

**City Information Management Committee Retention Schedules
March 13, 2025**

#'s	Major	Organizations	Schedule Code	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
1	Common Council	CCCC-131	25-0004	Administrative Review Board of Appeals--Rejected Cases	Appeals of City-level administrative determinations filed with the Administrative Review Board of Appeals, but which is rejected without hearing for reasons of jurisdiction, missed filing deadline, improper submission of filing fee, or exclusion from subsection to review, following requirements in Wis. Stat. § 68.03.	NEW	Event	3	Destroy	New Schedule created at request of department.
2	Common Council	CCCC-132	25-0005	Municipal ID Appeals Files	Records related to appeals of eligibility for a Milwaukee Municipal ID, including correspondence, original application, affidavit and denial notices. Per License Division procedure copies of proof of identity or proof of residence may be required to be retained for the duration of the appeals process, but should be maintained on as short a retention as practicable once no longer needed.	NEW	Event	3 Months	Destroy Confidential	New schedule identified during update of Muni ID application schedule (16-0054).
3	Common Council	CCCC-132	16-0054	Municipal Identification Application & Affidavit	Records related to issuing of Milwaukee Municipal Identification cards. The record series consists of the application submitted by the potential licensee, as well as affidavits relating to identity changes (name, gender identification, or address) from a previous municipal ID or other government identification. Other documentation, including proof of identity and proof of residency, is required as part of the application process and is reviewed by License Division staff for authenticity, but copies should not be retained because of the sensitive nature of these records.	Amend	Creation	3 Months	Destroy Confidentially	Request from the department to reduce retention from 6 months to 3 for applicant privacy protection. Amended records description to better describe the records in the series.
4	Department of Administration	DOA-152	61-058D	Daily Material Disbursements		Close				Supersede 18-0016 (Inventories)
5	Department of Administration	DOA-155	64-0029	Equipment Usage Proofs & Reports, All		Close				Supersede 19-0094 (Routine HRMS reports)
6	Dept. Of Neighborhood Services	DNS-360	80-0015	Alderman Service Request CC-221		Close				Supersede 05-0004 (DNS Enforcement Orders)
7	Department of Public Works	DPW-501	25-0002	Drug and Alcohol Tests-Positive Results	Records of verified positive drug tests and/or alcohol tests indicating blood alcohol concentration at or above Federal Department of Transportation standards. This series may also include supplemental material such as equipment calibration documentation; documentation of refusal to take a required drug or alcohol test; and Substance Abuse Professional referrals and evaluations.	NEW	Event	15	Destroy Confidentially	New Schedule created at request of department. Supersede 23-0033 (Special Assessment Lists and Property Information Report)
8	Department of Public Works	DPW-502	72-0197	Petition & Waivers For Pub Imp 1958 To Date		Close				
9	Department of Public Works	DPW-526	61-0115	Parking Meter Complaint and Repair Rec ES-105		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
10	Department of Public Works	DPW-526	67-0158	Traffic Signal Controller Diagrams Non-Current		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
11	Department of Public Works	DPW-526	77-0184	Traffic Provisions ES-122		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
12	Department of Public Works	DPW-526	80-0140	Equip Rental and Control Tape EDS-183		Close				Supersede 23-0019 (Maintenance, Equipment Repair, and Service Records)
13	Department of Public Works	DPW-526	61-0137	Traffic Markers Damaged		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
14	Department of Public Works	DPW-526	76-0178	Street Light Data Sheet ES-119		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
15	Department of Public Works	DPW-526	76-0194	Label, Sign ES-100		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
16	Department of Public Works	DPW-526	77-0177	Estimate Sheet For Permanent Street Lighting		Close				Supersede 23-0015 (Street and Sidewalk Operations File)
17	Department of Public Works	DPW-542	81-9043	Kinnickinnic River Flushing Station Records		Close				Close-Time Limited Series. Transfer 1 box to 18-A042 (subject files)
18	Department of Public Works	DPW-542	81-M043	Kinnickinnic River Flushing Station Records		Close				Close-Time Limited Series.
19	Department of Public Works	DPW-549	74-0345	Legal Instruments (Disputed Brown Deer Area)		Close				

