such, permanent retention is not indicated.	Event (Common Council Action on Project) + 4 yrs./ Department	Destroy Under Supervision	Yes
15	191	Dept. of City Development/ Administration	21-0023	<u>Zoning Code Change Files (Accepted)</u>	New	This series is for rezoning applications that are initially accepted by the City Plan Commission and subsequently used to modify City Zoning Code Application and related records are used for zoning change or implementation/modification of a planned development district or overlay zone. Files may include the application, supporting affidavits, project description/statement of intent, maps, surveys, and other correspondence between applicant and City Planning Commission. These files have high administrative value as a record of changes to the Zoning Map and are always active, and so should be retained permanently by the department.	Permanent/ DCD Planning	Permanent	Yes
16	191	Dept. of City Development/ Administration	21-0025	<u>Design Guidelines and Framework</u>	New	Documents adopted by the Department of City Development for citywide or neighborhood-specific use, describing best practices and requirements for new building projects. These records are often created in conjunction with the Comprehensive City Plan and supplement that document with specific design guidelines.	Event (Guidelines are superseded) + 3 yrs./ Dept.	City Archives at the Municipal Research Library	Yes
17	191	Dept. of City Development/ Administration	21-0027	<u>Land Division/ Combination Application Files</u>	New	Records related to recombination or subdivision of existing parcels within the City of Milwaukee. These files may include the initial application, a final certified survey map and application, review notes, subdivision plats, and correspondence related to approval or denial. Also included in this series are applications for Right-of-Way vacations or dedications. Although parcel definitions are maintained by the Milwaukee County Register of Deeds once recorded, these records have ongoing precedential value and should be transferred to the City Archives once no longer active.	Event (Application is denied/recorded) + 3 yrs./ Dept.	City Archives at the City Records Center	Yes

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18	191	Dept. of City Development/ Administration	69-0029	<u>Zoning Master Change File</u>	Renewal	Records of all zoning changes within Milwaukee city limits. Includes map and text additions and revisions, City Plan Commission and Common Council actions, references to action in City Plan Commission minutes and Common Council Journal proceedings, description and map, exhibits, plans and related records. Because the zoning change file is the primary source for all zoning code and map changes, it has permanent administrative value and should be maintained and used by the Department of City Development Planning Division.	Permanent/ DCD Planning	Permanent	Yes
19	191	Dept. of City Development/ Administration	69-0030	<u>Zoning Map- City of Milwaukee</u>	Amend	Per Milwaukee Code of Ordinances Ch. 295-109, this map serves as the primary reference for zoning areas and must be made available by the City Planning Commission on request. Zoning changes are approved at every council meeting, following which the map is amended to match the changes. The map itself consists of use, height & area maps and/or Esri REST shape files, consisting of 5 sections (entire city) organized by classification number. Because of the ongoing administrative value of the Zoning Map and the frequency of changes, the active map will be permanently located in City Development offices. The department should send a snapshot of the map to City Records for annually for security reasons and as a sampled record of historical map changes.	Event (Map updated from change file) + 1 yr./Dept.	City Archives at the City Records Center	Yes
20	191	Dept. of City Development/ Administration	69-0034	<u>Land Use Quarter Sections</u>	Amend	Land Use Quarter Section maps are used for master plan, urban renewal zoning studies, and traffic proposals and contain the location and use of buildings on 200-scale maps. These records are no longer of administrative value once superseded, but may be of ongoing historical interest.	Creation + 3 yrs./ Dept.	City Archives at the City Records Center	Yes
21	191	Dept. of City Development/ Administration	80-0045	<u>Planning Maps- Project Related</u>	Amend	Plat books, individual maps, and ArcGIS Shape files used by the Department of City Development to map various statistical, area, and demographic information onto the base City of Milwaukee map. These maps are created on request by Planning staff for specific inquiries and reports; unlike the Zoning Map, these maps are typically ad hoc in nature and reflective of data in a specific instance of MPROP (Milwaukee Property Information Database). Because the act of creating the shape file changes the form and usage of the data, and because each map includes custom analysis, the files should be considered records in their own right. A snapshot of the maps should be sent to City Records every 3 years for a sampled historical change record.	Creation + 3 yrs./ Dept.	City Archives at the City Records Center/ E-Vault	Yes
22	861	Milwaukee Public Library (MPL)	21-0042	<u>Purchase Request- Patron Initiated</u>	New	Requests from library patrons suggesting specific items to be added to the library collection. Files may include the original letter and any official responses or correspondence from Library Staff.	Fiscal year + 1 yr. Office	Destroy Under Supervision	Yes
23	861	Milwaukee Public Library (MPL)	21-0044	<u>Bibliographic Records/Finding Aids</u>	New	Records and related information about each title in the library collection and/or items in special collections. These records may be structured data or unstructured standalone documents.	Event (Item removed from collection) + 1 yr. Office	Destroy Under Supervision	Yes

