



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Agenda

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. NIK KOVAC, CHAIR

David Henke, Vice-Chair

*Timothy Richter, Robert Jaeger, James Klajbor, Jennifer Meyer,
James Owczarski, Jeffrey Madison, James Zimmer, David Klein,
Richard Watt, and Jeffrey Larson.*

*Staff Assistant, Chris Lee, 286-2232, Fax:286-3456,
clee@milwaukee.gov*

Thursday, December 9, 2021

10:00 AM

Virtual Meeting

This will be a virtual meeting conducted via GoToMeeting. Should you wish to join this meeting from your phone, tablet, or computer you may go to <https://global.gotomeeting.com/join/503040845>. You can also dial in using your phone United States: +1 (224) 501-3412 and Access Code: 503-040-845.

1. Call to order.
2. Roll call.
3. Review and approval of the previous meeting minutes from September 16, 2021.
4. Records Retention.
 - a. *Proposed departmental record schedules for approval*
 - b. *State Records Board approval of previous schedules*
 - c. *Microsoft 365 Data Retention Policy for review or approval*
 - d. *DocuSign Records Maintenance and Retention Best Practices for review or approval*
5. Review of copying costs.
6. Information & Technology Management Division
 - a. *Data Governance Plan for review or approval*
7. Review and approval of the 2022 meeting schedule.
8. Agenda items for the next meeting.
9. Adjournment.

Meeting materials from this meeting can be found within the following file:

[211174](#) Communication relating to the matters to be considered by the City Information Management Committee at its December 9, 2021 meeting.

Sponsors: THE CHAIR

In the event that Common Council members who are not members of this committee attend this meeting, this meeting may also simultaneously constitute a meeting of the Common Council or any of the following committees: Community and Economic Development, Finance and Personnel, Judiciary and Legislation, Licenses, Public Safety and Health, Public Works, Zoning, Neighborhoods & Development, and/or Steering and Rules. Whether a simultaneous meeting is occurring depends on whether the presence of one or more of the Common Council member results in a quorum of the Common Council or any of the above committees, and, if there is a quorum of another committee, whether any agenda items listed above involve matters within that committee's realm of authority. In the event that a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting.

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the City Clerk's Office ADA Coordinator at 286-2998, (FAX)286-3456, (TDD)286-2025 or by writing to the Coordinator at Room 205, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

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Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.