

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|--|-----|--|------------|--|--------------|---|---|---------------------------|
| 1 | 133 | Common Council/City Clerk/Council Services | 95-0029 | <u>Administrative Review Board of Appeals Case Files</u> | Renew | Records documenting appeals made by complainants with a 'substantial interest which is adversely affected by an administrative decision of a governing body, board, commission, committee, agency, officer or employee of the City of Milwaukee or agent acting on behalf of the City of Milwaukee'. Case files include the original appeal, documentation received from the appellant, records from the department(s) involved in the original decision, records created during the appeal hearing including transcripts, and the final determination of the Board. Per Wis. Stat. § 227.52, appellants may further appeal the decision of the ARBA to Wisconsin Circuit Court within 30 days of the initial disposition. Since 2022, ARBA case files have been uploaded in part or whole to the City's Legislative Management System, and are thus automatically captured for ingest and preservation in the City's E-Vault digital repository. Records captured in this manner may serve as the official record of ARBA proceedings, unless ARBA support staff also maintains information not captured in the legislative management system. | Event (Final Disposition of case and all appeals) + 7 yrs./Office | Destroy Under Supervision |
| 2 | 155 | ITMD | 04-0024 | <u>Voice Mail Records</u> | New | Recordings left by incoming telephone callers when user/personnel is not in or not available at time of call. These messages are typically transitory in nature and should be destroyed after review and determination that they are no longer of administrative value. | Event (Admin value expires) + 0 | Destroy Under Supervision |
| 3 | 155 | ITMD | 23-0002 | <u>Telephony Records--Non-Emergency Call Details</u> | New | Information automatically generated by City telephony systems and managed by ITMD about the quantity and nature of all incoming and outgoing non-emergency phone calls for the City of Milwaukee. Call details may include call origin (if available), duration, special call rate information, and other information about the technical nature of phone calls. Call details related to specific incidents, emergency requests, or non-emergency service requests may also be maintained under the related records schedules for those requests. Retention of this series follows Statewide RRDA #IT000029. | Fiscal Year End + 5 yrs./Office | Destroy Under Supervision |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0002)</i> | | | | | | | | |
| 4 | 149 | City Attorney | 00-0035 | <u>Computerized Print out Of Employee Telephone Record</u> | | | | |

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| 5 | 155 | ITMD | 12-E024 | <u>Call Management Report Files</u> | | | | | |
| 6 | 155 | ITMD | 12-E025 | <u>Call Detail Report Files</u> | | | | | |
| 7 | 163 | MPD | 84-0079 | <u>Telephone Record - Daily Calls SAF-68</u> | | | | | |
| 8 | 332 | MPD | 61-0217 | <u>Telephone Calls - Long Distance</u> | | | | | |
| 9 | 332 | MPD | 89-0019 | <u>Telephone System Call Distribution and Activity</u> | | | | | |
| 10 | 332 | MPD | 99-0131 | <u>TTY/TDD Telephone Contact Print out</u> | | | | | |
| 11 | 334 | MPD | 66-0063 | <u>Telephone Reports, Hourly</u> | | | | | |
| 12 | 334 | MPD | 86-0003 | <u>Log Of Police Calls Received By Office Personnel</u> | | | | | |
| 13 | 347 | MPD | 86-0003 | <u>Log Of Police Calls Received By Office Personnel</u> | | | | | |
| 14 | 155 | ITMD | 23-0003 | <u>Recordings of Incoming Telephone Calls (Non-emergency)</u> | New | Audio recordings of incoming calls to the City of Milwaukee Call Center, non-emergency Police and Fire contact numbers, and other service lines that are routinely recorded. These recordings are maintained by the Information Technology Management Division (ITMD) for all city departments that create them, and may be used for audit, training, or quality assurance purposes, but are otherwise typically not of high administrative value. If a phone recording is required as supporting evidence in an administrative or legal case context, the recording should be retained until the incident or litigation is resolved. | Creation + 1 yr./Office | Destroy Under Supervision | |
| 15 | 199 | Historic Preservation | 23-0017 | <u>Section 106 Compliance Case Files</u> | New | Projects using federal or state funds, or requiring federal licenses or permits, but be evaluated to consider their effects on properties of historical, architectural, engineering, cultural or archeological significance. The federal or state agency must attempt to identify significant properties that are present in the project area and attempt to avoid or minimize adverse effects on such properties. Records consist of: project descriptions, maps, plans and Historic Preservation Division's review comments and recommendations concerning actions needed to comply with Section 106 of the National Historic Preservation Act (PL 89-665), Wis. Stat. § 44.22, or with other federal or state environmental protection and historic preservation laws. | Event (Completion of Project) + 4 yrs./Office | Destroy Under Supervision | |

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| 16 | 200 | DNS/Development Center | 95-0037 | <u>Driveway Permit Applications and Approvals</u> | Renew | Applications & approvals for construction or modification of driveway approach - address, name of owner and contractor- what kind of work (new or replacement), fee and permit number. Also notes from DPW Engineer as to what type of driveway to install & any other rates from other departments- DPW street lights, Forestry, DNS. Information on these permits are beneficial to DPW Engineers, Electrical Service, and, if driveway request is more than 30 ft. in length, Council Members. | Creation + 7 yrs./Office | Destroy Under Supervision |
| 17 | 230 | Assessor | 23-0028 | <u>Board of Review Hearing Support Materials</u> | New | Records supporting the proceedings of hearing-related meetings of the Board of Review at which, including notes taken by clerk, written objections and all other materials submitted to the board of review, audio or video recordings, any transcripts of board of review proceedings (if generated), and the summary of proceedings as required by Wis. Stat. § 70.47(17). Retention of this series is following Wis. Stat. § 70.47(8)(f). For meetings or portions of meetings in which no valuation or unlawful tax recovery hearing or deliberation is under discussion, meeting recordings may be treated as belonging to RRDA 08-0010 (Meeting Audio Recordings) and may be disposed according to that schedule. | Event (Final Action of Board of Review) + 7 yrs./Office | Destroy Under Supervision |
| 18 | 230 | Assessor | 66-0097 | <u>Property Records Change Statement</u> | Amend | Records used to document the process by which legal property descriptions in the City of Milwaukee are updated. This series includes, but is not limited to, local versions of the property deed, change worksheets, change orders, correspondence, instruments of title, maps, and other related documentation. | Fiscal Year End + 7 yrs./Office | Destroy Under Supervision |

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|----|-----|-------|------------|--|--------------------|--|---|--|
| 19 | 287 | ERS | 08-0011 | <u>Policemen's Annuity & Benefits Fund Historical Records Collection</u> | Custodial Transfer | Transfer to Department SPEC-701 (Archives Holding). Policemen's Annuity & Benefits Fund was completely dissolved as of 12/31/2005. This schedule pertains only to historic documents related to the entire creation and administration of the fund from 1899-2006. ERS is requests collection to be transferred to the Police Academy for historic preservation. This series is no longer created but existing records should be maintained for ongoing administrative and historical value. These records include but are not limited to items such as historic investment records, various PABF-related newspaper articles, misc. correspondences with City departments, legal opinions from the City Attorney, actuarial surveys and communications, pension studies, Commissioner of Insurance reports, State/Federal income tax info, retirement lists, mini detective badge of Leo Koenig, etc. studies, Commissioner of Ins. reports, State/Federal income tax info, retirement lists, mini detective badge of Leo Koenig, etc. | N/A | Permanent/ Archives at the MPD Police Academy |
| 20 | 287 | ERS | 99-0136 | <u>Town Of Lake Historical Pension Records</u> | Custodial Transfer | Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Historical records of Town of Lake pensions for Town of Lake employees and firefighters. Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. | N/A | Permanent/ Archives at the City Records Center |
| 21 | 287 | ERS | 99-0137 | <u>Town Of Lake Firefighters Benefit Calculations</u> | Custodial Transfer | Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Records used to determine benefit levels for former Town of Lake employees, firefighters & survivors who receive benefits from ERS. -1999- A limited number of former Town of Lake employees/firefighters/survivors who receive benefits from ERS. Benefits are individually unique & calculated with assistance of ERS actuary. | Event (termination of benefits to member and survivor) + 2 yrs./Office | Permanent/ Archives at the City Records Center |

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|----|--|------------|------------|--|--------------|---|--------------------------------|---------------------------|
| 22 | 300 | MPD/Global | 60-0233 | <u>Arrest List (Blotter), Daily</u> | Amend | Daily log of arrests created by MPD Districts and special divisions and made available for public and media inspection. Blotter records include name of arrestee, time and location of arrest, charges, arresting officer, and other relevant information. Per Wis. Stat. § 48.396 and MPD Standard Operating Procedure 570, blotters for adults and juveniles are maintained separately, and access to the juvenile blotter is available only to members of the media. Because the blotter is derived from information on the MPD Records Management System, it is not critical to maintain for informational purposes, but should be retained for a nominal period for audit and proof-of-publication purposes. | Fiscal Year End + 1 yr./Office | Destroy Under Supervision |
| 23 | 300 | MPD/Global | 76-0090 | <u>Special Investigation Files-- Statutorily-Limited Cases</u> | Amend | Records related to MPD investigation of felonies, misdemeanors, or ordinance violations with associated statutes of limitations. Records include, but are not limited to, the offense report, clearance and supplementary reports, photographs and other A/V media of the scene, crime laboratory investigative reports, communications, interview notes and statements, and record of the final disposition of the case. | Creation+ 30 yrs./Office | Destroy Under Supervision |
| 23 | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (76-0090)</i> | | | | | | | |
| 24 | 333 | MPD | 76-0118 | Miscellaneous Folder - Register | | | | |
| 25 | 333 | MPD | 76-9091 | Miscellaneous Folder - Index, Alpha - Microfilm | | | | |
| 26 | 333 | MPD | 76-M091 | Miscellaneous Folder - Index, Alpha | | | | |