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24	861	Milwaukee Public Library (MPL)	21-0045	<u>Patron Registration/ Application Forms</u>	New	Patron Registration/Application forms are received at MPL branches, and are used to obtain library or fee cards. Includes information on contact information, borrowing privileges, and policy acknowledgment for use of library services. Applications may include proof of identification. Applications in this series are entered into the Milwaukee County Federated Library System(MCFLS) CountyCat online catalog, at which point MCFLS becomes the custodian of the information.	Event (Entered into CountyCat) + 1 mo. Office	Destroy Under Supervision	Yes
25	861	Milwaukee Public Library (MPL)	21-0046	<u>Programming and Event Files</u>	New	Programming and event files contain information about specific library programs or events. Records may include room reservation forms, publicity material, material developed for the program itself, and any evaluation forms for the program.	Event (Date of Event) + 1 yr. Office	MPLSCREEN	Yes
26	861	Milwaukee Public Library (MPL)	21-0048	<u>Reference Requests/ Responses</u>	New	Records documenting research or scholarly requests for information about or access to items within the Milwaukee Public Library's collections. This series also includes paper and electronic call slips	Event (Transaction completed) + 6 mo. Office	Destroy Under Supervision	Yes
27	861	Milwaukee Public Library (MPL)	21-0049	<u>Library Use Reports/Statistics</u>	New	Library Use Reports contain statistics that summarize Library activities such as acquisition, interlibrary loan, catalog, and circulation. This series may also include records of facility or special collection usage. The reports compiled at end-of-year are important for showing usage changes over time and should be transferred to the Municipal Research Library no more than a year after creation. For daily, weekly, or monthly statistics, use RRDA # 19-0025 (Routine Reports).	Creation + 1 yr. Office	City Archives at the Municipal Research Library	Yes
28	861	Milwaukee Public Library (MPL)	21-0053	<u>Archives/Special Collections Accession and Processing Files</u>	New	Information documenting the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to and from special collections including what is retained or deaccessioned during collection processing. Records may include transfer forms/deeds of gift, donor correspondence, restriction letters, deaccessioning notes, and other related materials. These records should be considered permanent given their importance to documenting provenance of special collections.	Permanent/MPL	Permanent	Yes
29	861	Milwaukee Public Library (MPL)	21-0054	<u>Patron Incident/Discipline Files</u>	New	Records related to patrons who have received disciplinary action or sanction. This series may include letters sent to patrons describing the violation(s) and any penalties incurred.	Creation + 5 yrs. City Records Center	Destroy Under Supervision	Yes

See Delete/Superseded Schedule Request Form from for 23 Schedules from DCD

See Delete/Superseded Schedule Request Form from for 25 Schedules from MPL



Delete/Superseded Schedule Request Form

This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.

Department Name: Department of City Development	Department Number: 191
Department Head: Lafayette Crump	Division Head:
Department Records Coordinator:	City Records Officer: Brad Houston
City Clerk (on behalf of CIMC): Jim Owczarski	Date:

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist & cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	10-0046	City Real Estate Routine Sales-Residential & Adjoining Vacant Lots	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0011 <u>Real Estate Transaction Files</u>
2	10-0047	City Real Estate-Routine Bid Documents/Rejected & Cancelled Offers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0014 <u>Property Acquisition--Rejected/Cancelled Bids</u>
3	10-0049	City Inactive, Improved Properties	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 10-0048 <u>City Property Management File</u>
4	11-0010	City Real Estate- Acquisitions & Eminent Domain	<input checked="" type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0011 <u>Real Estate Transaction Files</u>
5	11-0012	City Real Estate- Leases and Licenses	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 10-0048 <u>City Property Management File</u>
6	11-0013	City Real Estate- Easements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 10-0048 <u>City Property Management File</u>
7	11-S010	City Real Estate- Acquisitions & Eminent Domain	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0011 <u>Real Estate Transaction Files</u>



Delete/Superseded Schedule Request Form

Schedule #	Series Title	Change Requested	Details
8	16-0004 Foreclosed Commercial Property Renovation Fund Records DCD Commercial Corridor Team	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 10-0048 City Property Management File
9	16-0028 HOME- Owner-Occupied Loan Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
10	16-0029 HOME Rental Rehab Loan Files & Owner-Occupied Properties with Tenants DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
11	16-0031 Homeowners Emergency Loan Program (HELP) Loan File	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
12	16-0033 Strong Neighborhoods Plan-STRONG Homes Loan Program	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
13	16-0034 Strong Neighborhoods Plan-Homebuyer Assistance Program ("HBA") Loan Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
14	16-0035 Strong Neighborhoods Plan-Rental Rehab Program Expansion Loan Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
15	16-0037 Neighborhood Stabilization Prog-Homebuyer Asst	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
16	16-0038 Neighborhood Stabilization Prog-Rental Rehab Prog	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files
17	16-0039 Neighborhood Stabilization Prog-Large Rental Proj	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 Client Loan Administrative Files



Office of the Common Council - City Clerk
City Records Center

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Brad Houston
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Delete/Superseded Schedule Request Form

