

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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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 documtns 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 documtns 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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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations
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/Technol ogy & 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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51	343	MPD Vice Control	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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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56	350	MPD Printing & Stores	D86-0074	<u>Incident-Correction/ Disciplinary Action, PD-30</u>	Change/ Renewal	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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	PD-30 <u>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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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 <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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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 <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
71	340	MPD Traffic 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
72	342	MPD Police Academy	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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73	343	MPD Vice Control	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
74	344	MPD Juvenile Division-Sensitive Crimes	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
75	346	MPD Open Records	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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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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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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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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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	Non-Compliance Report 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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94	381	Health Department Administration	D98-0014	<u>Employee Assistance Program (EAP) Annual Report</u>	Custodial Change	The Employee Assistance Program (<u>EAP 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 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