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|--|-----|------------|------------|---|--------------|---|---------------------------|---------------------------|
| 27 | 300 | MPD/Global | 76-0096 | <u>Special Investigation Files- Homicide or Critical Incident</u> | Amend | Records related to MPD investigation of homicide, sexual assault, or other critical incidents with no associated statute of limitations. Records include, but are not limited to, the offense report, clearance and supplementary reports, crime scene drawings, photographs and other A/V media of the scene or the deceased, crime laboratory investigative reports, communications, interview notes and statements, and record of the final disposition of the case. Most records in this series created after 2013 are born-digital and maintained within Milwaukee Police Department information systems. Legacy physical records and records of closed or inactive cases will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed. | Creation + 75 yrs./Office | Destroy Under Supervision |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (76-0096)</i> | | | | | | | | |
| 28 | 333 | MPD | 76-0098 | <u>Homicide Register, 1922-</u> | | | | |
| 29 | 333 | MPD | 76-M096 | <u>Homicide Folder - Closed</u> | | | | |
| 30 | 333 | MPD | 76-M097 | <u>Homicide Folder - Index, 1922-1976</u> | | | | |
| 31 | 333 | MPD | 91-9056 | <u>Homicide Folder - Open - Microfilm Copy</u> | | | | |
| 32 | 333 | MPD | 91-M056 | <u>Homicide Folder - Open</u> | | | | |
| 33 | 300 | MPD/Global | 76-0107 | <u>Cell Block Check Records</u> | Renew | Records documenting periodic visual checks of jail cells and cell blocks as described in Milwaukee Police Department Standard Operating Procedure 90. Cell Block Checks, currently on forms PD-4A (Adults) and PD-4J (Juveniles) indicate the presence or absence of weapons or other contraband, describe the overall condition of the cell, document any repairs that might be needed on a cell, and confirm the overall physical condition of the prisoner(s) in the cell. These records are by definition obsoleted soon after they are created; the retention time serves to maintain records in case of audit or inspection. | Creation + 6 mo./Office | Destroy Under Supervision |
| <i>The department records schedules listed below will be deleted as they are superseded by the above schedule (76-0107)</i> | | | | | | | | |

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| 34 | 347 | MPD | 60-0173 | Prisoners Injured In Cell Block | | | | | |
| 35 | 347 | MPD | 76-0107 | Cell Block Checks, Daily PD-4 | | | | | |
| 36 | 300 | MPD/Global | 86-0051 | <u>Arrestee History File</u> | Amend | Record of an individual's arrest history, including identifying information, date/time, location of arrest, involved officers, charges and dispositions, and any related case numbers. These records are derived from information in 86-0073 <u>Arrest Report and Supplemental Files</u> and may be used to populate 60-0233 <u>Arrest List (Blotter), Daily Event (Individual is confirmed 70 years of age or deceased, OR individual is confirmed 18 years of age if Juvenile)</u> ** | Event (**) + 7 yrs./Office | Destroy Under Supervision | |
| 37 | 300 | MPD/Global | 86-0073 | <u>Arrest/Detention Report and Supplements</u> | Renew | Records relating to the arrest or detention of an individual, including the original arrest report (PA-45), supplemental forms including prisoner statements, probable cause statement (CR-215), records related to identification of the arrestee as required by Wis. Stat. § 165.83, booking documentation, and release/transfer documentation. Per Milwaukee Police Standard Operating Procedure 90, all records created outside of the MPD Records Management System should be transferred to Open Records following transfer of the arrestee to the Criminal Justice Facility for imaging or ingest of the records into the Records Management System. The records will be maintained electronically for the duration of their retention period in MPD information systems. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. 30 days after verification of the quality and retention of the images, the imaged records will be destroyed. | Event (Release of arrestee from MPD custody) + 7 yrs.- Open Records Office | Destroy Under Supervision | |
| 37 | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (86-0073)</i> | | | | | | | | |
| 38 | 333 | MPD | 83-0012 | <u>Major Crime Reference File, PR-32</u> | | | | | |
| 39 | 343 | MPD | 65-0104 | <u>Arrest Report - Daily</u> | | | | | |
| 40 | 344 | MPD | 60-0254 | <u>Juvenile Arrest Register, PJ-6</u> | | | | | |
| 41 | 347 | MPD | 58-0046 | <u>Order For Detention, PO-3</u> | | | | | |
| 42 | 347 | MPD | 58-0047 | <u>Order For Release, PO-4</u> | | | | | |
| 43 | 347 | MPD | 60-0254 | <u>Juvenile Arrest Register, PJ-6</u> | | | | | |

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| 44 | 347 | MPD | 61-0039 | <u>Summary Of Arrest Reports (Daily Splits)</u> | | | | | |
| 45 | 347 | MPD | 61-0216 | <u>Squad Car Arrest Activity Monthly Report</u> | | | | | |
| 46 | 357 | MPD | 86-0073 | <u>Arrest Report, Non C.I.B., PA-45 and PA-45-B</u> | | | | | |
| 47 | 300 | MPD/Global | 88-0077 | <u>Enforcement Action/Citizen Contact Record-- No Arrest</u> | Amend | Records related to formal contacts with members of the public by Milwaukee Police Department sworn officers, including traffic stops, field interviews, and no-action encounters. These contacts may be documented on paper forms (notably form PF-4 for field interviews) before being entered into the MPD records management system (RMS) and are subject to supervisory review before final approval and retention. Content of these files is prescribed by MPD Standard Operating Procedure 85, but should include at minimum the names of the officer and member(s) of the public, the date, time, and circumstances of the stop, and the final disposition of the stop. If a stop results in an arrest or other critical incident, records of the enforcement action should become part of the associated record series and maintained according to the relevant retention schedule. Paper records entered into MPD RMS may be destroyed once the information has been verified and approved by MPD Records Management. | Creation + 4 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (88-0077)</i> | | | | | | | | | |
| 48 | 333 | MPD | 93-0001 | <u>Computer Records Of Field Interrogations.</u> | | | | | |
| 49 | 334 | MPD | 61-0025 | <u>Drunken Driver's - Memo Bk With Case Nos.</u> | | | | | |
| 50 | 334 | MPD | 82-0113 | <u>Listing Of Non-Traffic Citations Issued</u> | | | | | |
| 51 | 334 | MPD | 88-0077 | <u>Field Interrogation Report PF-4</u> | | | | | |
| 52 | 300 | MPD/Global | 89-0055 | <u>Roll Call Information</u> | Amend | Records distributed to Milwaukee Police Department Districts and other units at the beginning of each working day, containing news and updates to policy/procedure of interest to MPD employees. Because almost all of this information is derived from other sources that are scheduled and maintained elsewhere, the retention period for these records is primarily for audit/proof-of-receipt purposes. | Creation + 1 yr./Office | Destroy Under Supervision | |

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| 53 | 300 | MPD/Global | 92-0014 | <u>Prisoner Medical Intake Screening Records</u> | Renew | Report and related records used to evaluate the physical and mental health of arrestees during the booking process, including information on medications currently taken, pre-existing medical conditions, notes on behavior and mental state, treated and untreated injury notes, and notes indicating the need to transport arrestees to medical facilities for further attention. Summary information from these records is also entered into the MPD Records Management System to become part of the Arrestee Record. | Creation + 3 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (92-0014)</i> | | | | | | | | | |
| 54 | 334 | MPD | 91-0018 | <u>Prisoner Medical Intake Screening Report</u> | | | | | |
| 55 | 347 | MPD | 91-0018 | <u>Prisoner Medical Intake Report 1990. Original</u> | | | | | |
| 56 | 347 | MPD | 92-0014 | <u>Prisoner Medical Intake Screening.</u> | | | | | |
| 57 | 334 | MPD/Districts | 04-0020 | <u>City Of Milwaukee Parking Permit Files</u> | Amend | Records relating to temporary and long-term permits for residents of the City of Milwaukee to park on city streets outside of normally allowed hours. Several types of permit are available under Milwaukee Code of Ordinances Ch. 101-27, including night permits, daytime nonconforming residential use permits, daytime commuter-impacted permits, and resident-only permits; each permit type has its own documentation requirements, usually including copies of drivers' licenses, registration documents for the vehicle, residence address verification documentation, verification of qualification for special permits, and other records related to eligibility. | Creation + 2 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (04-0020)</i> | | | | | | | | | |
| 58 | 334 | MPD | 04-0021 | <u>City Of Milwaukee Application For Daytime Commuter Impacted Parking Permit</u> | | | | | |
| 59 | 334 | MPD | 67-0101 | <u>Night Parking Requests, Daily Report</u> | | | | | |
| 60 | 334 | MPD | 86-0004 | <u>Night Parking Permit Renewal, PN-7</u> | | | | | |
| 61 | 340 | MPD | 86-0004 | <u>Night Parking Permit Renewal, PN-7</u> | | | | | |
| 62 | 347 | MPD | 67-0101 | <u>Night Parking Requests, Daily Report</u> | | | | | |

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| 63 | 335 | MPD/Identification Section | 23-0009 | <u>Fingerprint Reference File-- Database Record</u> | New | Electronic images of fingerprints and associated database record, including descriptive metadata and potential matches to latent fingerprint files. The long-term value of these reference files recommends use of the paper file (RRDA# 96-0007) as the Official Record; however, the electronic version of the file may contain additional information about the prints' association with other print sets, particularly as pertains to investigative case files. As such, the electronic versions constitute a separate series and do warrant retention, if not the same length as that of the paper originals. | Event (close of any related file or confirmed death of subject, whichever comes first) + 10 yrs./Office | Destroy Under Supervision |
| 64 | 335 | MPD/Identification Section | 61-0320 | <u>Latent Fingerprint File--No Prints</u> | Amend | Files for fingerprint lifts from crime scenes in which no prints are lifted. Because the absence of prints is of limited evidentiary value in the context of a criminal prosecution, these files may be destroyed 1 month after creation. | Event (no prints identified) + 1 mo./Office | Destroy Under Supervision |
| 65 | 335 | MPD/Identification Section | 85-0100 | <u>Latent Fingerprint File-- Homicide, Sexual Assault, or Critical Incident</u> | Amend | Files created to document and analyze fingerprints taken from the scene of incidents without statute of limitations, including homicides, sexual assaults, and officer-involved critical incidents. File may include worksheets, reports, and comparative analysis of prints against local, state, and federal fingerprint references. These files include fingerprints which are recorded but for which no match is made. There is effectively no statute of limitations on homicide cases. It may be desirable to print electronic reports for preservation. | Creation + 75 yrs. Or death of identified persons, whichever comes first. | Destroy Under Supervision |
| 66 | 335 | MPD/Identification Section | 85-0101 | <u>Latent Fingerprint File--All other cases</u> | Amend | Files created in conjunction with non-critical cases to document and analyze fingerprints taken from a crime scene. File may include worksheets, reports, and comparative analysis of prints against local, state, and federal fingerprint references. Fingerprint files used as part of a criminal prosecution should be preserved as evidence for the retention period of the case file (04-E026). | Event (maintain until statute of limitations has expired) + 7 yrs./Office | Destroy Under Supervision |