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20	Dept. Of Neighborhood Services	DNS-360	73-0263	Standards and Appeals Cases - Non-Variance Decisions	Records related to matters heard by the Standards and Appeals Commission not related to building code variances, including contesting suspension/revocation of a professional license or contesting an order to raze or order to correct conditions. Files consist of the original order or revocation letter from which appeals were filed, as well as the final decision of the Commission, and may include correspondence, surveys, plans, drawings, photos, and other pertinent information. Because records in this series typically relate to an administrative event at a specific point in time, they are generally not precedential in nature and a non-archival disposition is warranted.	Amend	Event	5	Destroy	Amended schedule to pertain to order and revocation appeals only.
21	Dept. Of Neighborhood Services	DNS-360	25-0003	Building Code Variances and Supporting Documentation	Variances to the City of Milwaukee Building Code granted by the Department of Neighborhood Services (DNS) and/or the Milwaukee Standards and Appeals Commission (SAC) under Milwaukee Code of Ordinances Ch. 200-16.5 and 200-17, in which the "spirit and functional intent of the code are observed and the public health, safety and welfare are assured."The variance case files provide precedent for the Commissioner and the SAC for future related interpretations of the Building Code.	NEW	Event	1	Send to Archives (MRC)	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.
22	Employees Retirement System	ERS-287	99-0119	Investment Manager Information	Reports related to the activity of Employee Retirement System professional investment managers. Records consist primarily of periodic investment reports (monthly, quarterly, annual) on topics such as returns, performance attribution, holdings detail, sector and geographic exposures, counterparties for derivatives transactions, trade detail, market commentaries, outlooks, reconciliations, capital account statements, financial statements, proxy voting, fact sheets, compliance statements, fee reports, risk reports, portfolio review, and downgraded securities updates.	Amend	Event	7	Destroy Confidentially	Updated title and description following advice from ERS.
23	Global	900-ALL	84-0002	Payroll Actions and Adjustments	Records used to report or initiate changes to payroll, including changes in pay rate, position, errors or changes to time periods; to report ordinal or contractual buyouts upon termination.or to record monetary takebacks such as for jury duty & military service.	Amend	Event	5	Destroy Confidentially	Request by Payroll to reduce retention to CR +5 following Related Statewide GRS PAY00004. Cleaned up description language.
24	Global	900-ALL	91-0043	Deductions Registers	Record of deductions, including benefits, pension, deferred compensation, Combined Giving Campaign, United Performing Arts Fund (UPAF), garnishments, and other deduction sources. Records include information on deduction type, begin/end date of deduction, deduction amount and annual goal amount.	Amend	Creation	5	Destroy Confidentially	Request from payroll to reduce retention to CR + 5 following Statewide Global PAY0012 .
25	Global	900-ALL	82-0055	Payroll Summaries, Reconciliations & Distributions	Reports generated from the city's Financial Management System and other payroll data indicating payroll summaries and distribution. Types of reports include, but are not limited to, Payroll Summary, Self-Service Paychecks, Paycheck Register, Direct Deposit Register, Gross Payroll Distribution (XGLDT), One-Time Deduction with backup documentation, Run-to-Run Distribution, Reversal of Individual Payrolls, Deceased Employee Process.	Amend	Creation	5	Destroy Confidentially	Payroll requested revision of retention to CR + 5 to match Related Statewide GRS PAY00012. Adjusted description language to make system-neutral.
26	Global	900-ALL	77-0199	Auto Allowance File	Records of Auto Allowance funds allocated to employees using personal vehicles for City business. The file includes records of eligible vehicles, mileage reports with business reason for mileage, adjustments to the allowance and approvals by the employee and manager.	Amend	Fiscal Year End	3	Destroy Confidentially	Payroll requested change in retention to CR+3.
27	Global	900-ALL	14-0014	941/941X Employers Quarterly Federal Tax Return and Corrections	Records associated with the City's quarterly 941 & 941x (corrected tax return) federal tax returns, including backup docs. This form reports to the IRS the amount of income tax, social security tax, or Medicare tax withheld across all payroll & indicates remaining Federal tax burden to be shouldered by the City.	Amend	Fiscal Year End	4	Destroy Confidentially	By request of the Payroll office, reducing the retention on this schedule from 10 years to FIS +4 to match retention of other city tax records (RRDA 19-0094).
28	Health Dept.	MHD-386	25-0001	COVID-19 Hotline Tracking	Log sheets and other records recording calls received on the Milwaukee Health Department's COVID-19 Hotline, which was created to answer questions and provide guidance to Milwaukee residents during the COVID-19 pandemic. Because these records serve as input forms for other tracking systems with extended retention, their value is primarily administrative; they should be kept for a nominal amount of time after data entry for due diligence/quality control purposes.	NEW	Event	1	Destroy Confidential	New Schedule created during audit of department records.

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29	Office of the City Treasurer	TRS-221	69-0056	Tax Deed Foreclosure Files	All forms, documents, and correspondence relating to the foreclosure of delinquent real estate tax parcels, as authorized by Wis. Stats. §§ 75.19, 75.20, 75.521, and others.	Amend	Event		7 Destroy	Amendment to EVT + 3 was not approved by SRB for November 2024. New recommendation accounts for reimbursement provisions in 2023 WI Act 207 (Wis Stat. 75.36).
30	Office of the Comptroller	COMP-211	74-0093	Proof Sheet - Comptroller's Posting Operations		Close				Supersede 18-0005 (Reconciliation Working Documents)
31	Office of the Comptroller	COMP-211	75-0077	Water Dept Fiscal Agent - Worksheets & Misc		Close				Supersede 18-0005 (Reconciliation Working Documents)
32	Office of the Comptroller	COMP-211	76-0216	Borrowing - General Obligation - Miscellaneous		Close				Supersede 20-0013 (Bond Records)
33	Office of the Comptroller	COMP-211	77-0021	Industrial Land Bank - Borrowing - Fund		Close				Supersede 20-0013 (Bond Records)
34	Office of the Comptroller	COMP-211	80-0068	Listing and Summary Of Subsidiary Account		Close				Supersede 18-0003 (Routine Status and Activity Reports)
35	Office of the Comptroller	COMP-211	81-0016	Carryover - Year End Balances		Close				Supersede 18-0003 (Routine Status and Activity Reports)
36	Office of the Comptroller	COMP-211	70-0091	Register Checks Issued By City Treas		Close				Supersede 18-0011 (Checks-Cancelled)
37	Office of the Comptroller	COMP-240	79-0016	Tax Deeds For Property Sold		Close				Close-Time Limited Series (1920-1952)
38	Police	MPD-ALL	60-0186	Special Events Files--Planning and Logistics Records	Records related to the administrative aspects of planning, staffing, and managing operations of special events at which Milwaukee Police Department staffing is requested. Records in this series include, but are not limited to, agreements and contracts with the contracting entity, staffing sign-up sheets and reports, activity reports, deployment information, equipment purchase requests, invoices, and post-action reports.	Amend	Event	3	Destroy Confidentially	Updated Title and Description and moved to Police Global.