



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

**Jim Owczarski**  
City Clerk  
jowcza@milwaukee.gov

**Bradley Houston**  
City Records Officer  
Bradley.Houston@milwaukee.gov

## Delete/Superseded Schedule Request Form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: City Treasurer's Office	Department Number: 221
Department Head Spencer Coggs	Division Head Jim Klajbor
Department Records Coordinator	City Records Officer Brad Houston
City Clerk (on behalf of the 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 and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	12-E002	Teller Transactions Supporting Documentation-Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0002 <u>Teller Transactions-Supporting Documentation</u> ; No Inventory
2	12-E003	Bankruptcy Administration Files-Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0003 <u>Bankruptcy Administration Files</u> ; No Inventory
3	00-0043	Checks Paid Accounts Payable	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0011 <u>Checks (Cancelled)</u> ; No Inventory
4	12-0005	Collection Agent's Cash Collection Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
5	12-0006	Collection Agent's Cost Ledgers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
6	12-0008	Collection Agent's Report of Judgments Filed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
7	12-E007	Collection Agent Direct Tax Payments Transmittal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
8	15-0030	USPS Returned Mail Bills	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
9	86-E078	Special Assessment Bond Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
10	15-E023	Revenue Collection Operations Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0023 <u>Revenue Collection Operations Files</u> ; No Inventory
11	15-E024	Financial Services Operations Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0024 <u>Financial Services Operations Files</u> ; No Inventory



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12	15-E025	Customer Svc Div. Corresp. Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0025 <u>Customer Service Division Correspondence Files</u> ; No Inventory
13	15-E026	Authorization Agreement- EFT for Property Tax Installments- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0026 <u>Authorization Agreement- EFT for Property Tax Installments</u> ; No Inventory
14	15-E027	Lottery & Gaming Credit Program- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0027 <u>Lottery &amp; Gaming Credit Program</u> ; No Inventory
15	15-E028	Return Remittance Bill Payment Envelopes- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0028 <u>Return Remittance Bill Payment Envelopes- Electronic Image</u> ; No Inventory
16	15-E029	Property Tax Account Transaction Documents- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0029 <u>Property Tax Account Transaction Documents</u> ; No Inventory
17	16-E024	IT System Request Changes- Electronic	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 16-0024 <u>IT System Request Changes</u> ; No Inventory