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| 67 | 335 | MPD/Identification Section | 96-0007 | <u>Reference Fingerprint File-- Applicants and Criminal</u> | Amend | Fingerprint cards or electronic records for individuals positively identified by MPD Forensics Division personnel. Reference prints are created for applicants to certain City employment positions, for all City license applicants, and for all booked arrestees. These prints are used as reference for fingerprints taken for fingerprint files (85-0100 and 85-0101) to help identify possible matches. Prints are uploaded to MPD databases for assisted management and comparison; see schedule 23-0009 for retention of electronic versions. Because of these prints' use as an identification reference, they should be maintained for * Event (Subject's recorded date of birth + 75 yrs. or 7 years after the disposition of a related criminal case, whichever comes latest). | Event (*) /Office | Destroy Under Supervision |
| 68 | 341 | Department of Emergency Communications | 23-0004 | <u>Computer-Aided Dispatch Data--Emergency Management</u> | New | Records of response to calls for emergency services for Police, Fire, and Ambulance services, managed by the Information Technology Management Division on behalf of the Department of Emergency Communications. CAD data records include time of original call, origin of call, dispatcher receiving and assigned to the call, jurisdictional area, units dispatched, dispatch location, type of call, and information on the disposition of the incident, as available. | Event (Dispatch Assigned) + 7 yrs./Office | Destroy Under Supervision |
| 69 | 360 | DNS | 69-0144 | <u>Dangerous/ Prohibited Animal Violation Files</u> | NEW | Records documenting incidents in which a dog, cat, or other domestic animal bites another animal or human. Records include, but are not limited to, forms from MPD responders, hospital forms, correspondence with Milwaukee Area Domestic Animal Control Commission (MADACC), and documentation related to the quarantine of the offending animal. Retention follows Wisconsin statewide county general schedule for animal bite records. | Event (Close of Case) + 10 yrs./Office | Destroy Under Supervision |

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| 70 | 381 | Health Department/Admin | 19-0071 | <u>Environmental Investigation Log Entries</u> | Amend | Reports & official referenced attachments for environmental investigations carried out by either Environmental Health or Emergency Preparedness staff & documented on either form "Field Report (H3050)" or the updated version, "Environmental Health/ Emergency Preparedness Investigation Log (H3051)". Reports consist of various environmental investigation narratives: air/water quality, including carbon monoxide exposure & fugitive odors; other types of chemical releases or exposures; ecto-parasitic infestations; interior mold intrusion; possible rabies exposure, both human & pet; & uncontained bio-medical &/or infectious waste. | Event (Investigative Case Closure) + 7 yrs.- Office | Destroy Under Supervision |
| 71 | 383 | Health Dept./Consumer Environmental Health | 19-0005 | <u>Industrial Hygiene Case Files</u> | Amend | Logs & related records for inspections conducted by the Milwaukee Health Department for City-owned residential & business environments. Records include, but are not limited to, indoor air quality surveys, noise & hearing conservation, respiratory protection, compliance exposure monitoring, baseline nose surveys, & other similar surveys, assessments, & reports. Prior to 1995, these records were referred to as Industrial Hygiene Files & maintained in paper form only. Retention of these records is as specified in Wisconsin General Records Schedule RISK0055. | Retain for Event (Inspection Complete) + 20 yrs./Office | Destroy Under Supervision |
| 72 | 384 | Health Dept./ Community Health | 11-0002 | <u>Home Environmental Health (HEH) Program Intervention Project Records</u> | Renew | These records are generated as a result of various initiatives directly related to the HEH program core mission to educate families about home environmental health. Records may include notes, protocols, procedures, forms, client lists, surveys & other assessment tools. | Event (Completion of study) +7 yrs./ Office | Destroy Under Supervision |
| 73 | 440 | ERS/Police And Annuity Benefits | 64-0050 | <u>Police A& B Fund Annuity Payment Rolls 1962-</u> | Custodial Transfer | Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Ledger books containing the names of individual PABF annuitants (retirees and survivors), the monthly benefit allowance, deductions, net amount of annuity, and any comments or remarks relating to the payee (i.e.. death date, payment type, etc.). The Fund's Custodian certifies each month's payroll (i.e.. totals for health insurance payments, postage costs, actuary expense and U.S. taxes). | N/A | Permanent/ Archives at the City Records Center |