Schedule #		Series Title	Change Requested		Details
18	16-0040	Neighborhood Stabilization Program ("NSP")- Large Rental Project- New Construction Loan Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 <u>Client Loan Administrative Files</u>
19	16-0041	Neighborhood Stabilization Program ("NSP")- Acquisition/Rehab Program Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 <u>Client Loan Administrative Files</u>
20	17-0030	Load Ledger Reports for Housing & Neighborhood Development Loan Programs	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 <u>Client Loan Administrative Files</u>
21	17-0035	Mortgage Loan Files for Housing & Neighborhood Development Loan Programs	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 <u>Client Loan Administrative Files</u>
22	89-0133	LOAN CLOSE OUT FILES	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 21-0048 <u>Client Loan Administrative Files</u>
23	69-M034	LAND USE 1/4 SECTIONS - SUPERSEDED. GRAPHIC LOCA-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 69-0034 <u>Land Use 1/4 Sections</u>



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

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This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.

Department Number: 861	Department Name: Milwaukee Public Library
Department Head:	Division Head:
Department Records Coordinator:	City Records Officer: Brad Houston
City Clerk (on behalf of CIMC): Jim Owczarski	Date:

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The “Transfer To” schedule must already exist & cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	76-0075	OVERDUE NOTICE CASE RECORD - COMPLETED PL-202-2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 72-0096 <u>Overdue Notice Case Record</u> ; No Inventory
2	76-0076	OVERDUE NOTICE CASE RECORD - INCOMPLETE PL-202-2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 72-0096 <u>Overdue Notice Case Record</u> ; No Inventory
3	76-0254	Book Request Slip-Borrower (Found) PL-218	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 21-0048 <u>Reference Requests/Responses</u> ; No Inventory
4	76-0255	Book Request Slip-Borrower Not Found PL-218	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 21-0048 <u>Reference Requests/Responses</u> ; No Inventory
5	77-0103	CIRCULATION Report - MONTHLY - NEIGHBORHOOD	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0049 <u>Library Use Reports/Statistics</u> ; No Inventory
6	77-0157	MONTHLY SERVICES RECORD PL-260	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 21-0049 <u>Library Use Reports/Statistics</u> ; No Inventory
7	77-0217	Book Evaluation PL-27-2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0050 <u>Collection Development Record</u> ; No Inventory
8	78-0176	SERIALS DISPOSITION PL-121	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0050 <u>Collection Development Record</u> ; No Inventory
9	79-0036	REFERENCE CHARGE-OUT SLIP - PL-271	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0048 <u>Reference Requests/Responses</u> ; No Inventory
10	79-0122	ROOM USE - SECOND FLOOR PL-408	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0121 <u>Applications and Use Agreements-Library Resources</u> ; No Inventory



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Delete/Superseded Schedule Request Form

Schedule #		Series Title	Change Requested		Details
11	80-0026	Annual Statistics Worksheet - Circulation PL-18	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0049 <u>Library Use Reports/Statistics</u> ; No Inventory
12	80-0081	SHIFTING LOG PL-14	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 77-0155 <u>Shelf Management Records</u> ; No Inventory
13	82-0080	NEWSPAPER CHECK IN LIST PL-228	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0049 <u>Reference Requests and Responses</u> ; No Inventory
14	82-0086	CENTENNIAL HALL Application PL-392	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0121 <u>Applications and Use Agreements-Library Resources</u> ; No Inventory
15	84-0025	RETURN DESK STATISTICS, PL-347	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 21-0049 <u>Library Use Reports/Statistics</u> ; No Inventory
16	85-0034	Room Use Worksheet II - First Floor	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0121 <u>Applications and Use Agreements-Library Resources</u> ; No Inventory
17	85-0035	Room Use Worksheet III - First Floor Circulating	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0121 <u>Applications and Use Agreements-Library Resources</u> ; No Inventory
18	87-0049	SERIALS CATALOGING INFORMATION, PL-115	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0044 <u>Bibliographic Records</u> ; No Inventory
19	87-0075	CHILDRENS PROGRAM EVALUATION/SUMMARY, PL-372	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 21-0051 <u>Programming and Event Files</u> ; No Inventory
20	87-0103	TRAINING PROGRAM EVALUATION, PL-103	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0051 <u>Programming and Event Files</u> ; No Inventory
21	87-0124	Adult Program Request, PL-364	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0051 <u>Programming and Event Files</u> ; No Inventory
22	87-0125	Adult Program Evaluation/Summary, PL-365	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0051 <u>Programming and Event Files</u> ; No Inventory
23	87-0126	Adult Study Center-Organization Use, PL-374	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0121 <u>Applications and Use Agreements-Library Resources</u> ; No Inventory
24	80-0022	TIER SERVICE RECORD PL-241	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 77-0155 <u>Shelf Management Records</u> ; No Inventory
25	79-0104	STACK PERMIT REGISTRATION PL-133	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 77-0155 <u>Shelf Management Records</u> ; No Inventory