

City Information Management Committee Retention Schedules

July 9, 2026

#'s	Major	Organizations	Schedule Code	Schedule Title	Schedule Description	Review Type	Event Code	Years	Disposition	Review Notes
1	Department of Neighborhood Services	Administration	26-0012	Animal Keeping Permits	Permits issued by the Department of Neighborhood Services to individuals for purposes of managing possession and appropriate use of animals within the City of Milwaukee, including but not limited to: Animal Fancier permits, commercial animal keeping or grooming permits, horse stable permits, chicken-keeping permits, and bee-keeping permits. These permits are associated with the applicant rather than the property at which the animal(s) are being kept. The series also contains any and all supplemental materials.	NEW	Expiration of Permit	5	Destroy	New Schedule created at request of department.
2	Milwaukee Water Works	Administration	03-E022	Water Quality Data	Original worksheets and water quality results from the Linnwood Water Treatment Plant, Howard Water Treatment Plant, and Milwaukee Water Works Distribution System based on testing performed in the Milwaukee Water Works laboratories. Records include; online instrument verifications, results of chemical parameter testing on process control grab samples, permit sampling results, customer service testing, and microbial testing results including Cryptosporidium, Giardia, and viruses.	Amend	Creation	10	Archives at Municipal Research Center (E-Vault)	Updated description at request of MWW Water Quality Division. No changes to retention/disposition.
3	Milwaukee Water Works	Administration	26-0008	Quality Control and Special Project Files	Documentation of water quality data from the Linnwood Water Treatment Plant, Howard Water Treatment Plant, and Milwaukee Water Works (MWW) Distribution System that relates to quality control procedures or special projects. Records include, but are not limited to, quality control checks, instrument calibration and verification records, proficiency testing results, leak investigation results, special project results, and chemical preparation records.	NEW	Creation	10	Destroy	New Schedule created at request of department following review of records.
4	Milwaukee Water Works	Administration	26-0009	Lead and Copper Rule Records	Records created in compliance with the EPA Lead and Copper Rule (40 CFR § 141, Subpart I) and all subsequent revisions and improvements , and/or as part of voluntary lead testing programs. Records include, but are not limited to, Lead and Copper Rule (LCR) testing records, Lead Service Lateral Replacement (LSLR) testing records, School and Childcare testing records, water testing in homes with elevated blood lead level (EBLL) cases, and customer sample tracking documents.	NEW	Creation	12	Destroy	New Schedule created at request of department following review of records. Note that the retention requirement is a minimum; given the long-term interest in Lead records in Milwaukee, it may be administratively useful to maintain these records for a longer period.

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5	Milwaukee Water Works	Administration	26-0010	Water Testing Lab Reports	Lab reports created or received by the Milwaukee Water Works Water Quality Division for in-depth water quality analysis. Records in this series include, but are not limited to, fluoride split sampling results, cryptosporidium results from Milwaukee Health Department and other external labs, compliance and non-compliance sampling results from Eurofins EA and other external labs. Lab reports may be accompanied by chain-of-custody reports, as appropriate.	NEW	Fiscal Year End	10	Destroy	New Schedule requested by department following review of departmental records. Lab results should be incorporated into broader monitoring data sets and potentially maintained beyond the retention period of the original form documents.
6	Milwaukee Water Works	Administration	26-0011	Water Quality Summary Reports	Reports generated by Milwaukee Water Works (MWW) for compliance with statutory or regulatory requirements of local, state, and federal agencies. Reports in this series include, but are not limited to, Consumer Confidence Reports (CCR), Electronic Monthly Operating Report (eMOR), Electronic Discharge Monitoring Reports (eDMR), and other reports created by MWW and made available to regulatory agencies and/or the public.	NEW	Fiscal Year End	10	Archives at Municipal Research Center (E-Vault)	New Series requested by department following review of departmental records.