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|----|-----|--|------------|---|--------------|--|---|--|
| 74 | 440 | ERS/Police And Annuity Benefits | 89-0001 | <u>PABF Application For Pension</u> | Renew | Finite record series: PABF member info sheets, employee wages, Application for Annuity (employee's retirement application, Application for Widow's Annuity & Child's Benefits (i.e.. Annuity Summary Sheet, sympathy letter, death certificate), change of demographic info, actuarial calculations, Defined Benefit Plan Payment Request forms, correspondence, certified documents (i.e.. birth certificates, marriage certificates, power of attorney, etc.), Application for Disability Benefit Under Ch. 589 of the Laws of 1921 as amended (including Attending Physician's Certificate & Medical Examiner's Certificate for Disability), & PABF Widow's Info Sheet. | Event (Final payment issued) + 10 yrs./Office | Destroy Under Supervision |
| 75 | 526 | DPW/Traffic Division | 75-0151 | <u>Traffic/Trail Counts & Check Files</u> | Renew | Data on the number of vehicles or pedestrians passing particular intersections, street markers, or trail markers over a given period of time, which is typically then extrapolated into that road segment's Annual Average Daily Traffic number. Traffic Counts can be performed either on a regular basis or as part of a traffic study requested by a member of the Common Council. This series also includes reports, maps derived from the traffic counts, manual checks of the count's accuracy, and analysis of the data used to help shape the priorities of the Traffic Division's infrastructure repair/construction planning. Because this data is most useful analyzed over time, it should be maintained archivally, either in City Records' main collection (Microfilm) or exported to E-Vault and/or the Milwaukee Open Data Portal. | Creation + 3 yrs./Office | Transfer to City Archives at Municipal Research Center (E-Vault) |
| 76 | 544 | Infrastructure Environmental Engineering | 09-0062 | <u>Manhole Rehab Contracts</u> | Amend | These files contain inspectors' field plans, daily reports, records of contractors' daily progress, and copies of all contract documents. The information is entered into the manhole database and kept for the life of the manhole. The schedule for sewer contracts calls for microfilming after five years. Permanent records for manhole rehab are not needed. Event: Manhole is decommissioned. | Event (Manhole decommissioned) + 1 yr./Office | Destroy Under Supervision |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|--|------------|--|--------------------|--|--|---------------------------|--|
| 77 | 544 | DPW/Infrastructure Environmental Engineering | 77-0075 | <u>Sewer Project Documentation Files</u> | Renew | Plan, reports and other related documents for sewer construction projects run or subcontracted by the Department of Public Works. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed. | Event (End of usable life of system segment.) + 1 yr./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (77-0075)</i> | | | | | | | | | |
| 78 | 544 | DPW | 77-9075 | <u>Sewer Contract Folders - Microfilm Copy</u> | | | | | |
| 79 | 544 | DPW | 77-M075 | <u>Sewer Contract Folders</u> | | | | | |
| 80 | 544 | DPW | 83-0027 | <u>Sewer Construction Plan Tracings</u> | | | | | |
| 81 | 570 | DPW | 66-0083 | <u>Sewer Construction (Prints)</u> | | | | | |
| 82 | 570 | DPW/Sewer Maintenance | 63-0163 | <u>Request For Post &/Or Perm Barricades</u> | Custodial Transfer | Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). | N/A | N/A | |
| 83 | 570 | DPW/Sewer Maintenance | 67-0142 | <u>Sewer Examination (Part 3)</u> | Custodial Transfer | Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). | N/A | N/A | |
| 84 | 570 | DPW/Sewer Maintenance | 67-0144 | <u>Complaints - Backwater</u> | Custodial Transfer | Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). Permanent backwater complaint record lists date of complaint, address, reason for the backwater, and the page number and book number on which original complaint was posted in complaint record book. | Creation + 50 yrs./Office | Destroy Under Supervision | |
| 85 | 570 | DPW/Sewer Maintenance | 75-0057 | <u>Asphalt Plant Traffic Record SSM-226</u> | Renew | Used to keep track of trucks and time they spent at plant to load up. Also keeps track of mixes being used. | Creation + 7 yrs./Office | Destroy Under Supervision | |
| 86 | 570 | DPW/Sewer Maintenance | 78-0037 | <u>Sewer Examination Request SSM-11</u> | Custodial Transfer | Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). | N/A | N/A | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|----|-----|----------------------------------|------------|---|--------------------|---|--|---------------------------|
| 87 | 661 | DPW/Tow Lot | 97-0033 | <u>Abandoned Vehicle JBID Folders</u> | Renew | Records related to selling abandoned vehicles. This record includes certified mail notification to owners, lien holders, etc.; bids received from vendors relative to sale of abandoned vehicles; bid summaries and copies of removal orders. | Creation + 7 yrs./Office | Destroy Under Supervision |
| 88 | 683 | DPW/Sewer Environmental Services | 13-0024 | <u>Sewer Contract Financial Documents</u> | Custodial Transfer | Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). | N/A | N/A |
| 89 | 900 | Citywide Global Schedules | 19-0072 | <u>Project Files (Routine)</u> | Amend | All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. | Event (Project is completed) + 10 Yrs./Office | Destroy Under Supervision |
| 90 | 900 | Citywide Global Schedules | 22-0011 | <u>Undeliverable Mail</u> | New | This record series consists of outgoing department mail pieces that are returned to the sender by the post office. According to post office procedures, the reason for mail being undeliverable is indicated on the outside of the original mail piece and subsequently returned. Alternatively, the post office may transmit returned mail by electronic notice. Returned mail pieces may retain value to allow the sending department to correct the address for a second mailing; to track that proof of mailing occurred; or to conduct audits of outgoing mail activities. However, in most cases, informational value may be derived from the envelope rather than from the mailer itself, so there is little need to maintain returned mail for long after the fact of its return has been recorded (and corrected as needed). | Event (Return information recorded) + 1 mo./Office | Destroy Under Supervision |
| 91 | 900 | Citywide Global Schedules | 23-0010 | <u>Event/Usage Permits and Applications</u> | New | Applications for and Permits issued by city departments for usage of public space. Types of permits include, but are not limited to, Special Privilege, Building Moving, Parking, Special Event, Decorative Crosswalk, Block Parties, and Banner Displays. | Creation + 5 yrs./Office | Destroy Under Supervision |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|--|---------------------------|------------|---|--------------|---|--|--|
| 92 | 900 | Citywide Global Schedules | 23-0011 | <u>Motor Vehicle Control and Assignment Records</u> | New | Documentation of City motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This series also contains driver assignment sheets for Sanitation, Forestry, Snow and Ice control, and other dispatch sections of DPW. | Event (Date the vehicle is disposed) + 1 mo./Office | Destroy Under Supervision |
| 92 | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0011)</i> | | | | | | | |
| 93 | 861 | MPL | 72-0091 | <u>City Vehicle Sign Out Sheet PI-117</u> | | | | |
| 94 | 861 | MPL | 74-0214 | <u>Internal Fire Alarm Box Locations PI-210</u> | | | | |
| 95 | 861 | MPL | 78-0013 | <u>Vehicle Use Report PI-159</u> | | | | |
| 95 | | MPD | 20-0014 | <u>Vehicle Use Records</u> | | | | |
| 96 | 900 | Citywide Global Schedules | 23-0012 | <u>Construction Plans: Final As Built Projects (Historically Significant)</u> | New | Final as-built plans and original drawings for City of Milwaukee bridges and public buildings deemed to be of historical significance. These original construction plans are used as a permanent record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed. Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures) | Event (Building is sold or demolished) + 1 year/Office | Transfer to City Archives at Municipal Research Center (E-Vault) |
| | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0012)</i> | | | | | | | |
| 97 | 531 | DPW | 86-M058 | <u>Contract Drawings and Tracings</u> | | | | |
| 98 | 531 | DPW | 86-M059 | <u>Contract Drawings and Tracings - Microfilm Copy</u> | | | | |
| 99 | 531 | DPW | 86-M060 | <u>Contract Shop Drawings and Submittals</u> | | | | |
| 100 | 531 | DPW | 86-M061 | <u>Contract Shop Drawings and Submittals - Microfilm</u> | | | | |
| 101 | 643 | Water Dept. | 91-0110 | <u>Shop Drawing - Plant Facility</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|--|---------------------------|------------|--|--------------|--|--|--|
| 102 | 900 | Citywide Global Schedules | 23-0013 | <u>Construction Plans: Final As Built Projects (Routine)</u> | New | Final as-built plans and original drawings for City of Milwaukee bridges and public buildings. These original construction plans are used as a record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure. This series is for plans of projects that are not deemed to be of historical interest, critical infrastructure, or otherwise warranting permanent retention. Event is demolition of building. Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures) | Event (Building is sold or demolished) + 1 year/Office | Destroy Under Supervision |
| 102 | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0013)</i> | | | | | | | |
| 103 | 200 | DNS | 63-0032 | <u>Permit Plans For Work In The Right Of Way</u> | | | | |
| 104 | 526 | DPW | 75-9150 | <u>Work Order Sheet and As-Built Drawing For</u> | | | | |
| 105 | 526 | DPW | 75-9152 | <u>Traffic Control Facilities Plans - Microfilm Copy</u> | | | | |
| 106 | 526 | DPW | 75-M150 | <u>Work Order Sheet and As-Built Drawing For</u> | | | | |
| 107 | 526 | DPW | 75-M152 | <u>Traffic Control Facilities Plans</u> | | | | |
| 108 | 544 | DPW | 76-0112 | <u>Tracing For Public Hearing Drawing, Project</u> | | | | |
| 109 | 545 | DPW | 69-9206 | <u>Bridge Structure Plans Along Discontinued Electric</u> | | | | |
| 110 | 643 | Water Dept. | 78-9046 | <u>Plan - Water Main - Microfilm Copy</u> | | | | |
| 111 | 643 | Water Dept. | 78-M045 | <u>Plan - Water Main</u> | | | | |
| 112 | 643 | Water Dept. | 82-0027 | <u>Project File - Mains A-50</u> | | | | |
| 113 | 643 | Water Dept. | 99-8040 | <u>Drawings - On 35Mm Microfilm</u> | | | | |
| 114 | 900 | Citywide Global Schedules | 23-0014 | <u>Environmental Assessment and Impact Statements</u> | New | Official record version of environmental assessments, impact statements and related documentation related to municipal construction projects. This series may include the final assessment report, draft reports, legal notices, public comment, and other correspondence. | Event (Date of termination of ownership by the City) + 6 yrs./Office | Transfer to Archives at Municipal Research Library |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|--|--------------|--|--------------------------|---|--|
| 115 | 900 | Citywide Global Schedules | 23-0015 | <u>Street and Sidewalk Operations File</u> | New | Documentation of the performance of tasks related to street and sidewalk maintenance that is not otherwise managed by an existing City of Milwaukee schedule. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection. | Creation + 7 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0015)</i> | | | | | | | | | |
| 116 | 526 | DPW | 67-0153 | <u>Work Order Sheet - Traffic Signs, Meters, Paint</u> | | | | | |
| 117 | 526 | DPW | 67-0154 | <u>Work Order Sheet - Traffic Control Signals -</u> | | | | | |
| 118 | 526 | DPW | 67-0155 | <u>Work Order Sheet - Traffic Control Signals -Non-</u> | | | | | |
| 119 | 526 | DPW | 69-0228 | <u>Operators Daily Report W/Equip Charge Tickets</u> | | | | | |
| 120 | 526 | DPW | 76-0199 | <u>Shop Order ES-13</u> | | | | | |
| 121 | 526 | DPW | 77-0193 | <u>Job Order Index ES-4</u> | | | | | |
| 122 | 526 | DPW | 80-0119 | <u>Work Order Sheet - Traffic Signs, Meters,</u> | | | | | |
| 123 | 547 | DPW | 78-0184 | <u>Sidewalk Repairs - Maps</u> | | | | | |
| 124 | 547 | DPW | 78-9184 | <u>Sidewalk Repairs - Maps - Microfilm Copy</u> | | | | | |
| 125 | 548 | DPW | 78-0185 | <u>Work Order E-62 - Closed Out</u> | | | | | |
| 126 | 548 | DPW | 84-0048 | <u>Service Order Request, E-53</u> | | | | | |
| 127 | 549 | DPW | 76-0111 | <u>Paving Plan Work Folder</u> | | | | | |
| 128 | 565 | DPW | 74-0157 | <u>Morning Report - Men & Equip Assignments (SS-10)</u> | | | | | |
| 129 | 570 | DPW | 61-0099 | <u>Work Order</u> | | | | | |
| 130 | 570 | DPW | 63-0163 | <u>Request For Post &/Or Perm Barricades</u> | | | | | |
| 131 | 570 | DPW | 70-0200 | <u>Service Order</u> | | | | | |
| 132 | 900 | Citywide Global Schedules | 23-0016 | <u>Maps: Construction, Topographical, and Infrastructure Systems</u> | New | Maps of various locations within the City of Milwaukee covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks). This series also includes any indices to the maps. | Creation +1 year/Office | Transfer to City Archives (Municipal Research Center) | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0016)</i> | | | | | | | | | |
| 133 | 360 | DNS | 80-M143 | <u>Certified Survey Maps</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|--|--------------|---|---|---------------------------|--|
| 134 | 360 | DNS | 80-M144 | <u>Planned Development Data, Drawings and Correspondence</u> | | | | | |
| 135 | 526 | DPW | 75-9154 | <u>Traffic Engineering Maps, Graphs, and Charts -</u> | | | | | |
| 136 | 526 | DPW | 75-M154 | <u>Traffic Engineering Maps, Graphs, and Charts</u> | | | | | |
| 137 | 544 | DPW | 77-0078 | <u>Sewer Plan Index Cards</u> | | | | | |
| 138 | 545 | DPW | 81-9044 | <u>Design Plans - Local Streets - 1920 - Microfilm</u> | | | | | |
| 139 | 545 | DPW | 81-M044 | <u>Design Plans - Local Streets 1920-</u> | | | | | |
| 140 | 546 | DPW | 72-M169 | <u>House Number Pages - Present & Prior Numbers</u> | | | | | |
| 141 | 546 | DPW | 72-M171 | <u>Quarter Sections - Milwaukee County - Obsolete</u> | | | | | |
| 142 | 547 | DPW | 69-9207 | <u>Paving Plans (Measured Plans) - Microfilm Copy</u> | | | | | |
| 143 | 641 | Water Dept. | 72-9174 | <u>Plant-Maps-Water Service Applications (35) Film.</u> | | | | | |
| 144 | 641 | Water Dept. | 72-M174 | <u>Plant - Maps - Water Service Applications (35)</u> | | | | | |
| 145 | 641 | Water Dept. | 72-M175 | <u>Plats - Water Main Hydrant & Svc Loc</u> | | | | | |
| 146 | 641 | Water Dept. | 75-9155 | <u>Plant - Maps - Books (1863-1957) (35) Microfilm.</u> | | | | | |
| 147 | 641 | Water Dept. | 81-9053 | <u>Plant - Maps - As Builts (35) Microfilm Copy.</u> | | | | | |
| 148 | 641 | Water Dept. | 81-M053 | <u>Plant - Maps - As Builts (35)</u> | | | | | |
| 149 | 643 | Water Dept. | 80-9117 | <u>Distribution Quarter Section Drawings - Microfilm</u> | | | | | |
| 150 | 643 | Water Dept. | 92-9037 | <u>Pipe, Hydrant, Gate Record, Microfilm</u> | | | | | |
| 151 | 643 | Water Dept. | 92-9039 | <u>Pipe Distribution- Microfilm</u> | | | | | |
| 152 | 900 | Citywide Global Schedules | 23-0018 | <u>Asbestos and Hazardous Material and Environmental Remediation Case File</u> | New | Asbestos and Hazardous Material and Environmental Remediation Case File Project files on asbestos abatement and hazardous materials and environmental remediation projects at city owned buildings. Medical records in this series may be confidential per Wis. Stat. § 146.82. | Event (Completion of Project) + 30 yrs./Office | Destroy Under Supervision | |
| 153 | 900 | Citywide Global Schedules | 23-0019 | <u>Maintenance, Equipment Repair, and Service Records</u> | New | Documents the installation, maintenance, service and history of non-capital equipment commonly used to maintain facilities. | Event (Replacement of Equipment) + 1 yr./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0019)</i> | | | | | | | | | |
| 154 | 349 | MPD | 60-0188 | <u>Squad Cards Inspection & Lost Equipment Report</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|---|--------------|---|---|---------------------------|--|
| 155 | 361 | DNS | 66-0081 | <u>Job Record Card Active</u> | | | | | |
| 156 | 526 | DPW | 61-0121 | <u>Condition Of Equipment, Reports ME-14</u> | | | | | |
| 157 | 526 | DPW | 74-0073 | <u>Damage Report ES-6</u> | | | | | |
| 158 | 526 | DPW | 74-0269 | <u>Damaged Or Lost Tool and Equipment ES-95</u> | | | | | |
| 159 | 526 | DPW | 76-0195 | <u>Service Order ES-48</u> | | | | | |
| 160 | 526 | DPW | 77-0189 | <u>Tool Loan Record ES-108</u> | | | | | |
| 161 | 531 | DPW | 67-0125 | <u>Equipment Usage Report</u> | | | | | |
| 162 | 531 | DPW | 70-0198 | <u>Rented Equipment Work Record</u> | | | | | |
| 163 | 531 | DPW | 74-0056 | <u>Municipal Equipment Charge Ticket</u> | | | | | |
| 164 | 531 | DPW | 77-0080 | <u>Repair Order ME-90</u> | | | | | |
| 165 | 531 | DPW | 97-0032 | <u>Equipment Condition Report Bfd 2000</u> | | | | | |
| 166 | 581 | DPW | 69-0210 | <u>Equipment Usage Report</u> | | | | | |
| 167 | 861 | MPL | 73-0138 | <u>Job Order - Custodial Maintenance Work PI-259</u> | | | | | |
| 168 | 861 | MPL | 87-0100 | <u>Daily Maintenance Work Sheet, PI-53</u> | | | | | |
| 169 | 861 | MPL | 87-0101 | <u>Preventive Maintenance Record, PI-55-1</u> | | | | | |
| 170 | 900 | Citywide Global Schedules | 23-0020 | <u>Building Lease Files</u> | New | Files on facilities leased by City entities to third party lessors. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, Limited Access Agreements and License Agreements for various purposes. | Event (Expiration of Lease) + 7 yrs./Office | Destroy Under Supervision | |
| 171 | 900 | Citywide Global Schedules | 23-0021 | <u>Physical Plant Monitoring and Inspection Reports</u> | New | Records documenting the operation of all facets of facilities: HVAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components. | Creation + 6 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0021)</i> | | | | | | | | | |
| 172 | 361 | DNS | 65-0139 | <u>Plumbing Inspection Record Obsolete</u> | | | | | |
| 173 | 361 | DNS | 65-0140 | <u>Plumbing Inspection Record Suburban</u> | | | | | |
| 174 | 526 | DPW | 75-M153 | <u>Traffic Engineering Condition Diagrams</u> | | | | | |
| 175 | 526 | DPW | 76-0204 | <u>Trouble Reports - Secondary ES-73</u> | | | | | |
| 176 | 526 | DPW | 76-0205 | <u>Trouble Reports - Outages ES-41</u> | | | | | |
| 177 | 526 | DPW | 76-0206 | <u>Lamp Replacement Record ES-78</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|---|--------------|--|--------------------------|------------------------------|--|
| 178 | 526 | DPW | 76-0207 | <u>Trouble Reports - Traffic Control Signals ES-117</u> | | | | | |
| 179 | 526 | DPW | 77-0181 | <u>Inspectors Daily Report ES-77</u> | | | | | |
| 180 | 526 | DPW | 77-0182 | <u>Engineers Estimated Cost ES-79</u> | | | | | |
| 181 | 526 | DPW | 77-0196 | <u>Trouble Tag - Red ES-39</u> | | | | | |
| 182 | 526 | DPW | 77-0197 | <u>Trouble Tag - Yellow ES-38</u> | | | | | |
| 183 | 526 | DPW | 78-0154 | <u>Excavation and Service Repair Record ES-89</u> | | | | | |
| 184 | 526 | DPW | 78-0155 | <u>Substation Record ES-90</u> | | | | | |
| 185 | 526 | DPW | 78-0156 | <u>Pavement Marking - Daily Report ES-84</u> | | | | | |
| 186 | 526 | DPW | 80-0137 | <u>Traffic Control Authority Record</u> | | | | | |
| 187 | 526 | DPW | 82-0038 | <u>Construction Deficiency Report</u> | | | | | |
| 188 | 526 | DPW | 82-0039 | <u>Construction Inspection Record</u> | | | | | |
| 189 | 531 | DPW | 67-0113 | <u>Bridgetenders Weekly Report</u> | | | | | |
| 190 | 531 | DPW | 67-0129 | <u>Bridgetenders Inspection Report</u> | | | | | |
| 191 | 531 | DPW | 81-0037 | <u>Inspectors Daily Report BB-39</u> | | | | | |
| 192 | 544 | DPW | 91-0139 | <u>Sewer Record-1/4 Plat Page</u> | | | | | |
| 193 | 581 | DPW | 61-0022 | <u>Service Report</u> | | | | | |
| 194 | 643 | Water Dept. | 91-0107 | <u>Inspector Daily Report - Mains</u> | | | | | |
| 195 | 900 | Citywide Global Schedules | 23-0022 | <u>Land Titles, Conveyances, and Easements</u> | New | Documentation for City owned land, including but not limited to easements, quit claim deeds, warranty deeds, title policies, abstracts, authorizing Common Council resolutions, and related survey maps. Also includes any legal rights granted to others that relate to municipal owned land. Deeds to City-owned property are also maintained by the Milwaukee County Register of Deeds. | Creation +10 yrs./Office | Permanent on archival system | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0022)</i> | | | | | | | | | |
| 196 | 542 | DPW | 88-9004 | <u>Easements - City Owned Property 1956-</u> | | | | | |
| 197 | 542 | DPW | 88-M004 | <u>Easements - City-Owned Property, 1956-</u> | | | | | |
| 198 | 545 | DPW | 97-0039 | <u>Paving Project Encroachments</u> | | | | | |
| 199 | 641 | Water Dept. | 96-0055 | <u>General - Organize - Easements (6)</u> | | | | | |
| 200 | 643 | Water Dept. | 91-0108 | <u>Easements</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|---|--------------|---|--|----------------------------------|--|
| 201 | 900 | Citywide Global Schedules | 23-0023 | <u>City Property Sales Records</u> | New | City Property Sales Records Project folders for sales of city-owned property and/or land, including residential, vacant lots, in rem properties, and surplus city property. Files may include physical information regarding property including photographs and/or maps, inspection notes, sale/transfer information, including marketing information/history, primary and secondary offers to purchase, and closing documents. Box 7: Wis. Stats. § 19.36(13) | Event (Close of Sale) + 5 yrs./Office | Transfer to City Archives at MPL | |
| 202 | 900 | Citywide Global Schedules | 23-0024 | <u>City Facility Maintenance Records</u> | New | Facility and building maintenance, custodial and grounds keeping related records for City-owned facilities. These records document the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components. Records may include, but are not limited to, work orders, logs, work assignments, checklists, inspections, key requests, correspondence and related reports. | Creation + 6 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0024)</i> | | | | | | | | | |
| 203 | 531 | DPW | 66-0071 | <u>Job Orders - Completed Work</u> | | | | | |
| 204 | 531 | DPW | 70-0193 | <u>Service Order</u> | | | | | |
| 205 | 531 | DPW | 95-0177 | <u>MCMS Daily Reports.</u> | | | | | |
| 206 | 543 | DPW | 78-0035 | <u>Service Order E-53</u> | | | | | |
| 207 | 570 | DPW | 73-0086 | <u>Request For Temporary Repairs</u> | | | | | |
| 208 | 581 | DPW | 70-0189 | <u>Parking Lot Maintenance Report</u> | | | | | |
| 209 | 641 | Water Dept. | 97-0080 | <u>O & M - Maintenance Work Orders (26)</u> | | | | | |
| 210 | 900 | Citywide Global Schedules | 23-0025 | <u>Building Access and Security Records</u> | New | Building Access and Security Records documenting assignment of building access, temporary access passes and access cards. Includes detailed data on the date, time and specific doors opened by specific keys or cards. This series pertains only to permissions granted to named user accounts or long-term temporary permissions. For daily visitor access logs, use RRDA 19-0065. For logs of areas accessed by means of the permissions in this series, use RRDA 23-0005. | Event (Rescission of access) + 5 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0025)</i> | | | | | | | | | |
| 211 | 861 | MPL | 76-0247 | <u>Key Control Card PI-88</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|--|--------------|--|--|---------------------------|--|
| 212 | 861 | MPL | 80-0028 | <u>Key Control Card Lockers PI 88-1</u> | | | | | |
| 213 | 900 | Citywide Global Schedules | 23-0026 | <u>Project Files--Not Approved</u> | New | Records of projects proposed by either City units or third-party contractors working on behalf of those units, but never approved or constructed. Records include correspondence, project proposals, project plans or schematics, records of public hearings and notifications, billing or billing structure documents, and other documentation not reflecting built infrastructure. | Event (Rejection of project) + 4 yrs./Office | Destroy Under Supervision | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0026)</i> | | | | | | | | | |
| 214 | 544 | DPW | 76-0113 | <u>Tracing For Public Hearing Drawing, Project Not</u> | | | | | |
| 215 | 549 | DPW | 76-0174 | <u>Public Hearing Folder</u> | | | | | |
| 216 | 900 | Citywide Global Schedules | 23-0027 | <u>Parking Permit and Space Allocation Records</u> | New | Records related to City of Milwaukee employee parking arrangements, including permit allocation for city-owned facilities, individual space allocations, access card issuance logs, waitlists for permits or spaces, and lists of departmental or division parking representatives. This retention matches Statewide RRDA FAC00062. | Event (Parking permit is cancelled or list is superseded) + 1 yr./Office | Destroy Under Supervision | |
| 217 | 900 | Citywide Global Schedules | 23-0028 | <u>Meeting Minutes--Ad Hoc/Informal Meetings</u> | New | Minutes of staff meetings, managerial meetings, ad hoc committees, and other groups not formally constituted by either the Mayor or the Common Council, or regularly attended by a quorum of same. These meetings are typically not subject to open meetings law, are typically operational in nature, and pertain mainly to the individual department or unit in which the meeting is taking place. The administrative value, therefore, is typically lower than that of official" committees." | Creation + 3 yrs./Office | Destroy Under Supervision | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|-----|--|---------------------------|------------|--|--------------|--|---|--|--|
| 218 | 900 | Citywide Global Schedules | 78-0047 | <u>Plats (Final)</u> | Amend | Official engineering maps & indexes to containing volumes of land subdivisions within the City of Milwaukee, as submitted by surveyors &/or property owners following requirements described in MCO 119-6 to 119-10. Maps are received by DCD, which maintains all required certificates & distributes the plats for review by the City Engineer, Public Works Commissioner, and City Treasurer. Once approved by council, Central Drafting maintains the final approved and certified copy. Incorporate 78-M047 & 78-9047 into this series. Retain Paper & microfilm scanned into E-vault & QC + 90 days. | Event (Superseded) + 5 yrs./Office | Transfer to the City Archives at the City Records Center for Permanent retention | |
| 218 | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (78-0047)</i> | | | | | | | | |
| 219 | 191 | DCD | 69-M031 | <u>Subdivision Plat File</u> | | | | | |
| 220 | 230 | Assessor | 62-0049 | <u>Tax Assessors Plat Books</u> | | | | | |
| 221 | 570 | DPW | 75-9169 | <u>Plat - Catch Basin Location - Aperture Card Copy</u> | | | | | |
| 222 | 641 | Water Dept. | 72-9175 | <u>Plants - Maps - Plats (35) - Microfilm Copy</u> | | | | | |
| 223 | 900 | Citywide Global Schedules | 79-0156 | <u>Space Management Records</u> | Amend | Space allocation plans and related documentation for City-owned facilities, which may include the final requests, project plans, space estimates, justifications, specifications, quotations for projects or furniture, copies of building plans, floor layouts, and supporting documentation. This series also includes the current space allocation plan. Retention on this series matches that of Statewide RRDA FAC00061. | Event (Documents superseded or space is vacated) + 1 yr./Office | Destroy Under Supervision | |
| 224 | 900 | Citywide Global Schedules | 97-0035 | <u>Motor Vehicle and Heavy Equipment Maintenance Records</u> | Amend | Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists. | Event (Date the vehicle is disposed) +1 yr./Office | Destroy Under Supervision | |
| | <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (99-0035)</i> | | | | | | | | |
| 225 | 333 | MPD | 60-0292 | <u>Motor Vehicle Service Daily Report</u> | | | | | |
| 226 | 334 | MPD | 13-0001 | <u>Squad Damage Diagram</u> | | | | | |
| 227 | 334 | MPD | 13-0005 | <u>Vehicle Service Report PV-18 -- Districts</u> | | | | | |
| 228 | 334 | MPD | 60-0292 | <u>Motor Vehicle Service Daily Report</u> | | | | | |
| 229 | 347 | MPD | 86-0016 | <u>Motorcycle Maintenance and Repair Record</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|--|-----|---------------------------|------------|---|--------------|---|--|------------------------------|--|
| 230 | 349 | MPD | 13-0004 | <u>Vehicle Service Report PV-18 - Maintenance</u> | | | | | |
| 231 | 349 | MPD | 60-0292 | <u>Motor Vehicle Service Daily Report, PM-17</u> | | | | | |
| 232 | 370 | MPD | 61-0052 | <u>Standard Vehicle Equipment Check List Report</u> | | | | | |
| 233 | 429 | PORT | 90-9015 | <u>Dock, Road, Work Equipment - Owned and In Use</u> | | | | | |
| 234 | 526 | DPW | 76-0196 | <u>Field Report - Minor Vehicle Damage ES-69</u> | | | | | |
| 235 | 526 | DPW | 77-0188 | <u>Motor Service Record ES-32</u> | | | | | |
| 236 | 526 | DPW | 77-0191 | <u>Transformer Service Record ES-125</u> | | | | | |
| 237 | 531 | DPW | 10-0007 | <u>Parts Order List</u> | | | | | |
| 238 | 531 | DPW | 10-0008 | <u>Emergency Parts Pickup Cards</u> | | | | | |
| 239 | 531 | DPW | 10-0009 | <u>Service Orders</u> | | | | | |
| 240 | 531 | DPW | 10-E007 | <u>Repair Order-Parts Record (Fleet Focus)</u> | | | | | |
| 241 | 531 | DPW | 10-E008 | <u>Services Records (Fleet Focus)</u> | | | | | |
| 242 | 900 | Citywide Global Schedules | 99-0027 | <u>Grade and Profile Data</u> | Amend | Documentation of landscape and features of land within the City of Milwaukee. Permanent retention is set to match retention in statewide municipal retention schedules, and reflects the ongoing administrative value of this data. | Creation +10 yrs./Office | Permanent on archival system | |
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (99-0027)</i> | | | | | | | | | |
| 243 | 547 | DPW | 63-9047 | <u>Plat Plan Grade File - Microfilm Copy</u> | | | | | |
| 244 | 547 | DPW | 63-M047 | <u>Plat Plan Grade File</u> | | | | | |
| 245 | 547 | DPW | 69-M207 | <u>Paving Plans (Measured Plans)</u> | | | | | |
| 246 | 549 | DPW | 77-9171 | <u>Profile Books - Microfilm Copy</u> | | | | | |
| 247 | 549 | DPW | 77-M171 | <u>Profile Books</u> | | | | | |
| 248 | 549 | DPW | 88-M090 | <u>Profile Of Streets and Alleys</u> | | | | | |
| 249 | 900 | Citywide Global Schedules | 99-A030 | <u>Special Project Files (Historically Significant)</u> | Amend | All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. This series should be used for projects of historical significance or elevated public interest. Some buildings are subject to MCO Ch. 311 & restricted. | Event (Project is completed) + 10 Yrs. & transfer to MRC Archives. | City Records Archives | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|---|-----|--|------------|--|--------------|---|---------------------|-------------------|
| <i>The department records schedules listed below will be deleted as they are superseded by the schedule above (99-A030)</i> | | | | | | | | |
| 250 | 191 | DCD | 77-0088 | Project and General Material File | | | | |
| 251 | 545 | DPW | 69-M205 | State Div Of Highway Paving Plans | | | | |
| 252 | 545 | DPW | 86-9006 | Expressway Construction File, 1950- - Microfilm | | | | |
| 253 | 545 | DPW | 97-0036 | Highway/Bridge Project Photos/Negatives | | | | |
| 254 | 133 | Common Council/City Clerk/Council Services | 95-0027 | <u>Administrative Review Appeals Board Log</u> | Superseded | Superseded by Schedule 95-0029 Administrative Review Board of Appeals Case Files; No inventory | | |
| 255 | 134 | Municipal Court | 13-0011 | <u>Teller Work</u> | Superseded | Superseded by Schedule 18-0010 Cash Management Administrative Records; No inventory | | |
| 256 | 149 | City Attorney | 76-9068 | <u>Real Estate Acquisition and Disposition File</u> | Superseded | Superseded by Schedule 23-0023 City Property Sales Records; 8 boxes | | |
| 257 | 155 | ITMD | 12-E028 | <u>Landline City Voicemail Messages</u> | Superseded | Superseded by Schedule 04-0024 Voice Mail Records; No inventory | | |
| 258 | 332 | MPD/ Communications | 90-0103 | <u>Dispatch Data (CAD System) - Disk + Magnetic Tape</u> | Superseded | Superseded by Schedule 23-0004 Computer-Aided Dispatch Data--Emergency Management; No inventory | | |
| 259 | 334 | MPD/Districts | 85-0142 | <u>Captain's General File, Group 3</u> | Superseded | Superseded by Schedule 18-0043 Transitory Correspondence; No inventory | | |
| 260 | 334 | MPD/Districts | 93-0038 | <u>Teletype CIB NCIC Positive Hit</u> | Superseded | Superseded by Schedule 85-0108 Teletype Messages--Received; 6 boxes | | |
| 261 | 335 | MPD/Identification Section | 86-0044 | <u>Reference Fingerprint File(Criminal)</u> | Superseded | Superseded by Schedule 96-0007 Reference Fingerprint File-- Applicants and Criminal; 3 boxes | | |
| 262 | 342 | MPD/Training Bureau | 86-0069 | <u>Video Tapes - Training and Roll Call Information</u> | Superseded | Superseded by Schedule 89-0055 Roll Call Information; No inventory | | |
| 263 | 347 | MPD/District 1 | 60-0233 | <u>Arrest List Blotter, Daily</u> | Superseded | Superseded by Schedule 60-0233 Arrest List (Blotter), Daily; No inventory | | |
| 264 | 360 | DNS | 74-0174 | <u>Minutes Of Staff Meetings</u> | Superseded | Superseded by Schedule 23-0029 Meeting Minutes--Ad Hoc/Informal Meetings; No inventory | | |
| 265 | 386 | MHD/ Communicable Disease Prev/Control | 70-0166 | <u>Monthly and Annual Reports</u> | Superseded | Superseded by Schedule 19-0024 Annual Reports; No inventory | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|-----|-----|--|------------|--|--------------|---|---------------------|-------------------|---|
| 266 | 531 | DPW/Bridges & Buildings | 85-0087 | <u>Towed Vehicle Record (ME-42, ME-43)</u> | Superseded | Superseded by Schedule 97-0034 Towed Vehicle Records; No inventory | | | |
| 267 | 570 | DPW/Sewer Maintenance | 70-0223 | <u>Defective Sidewalks, Curbs, Pavements Repairs</u> | Superseded | Superseded by Schedule 19-0066 Public Notices and Affidavits Of Publication; No inventory | | | |
| 268 | 570 | DPW/Sewer Maintenance | 85-0166 | <u>Diggers Hotline Notification, SSM-94</u> | Superseded | Superseded by Schedule 96-0059 Digger's Hotline Requests; No inventory | | | |
| 269 | 641 | Water Dept. | 96-0065 | <u>General-Contracts-Lease (7)</u> | Superseded | Superseded by Schedule 23-0020 Building Lease Files; No inventory | | | |
| 270 | 900 | Citywide Global | 02-0003 | <u>The First Report Of An Accident: OSHA Record 301</u> | Superseded | Superseded by Schedule 76-0117 Injury Reports: OSHA 300A, 301-EB-49, 300; No inventory | | | |
| 271 | 900 | Citywide Global | 12-E027 | <u>Voice Recording System Records</u> | Superseded | Superseded by Schedule 23-0003 Recordings of Incoming Telephone Calls (Non-emergency); No inventory | | | |
| 272 | 544 | Infrastructure Environmental Engineering | 89-0143 | <u>Lateral Inspection Tape (Video)</u> | Superseded | Superseded by Schedule 00-0032 Sewer Exam Inspection Report File; No inventory | | | |
| 273 | 544 | Infrastructure Environmental Engineering | 89-0144 | <u>Sewer Inspection Tape (Video)</u> | Superseded | Superseded by Schedule 00-0032 Sewer Exam Inspection Report File; No inventory | | | |
| 273 | | | | | Close | <i>The department records schedules listed below will be deleted as they are no longer created</i> | | | |
| 274 | 158 | City Records/E-vault | 11-0061 | Mainstreet Milwaukee Applications Results/Scores | | | | | |
| 275 | 287 | ERS | 08-0012 | <u>Text Of The Act-Police and Annuity Benefit Fund</u> | | | | | Municipal Research Library maintains record for permanent preservation. |
| 276 | 287 | ERS | 08-0013 | <u>Fire and Police Commission Rule Book 1948</u> | | | | | Municipal Research Library maintains record for permanent preservation. |
| 277 | 287 | ERS | 08-0014 | <u>Firemen's Annuity and Benefit Fund Rule Books</u> | | | | | Municipal Research Library maintains record for permanent preservation. |
| 278 | 287 | ERS | 08-0015 | <u>Rules and Regulations Of Fire and Police Pensions</u> | | | | | Municipal Research Library maintains record for permanent preservation. |
| 279 | 440 | ERS/Police And Annuity Benefits | 07-9034 | <u>Historical PABF Files, Microfilm</u> | | | | | |
| 280 | 440 | ERS/Police And Annuity Benefits | 07-M034 | <u>Historical PABF Files</u> | | | | | |
| 281 | 526 | DPW/Traffic Division | 77-0178 | <u>Location Service Request ES-123</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|-----|-----|--|------------|--|--|---|---------------------|-------------------|--|
| 282 | 544 | Infrastructure Environmental Engineering | 80-M047 | <u>House Sewer Record Books</u> | | | | | |
| 283 | 570 | DPW/Sewer Maintenance | 70-0208 | <u>Emergency Services</u> | | | | | |
| | | | | | Close | <i>The department records schedules listed below will be deleted as they are non-records</i> | | | |
| 284 | 333 | MPD/Central Records Division | 85-0089 | <u>Common Council Proceedings and Index - Copy</u> | | | | | |
| 285 | 526 | DPW/Traffic Division | 77-0180 | <u>Earthwork Computations ES-68</u> | | | | | |
| 286 | 543 | Infrastructure/Construction | 70-0181 | <u>Pavement Construction Work Folder</u> | | | | | |
| 287 | 547 | Infrastructure Estimating/Assessments | 63-0044 | <u>Estimate Of Street Or Alley Work</u> | | | | | |
| 288 | 548 | Infrastructure Admin | 69-0202 | <u>Labor Distribution - Work Sheets</u> | | | | | |
| 289 | 200 | DNS/Development Center | 02-0014 | <u>Building Plan Examination Documents</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i> | Building plans, surveys, authorization letters, and other materials submitted to the Development Center for review of construction, remodeling or, refurbishing of residential & commercial property for planners' approval. These records have ongoing administrative and historic value and will be maintained indefinitely at the City Records Center. | Event + 10 yrs. | Permanent | |
| 290 | 200 | DNS | 09-0030 | <u>Water Service Application</u> | | | | | |
| 291 | 200 | DNS | 09-0031 | <u>Water Service Permit</u> | | | | | |
| 292 | 200 | DNS | 63-0165 | <u>Plans Building Minor</u> | | | | | |
| 293 | 200 | DNS | 69-0003 | <u>Plans Plumbing Minor</u> | | | | | |
| 294 | 200 | DNS | 69-9002 | <u>Plans Plumbing Minor - Microfilm Copy</u> | | | | | |
| 295 | 200 | DNS | 69-M002 | <u>Plans Plumbing Major</u> | | | | | |
| 296 | 501 | DPW | 63-0032 | <u>Plans For Permits Issued To Utilities</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|----------------------------|------------|---|---|---|--------------------------|--|
| 297 | 900 | City-wide Global Schedules | 10-0025 | <u>Timekeeping Files (Departmental)</u> | The department records schedules listed below will be deleted as they are superseded by this Global schedule | This schedule is for all city departments that use formal paper or electronic records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees/managers have 2 years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick, FMLA, etc.) as provided by Wis. Stat. 109.09. This series is specific to timekeeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department. | Creation + 2 yrs./Office | Destroy Under Supervision |
| 298 | 329 | MPD | 76-0109 | <u>Roll Call, Daily Pd-17</u> | | | | |
| 299 | 330 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 300 | 331 | MPD | 76-0109 | <u>Roll Call, Daily Pd-17</u> | | | | |
| 301 | 332 | MPD | 76-0109 | <u>Roll Call, Daily Pd-17</u> | | | | |
| 302 | 333 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 303 | 333 | MPD | 93-9050 | <u>Daily Roll Call Sheet</u> | | | | |
| 304 | 333 | MPD | 93-M050 | <u>Daily Roll Call Sheet</u> | | | | |
| 305 | 340 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 306 | 342 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 307 | 343 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 308 | 346 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 309 | 350 | MPD | 76-0109 | <u>Roll Call, Daily PD-17</u> | | | | |
| 310 | 570 | DPW | 75-0058 | <u>Daily Work Assignments SSM-223</u> | | | | |
| 311 | 570 | DPW | 75-0060 | <u>Labor Pool Assignment SSM-135</u> | | | | |
| 312 | 900 | City-wide Global Schedules | 15-A007 | <u>Minutes-Boards, Commissions, Committees, Task Forces</u> | The department records schedules listed below will be deleted as they are superseded by this Global schedule | This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees, Task Forces in accordance with the Milwaukee Code of Ordinances Section 305-32-2a, provided by Wis. Stat. 109.09. This series is specific to timekeeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department. | Creation | City Archives (Municipal Research Library) |
| 313 | 130 | LRB | 11-0060 | <u>Mainstreet Milwaukee Partners Board Minutes</u> | | | | |
| 314 | 130 | LRB | 72-0044 | <u>Board Of Election Commissioners Meeting Minutes</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | |
|-----|-----|----------------------------|------------|---|---|---|---|---------------------------|--|
| 315 | 900 | City-wide Global Schedules | 18-0003 | <u>Routine Status and Activity Reports</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Internal statistical & narrative reports created by a department on the routine operations and functions of a fiscal office, including weekly, monthly and quarterly reports for operations, management analysis and planning. Examples include control group reports, purchasing cross-reference reports, custom process scheduler reports, query printouts, and all other data summaries saved or separated from FMIS. | Event (Administrative Value Expires) + 1 year | Destroy Under Supervision | |
| 316 | 134 | Municipal Court | 09-E061 | <u>Case Management Information System Reports</u> | | | | | |
| 317 | 134 | Municipal Court | 13-E021 | <u>Payment and Refund Processing Reports</u> | | | | | |
| 318 | 900 | City-wide Global Schedules | 18-0008 | <u>Accounts Receivable</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Records related to the receipt of funds for goods or services provided. These may include, but are not limited to, records documenting receipt of funds including forms, cash register receipts, receipts, receipts remittance forms, cash receipts and attached documentation, accounts receivable invoices, deposit forms, lockbox reports, & other accounts receivable documentation. | Fiscal Yr. + 8 yrs., | Destroy Under Supervision | |
| 319 | 134 | Municipal Court | 13-0019 | <u>Mail Payment Enclosures</u> | | | | | |
| 320 | 543 | DPW | 78-0032 | <u>Statement Of Expenses Incurred For City Of Milwaukee</u> | | | | | |
| 321 | 900 | City-wide Global Schedules | 18-0016 | <u>Capital and Non-Capital Equipment Inventories</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Records include running inventories of capital equipment such as motor vehicles, audio-visual equipment, computers, printing and mailing equipment, production copiers, tools, lab equipment, furniture, etc., that describe each piece of property, denote its location, and provide totals of each type of equipment owned by City Departments. Also included are the same types of inventories for non-capital equipment such as office supplies, computers, commodities, parts and materials. | Fiscal Yr. + 4 yrs., | Destroy Under Supervision | |
| 322 | 334 | MPD | 86-0018 | <u>Radio Checkout Sheet</u> | | | | | |
| 323 | 347 | MPD | 86-0018 | <u>Radio Checkout Sheet</u> | | | | | |
| 324 | 531 | DPW | 66-0078 | <u>In & Out Report</u> | | | | | |
| 325 | 531 | DPW | 67-0127 | <u>Equipment In-Out Report BME</u> | | | | | |
| 326 | 531 | DPW | 70-0191 | <u>Equipment Leased To Departments</u> | | | | | |
| 327 | 570 | DPW | 70-0216 | <u>Asphalt Plant Tonnage Production</u> | | | | | |
| 328 | 570 | DPW | 82-0031 | <u>Equipment In-Out Report ME-16</u> | | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|----------------------------|------------|--|---|--|---------------------|--|
| 329 | 900 | City-wide Global Schedules | 18-A042 | <u>Subject Files-City Departments & Elected Officials</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Records pertain to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a City Department or office of an elected official. Files may contain, but are not limited to, correspondence, notes, memoranda, reports, publicity material, e-mails or other electronic communications, project planning records, clippings, and other material relevant to the event, person, policy, or program. Records of this type are usually, though not always, kept as official records by the Department Head/elected official or their designate. These records have high administrative and historical value and should be transferred to the City Archives for permanent preservation at the end of their retention period. | Creation + 7 Yrs. | City Archives (Milwaukee Public Library) |
| 330 | 429 | PORT | 89-9115 | <u>Correspondence File - Dredging & Filling -</u> | | | | |
| 331 | 158 | City Records/E-vault | 11-0059 | <u>Mainstreet Milwaukee Reinvestment Statistics</u> | | | | |
| 332 | 158 | City Records/E-vault | 11-0062 | <u>Mainstreet Milwaukee Program Development & Assessment Records</u> | | | | |
| 333 | 158 | City Records/E-vault | 11-0063 | <u>Mainstreet Milwaukee District Information</u> | | | | |
| 334 | 429 | PORT | 89-0099 | <u>Pilferage</u> | | | | |
| 335 | 429 | PORT | 89-0111 | <u>Correspondence File - Rates, Tariffs</u> | | | | |
| 336 | 429 | PORT | 89-0113 | <u>Correspondence File - Permits, Use Of Facilities</u> | | | | |
| 337 | 429 | PORT | 89-0120 | <u>Correspondence File - Moorings</u> | | | | |
| 338 | 429 | PORT | 89-9114 | <u>Correspondence File - Permits, U.S. Portwork -</u> | | | | |
| 339 | 429 | PORT | 89-9116 | <u>Correspondence File - Vacated Canals & Waterways-</u> | | | | |
| 340 | 429 | PORT | 89-9123 | <u>Correspondence File - Vessels 1920-Microfilm Copy</u> | | | | |
| 341 | 429 | PORT | 89-9125 | <u>Vessels - Microfilm Copy</u> | | | | |
| 342 | 429 | PORT | 89-M114 | <u>Correspondence File - Permits, U.S. Portwork</u> | | | | |
| 343 | 429 | PORT | 90-9013 | <u>Correspondence File - Port Facilities 1918- -</u> | | | | |
| 344 | 429 | PORT | 90-9029 | <u>Port Auto Parking Lot 1959-80 - Microfilm Copy</u> | | | | |
| 345 | 429 | PORT | 90-9030 | <u>Correspondence File - Real Estate, 1913 -</u> | | | | |
| 346 | 429 | PORT | 90-9032 | <u>Correspondence File - Yard Lights, Rr Crossing</u> | | | | |
| 347 | 429 | PORT | 94-9038 | <u>Municipal Port Tariffs (Film Record). Valuable</u> | | | | |
| 348 | 429 | PORT | 94-9039 | <u>Correspondence On Mooring In Port In Winter (Film</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|----------------------------|------------|---|---|--|---|---|
| 349 | 900 | City-wide Global Schedules | 19-0020 | <u>External Complaints (Non-Police)</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Complaints filed by members of the public and received by City of Milwaukee departments (non-Police) regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements. Excluded from this schedule are all police related complaints including ones that go before the Fire & Police Commission. Those complaints should be retained in accordance with the MPD and Fire and Police Commission department-specific schedules. | Event (Resolution, Dismissal or End of Litigation) + 2 yrs. | Destroy Under Supervision |
| 350 | 383 | MHD | 77-0133 | <u>Citizens Complaint H-339</u> | | | | |
| 351 | 570 | DPW | 67-0143 | <u>Complaint Record Book</u> | | | | |
| 352 | 900 | City-wide Global Schedules | 19-0021 | <u>Contracts and Agreements (Non-Purchasing)</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Contracts executed by Depts. or on behalf of the City, w/ or without Purchasing mediation, including commodity & service contracts, intergovernmental cooperation agreements and leases. The series contains the executed contract itself, original winning bids, proposals, bid tabulations, compliance reporting doc., & correspondence. Dept. contract files may include supplementary info of operational rather than fiscal use, which should be maintained by the dept. for the full retention period. | Event (Close of Contract) + 6 yrs. | contract itself & financial docs to be transferred to Comptroller's Office for retention under Schedule 19-0043 |
| 353 | 429 | PORT | 89-0014 | <u>Leases, Expired 1927-</u> | | | | |
| 354 | 429 | PORT | 89-9100 | <u>Contracts - Miscellaneous #1 - Microfilm Copy</u> | | | | |
| 355 | 429 | PORT | 89-9101 | <u>Contracts and Correspondence, Misc. #2 - Microfilm</u> | | | | |
| 356 | 900 | City-wide Global Schedules | 19-0025 | <u>Routine Reports</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Status update reports produced by City departments, divisions and units that are not otherwise associated with an existing records schedule. Routine reports are necessary for monitoring purposes but typically the information they contain is summarized in an annual or other less-periodic report. | Event (Report Finalized) + 3 yrs. | Destroy Under Supervision |
| 357 | 200 | DNS | 65-0009 | <u>New Construction Reports</u> | | | | |
| 358 | 331 | MPD | 60-0096 | <u>Dance Application and Report, PD-7</u> | | | | |
| 359 | 331 | MPD | 60-0108 | <u>Daily Record Of Subpoenas, PD-29</u> | | | | |
| 360 | 331 | MPD | 61-0261 | <u>Pedestrian Ord & Ped ROW, Summary Of Arr. & Warnings</u> | | | | |
| 361 | 331 | MPD | 73-0232 | <u>Work Unit Report Quarterly C93A</u> | | | | |
| 362 | 331 | MPD | 73-0234 | <u>Field Supervisory Officers Report To Inspector</u> | | | | |
| 363 | 331 | MPD | 85-0125 | <u>Uniform and Equipment Orders, Historical Report,</u> | | | | |
| 364 | 331 | MPD | 87-0012 | <u>Performance Measure, Missing Unit Report -</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|-------|------------|---|--------------|--------------------------|------------------------|----------------------|
| 365 | 331 | MPD | 87-0013 | <u>Performance Measure Reports, PRD-1, PRD-2, Data,</u> | | | | |
| 366 | 331 | MPD | 88-0054 | <u>Inspectional Services Daily Report To Asst and</u> | | | | |
| 367 | 331 | MPD | 88-0055 | <u>Inspection Report, Inspectional Services</u> | | | | |
| 368 | 331 | MPD | 88-0057 | <u>Inspectional Services Daily Report To Chief Of Police</u> | | | | |
| 369 | 331 | MPD | 89-0052 | <u>Activity Reports, Districts/Bureaus, PI-4, PS-4</u> | | | | |
| 370 | 331 | MPD | 94-0006 | <u>Photocopier Usage Report</u> | | | | |
| 371 | 331 | MPD | 97-0055 | <u>Complaints Against Members (Monthly Report PC-49)</u> | | | | |
| 372 | 333 | MPD | 61-0325 | <u>Writs Issued Daily Summary</u> | | | | |
| 373 | 333 | MPD | 64-0072 | <u>Major Crime Report, Statistics</u> | | | | |
| 374 | 333 | MPD | 64-M071 | <u>Major Crime Report, Daily</u> | | | | |
| 375 | 333 | MPD | 72-0136 | <u>Detective Service Report, PD-22</u> | | | | |
| 376 | 334 | MPD | 60-0108 | <u>Daily Record Of Subpoenas, PD-29</u> | | | | |
| 377 | 334 | MPD | 60-0290 | <u>Major Crimes Daily Flasher From Det. Bur.</u> | | | | |
| 378 | 334 | MPD | 60-0305 | <u>Missing Persons-Mo. Summary Of Person Still Missing</u> | | | | |
| 379 | 334 | MPD | 95-0024 | <u>MPD Missing Report Computer Summary</u> | | | | |
| 380 | 386 | MHD | 73-0040 | <u>Communicable Disease By County Weekly Summ Copy</u> | | | | |
| 381 | 531 | DPW | 64-0103 | <u>Gas and Oil Record</u> | | | | |
| 382 | 531 | DPW | 66-0080 | <u>Gas, Oil & Diesel Fuel Disbursement, T A B Report</u> | | | | |
| 383 | 544 | DPW | 76-0116 | <u>Time Operation Chart</u> | | | | |
| 384 | 570 | DPW | 61-0090 | <u>Pavement Cut Report (Street Permit)</u> | | | | |
| 385 | 570 | DPW | 67-0145 | <u>Operator's Mun Equip Report Daily</u> | | | | |
| 386 | 570 | DPW | 70-0202 | <u>Inspector's Daily Report</u> | | | | |
| 387 | 570 | DPW | 70-0213 | <u>Pavement Cut Inspectors Daily Report. Lists Public</u> | | | | |
| 388 | 570 | DPW | 73-0085 | <u>Record Of Events Street Maintenance SSM 206</u> | | | | |
| 389 | 570 | DPW | 83-0018 | <u>Inventory Disbursement By Account No. & Purpose, C</u> | | | | |
| 390 | 570 | DPW | 92-0028 | <u>Hydrant Usage</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|----------------------------|------------|---|---|---|--|---------------------------|
| 391 | 900 | City-wide Global Schedules | 19-0072 | <u>Project Files (Routine)</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. | Event (Project is completed) + 10 yrs. | Destroy Under Supervision |
| 392 | 200 | DNS | 95-0125 | <u>Public Way Permit Copies</u> | | | | |
| 393 | 502 | DPW | 89-9048 | <u>Project Control Card - Microfilm Copy</u> | | | | |
| 394 | 502 | DPW | 89-M048 | <u>Project Control Card</u> | | | | |
| 395 | 502 | DPW | 91-0050 | <u>Sidewalk Repair Certificate</u> | | | | |
| 396 | 526 | DPW | 77-0183 | <u>Construction Records ES-121</u> | | | | |
| 397 | 542 | DPW | 80-0116 | <u>City Engineer Paving Letter - Project Review</u> | | | | |
| 398 | 547 | DPW | 63-0046 | <u>Work Order Diary - Yearly</u> | | | | |
| 399 | 547 | DPW | 78-0183 | <u>Pavement Record</u> | | | | |
| 400 | 548 | DPW | 83-0017 | <u>CDA Block Grant Project File</u> | | | | |
| 401 | 643 | Water Dept. | 92-9038 | <u>Pipe, Hydrant, Gate Index-Aperture Card</u> | | | | |
| 402 | 643 | Water Dept. | 92-M037 | <u>Pipe, Hydrant and Gate Record</u> | | | | |
| 403 | 900 | City-wide Global Schedules | 19-0094 | <u>Routine HRMS Reports</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Routine reports generated from HRMS used to support changes to loaded, but not confirmed payrolls. Reports include, but are not limited to 112R, Master_PR_Checklist, Edits, Error Reports, Payroll Queries, Hours Queries, Adjustment Audit Queries, Short Pay Listings, Inactive with Data Lists, Verification E-mails, Holiday/Optional Holiday Audits, Union Dues Mismatch, Zero Hour Listings, Individual Direct Deposit Reversals, Terminal Leave Reports, Credit Union Audits, One | Creation + 3 yrs. | Destroy Under Supervision |
| 404 | 334 | MPD | 72-0100 | <u>Labor Cost By Purpose</u> | | | | |
| 405 | 347 | MPD | 72-0100 | <u>Labor Cost By Purpose</u> | | | | |
| 406 | 900 | City-wide Global Schedules | 20-0011 | <u>Business Correspondence- Routine</u> | <i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i> | Correspondence sent or received in any format by City employees. Records are required as evidence of transactions, approval or decision making responsibility, but do not contain long-term historical value. Examples of records include routine notifications to City residents, answers to questions regarding a function of the department, status reports, etc. | Creation + 3 yrs. | Destroy Under Supervision |
| 407 | 287 | ERS | 99-0134 | <u>Office Business Records (Routine)</u> | | | | |
| 408 | 333 | MPD | 77-0064 | <u>Correspondence 1970- Index</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition |
|-----|-----|-------------------------|------------|--|--|--|----------------------------|---------------------------|
| 409 | 347 | MPD | 85-0138 | <u>General File, Group 2</u> | | | | |
| 410 | 390 | MHD | 69-0169 | <u>Correspondence</u> | | | | |
| 411 | 390 | MHD | 69-0182 | <u>Subject File</u> | | | | |
| 412 | 391 | MHD | 72-0074 | <u>General Subject File</u> | | | | |
| 413 | 542 | DPW | 79-0155 | <u>Correspondence - SSM Projects</u> | | | | |
| 414 | 643 | Water Dept. | 91-0104 | <u>Correspondence - Mains</u> | | | | |
| 415 | 381 | Health Department-Admin | 21-0039 | <u>Clinic Patient Medical Records</u> | <i>The department records schedules listed below will be deleted as they are superseded by this schedule</i> | Records used by clinical units within the Milwaukee Health Department to document services rendered to patients. Files may include, but are not limited to, charts, assessments, referrals, reports, diagnostic results, notes, & other documentation related to clinical service. Forms that may be found in these records include H-1006, H-1212, H-1207, H1065, & H-1069, among others. | Creation + 3 yrs. | Destroy Under Supervision |
| 416 | 390 | MHD | 69-0172 | <u>Clinic Chart Sheets; Face Sheet & Clinic Record Sheet</u> | | | | |
| 417 | 390 | MHD | 69-0173 | <u>Chemo Chart Sheets</u> | | | | |
| 418 | 300 | MPD Global | 60-0225 | <u>Official Department Orders</u> | <i>The department records schedules listed below will be deleted as they are superseded by this schedule</i> | All official Department Orders issued by the Chief of Police regarding department policies, procedures, transfers and disciplinary actions. Typically, Orders indicate actions to be taken by some, or all, MPD staff to fulfill a directive by the Chief or his office. This series includes MPD Standard Operating Procedures (SOPs). The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. | Creation + 7 yrs. - Office | Destroy Under Supervision |
| 419 | 331 | MPD | 89-9061 | <u>Department Orders - Microfilm Copy</u> | | | | |
| 420 | 347 | MPD | 60-0225 | <u>Official Department Orders</u> | | | | |
| 421 | 347 | MPD | 60-0264 | <u>Orders & Instructions Issued To Members - Register</u> | | | | |
| 422 | 300 | MPD Global | 85-0108 | <u>85-0108 Teletype Messages-- Received</u> | <i>The department records schedules listed below will be deleted as they are superseded by this schedule</i> | Teletype messages received by Milwaukee Police Department personnel from the teletype desk in MPD Communications, including messages for stolen vehicles, missing persons, officer-involved incidents, and other MPD events. Teletypes received by officers, districts, and other personnel are informative in nature, and rarely include information not available on other MPD systems. They should be retained by the receiving district or division for audit/proof of receipt purposes. | Event + 1 yr. | Destroy Under Supervision |
| 423 | 334 | MPD | 85-0146 | <u>Message Summary, Copy</u> | | | | |
| 424 | 347 | MPD | 85-0146 | <u>Message Summary, Copy</u> | | | | |
| 425 | 347 | MPD | 93-0038 | <u>Teletype CIB NCIC Positive Hit</u> | | | | |

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| State Board Approval Required (Y/N) |
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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State
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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

| State Board Approval Required (Y/N) |
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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

**State
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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

State Board Approval Required (Y/N)

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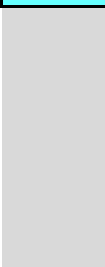
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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

**State
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