



Office of the Common Council - City Clerk
City Records Center

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Delete/Superseded Schedule Request Form

This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.

Department Name	Department Number
Comptroller	211 / 240
Department Head	Division Head
Martin Matson <i>Martin Matson</i>	Chris Wanty <i>Christopher L Wanty</i>
Records Coordinator	City Records Officer
Trang Dinh <i>Tam</i>	Brad Houston
City Clerk (on behalf of CIMC)	Date
Jim Owczarski	

Option 1 – Deleting a Schedule

This option is used when the Department no longer creates or receives records for this series.

In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

Option 2 – Superseding a Schedule

This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

	Schedule #	Series Title	Change Requested		Details
1	79-0059	Time Owed & Allowed Additions & Changes C-260	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
2	65-0045	Purpose Budget Proof Run	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
3	93-0044	Route Sheet- Accounts Payable, Purchase Orders	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
4	77-0200	Deposits Analysis	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
5	08-0006	MATC Vocational School Sale Proceeds	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
6	01-0013	Tasks in Process	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/2006
7	01-0017	Workstation Standards Verification Document	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
8	01-E017	Workstation Standards Verification Document	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
9	97-0002	Fiscal Impact Model Program	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition of Record is MPLSCREEN- 6 boxes
10	97-0025	Festival Files	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition of Record is MPLSCREEN- 6 boxes

11	63-0001	Accounting Stubs- Accts Rec Invoices	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2012
12	63-0004	Accounting Stubs- Health Dept. Immunizations	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
13	74-0027	CBP Mo Billings	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
14	75-0068	Labor Hours by Employee Job Title by Purpose	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
15	75-0069	Work in Progress- Listing 409.040- 409.055	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
16	75-0070	Pension Contribution by Employee & City 111.630	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
17	75-0073	Labor Hours by Purpose, Recap Copy 118.150	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
18	75-0079	Library Trust Funds & Records Working Paper	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN 2017
19	75-M147	Legal Records- City Property	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
20	76-0119	Administrative Survey Materials & Reports 1949-1956	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN - One Box
21	76-0134	Employee Hours by Individual by Purpose (118.595)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
22	76-0139	Auditorium Company Subject File 1910-1974	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 3/1/1996
23	76-0140	Insurance- Subject File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
24	76-0141	Taxes- Subject File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
25	76-0142	Treasurers Voucher- Gen Fund Checks- BD of School Directors	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
26	76-0143	Terminal Leave and Other Code 4 Adjustment Worksheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
27	76-0144	Town of Granville File 1940-1967	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN 3/1/2017
28	77-0010	Water Policy Board- Member File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
29	76-0219	Legislative Publications	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
30	76-0225	Technical Committee on Sports Park Central	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
31	76-0239	Opening Entries (Job 460.951)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
32	76-0241	Close-Out Yearend Worksheet	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2010
33	77-0012	Wisconsin Alliance Committee on Uniform	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory

34	76-0243	Payroll Wage Assessment File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
35	76-0246	Special Committee to Evaluate Waste Disposal	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
36	77-0201	Assessments- Deferred- Water and Sewer	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
37	77-0202	Special Assessments File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
38	77-0204	Travel Expense	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
39	77-0205	Subject File- Memberships	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
40	77-0208	Subject File- DDGU (Dept., Div, Govtl, Unit)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
41	77-0209	Subject File- Common Council	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
42	77-0210	Financial Reports- Others	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2002
43	77-0211	Subject File- School Board	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
44	77-0212	Subject File- Accts Payable- Accts Receivable	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
45	77-0213	Subject File- Revenue	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
46	77-0215	Subject File- Taxi Cabs	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
47	77-0216	Subject File- Payroll	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2000
48	77-9005	Accounts Receivable Invoices- Microfilm Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
49	78-0085	Contract Expenditure Record C-802	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
50	79-0062	Departmental Account Balances Job 488.330	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
51	79-0063	Management Report of Departmental Accounts	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
52	79-0064	Purpose Account Balances, Statement of Job 488.320	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
53	79-0070	Water Department Activity Report Jobs 402.435	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
54	79-M068	Cash Book- Daily & Bi-Weekly Jobs 820.340	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
55	79-M069	Cash Book Documents CBP - 147, C-148, C-260, C-262	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
56	80-0052	Productivity and Cost Per purpose Report 488.430	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory

57	80-0053	Equipment Usage Reports Job 640.580	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
58	80-0057	Inventory Reports- Water	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
59	80-0060	Time Owed & Allowed Listing 101.199, 101.525	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
60	80-0064	Purpose File Status Listing 401.016	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
61	80-0065	Control Account File Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
62	80-0074	Departmental Data Entry Job Cost Report 910.035	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
63	80-0075	Grasp Billing Report- Computer Charges	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
64	80-0076	CEDS System & Programming Charges by Job No & PP	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
65	81-0015	Work No. Performance Measure Error Listing	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
66	81-0019	OBJ-3 Report 1980- Job 489-340	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1998
67	81-0020	PRD-1 Report 1981- Job 489-470	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
68	82-0033	Commuting Mileage Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2011
69	82-M056	Sewer User Charge- Industrial Billings Adjustments 1979-81	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
70	83-9053	Appropriation Control Ledger Through 1969	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL/ No Inventory
71	83-M025	Sewer Service Charge File 1970-82	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/1990
72	83-M026	Sewer User Charge File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
73	84-M039	Remittance Advice- Form 1099	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
74	85-0017	Treasurers Report of Funds, Investments	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
75	85-0061	Retro Pay- Project Allocations	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
76	85-0156	Codification Catalog 1940	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
77	86-0039	FICA Refund Claim File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
78	92-0002	Treasurer's Bank Balance 1909-1938	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL
79	92-0003	Unemployment Fund 1921-35	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL

80	92-0004	Hurless Case Files	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN
81	92-0005	Correspondence- Legislative Counsel	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
82	92-0006	Minutes/Agenda- Bd of Estimates	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
83	63-M167	Budget Official	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
84	64-0021	Schedule of Warr Pr & AP Sch DB Daily	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/2005
85	64-0022	Schedule of Warr Pr & AP Sch DB Mo	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/1999
86	64-0025	Schedule BDS & Comm- PR & Voucher	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
87	67-0044	Purpose Budget Quarterly Detail Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
88	67-0046	Special Comm on Policies Rel to Recreation Matters- Minutes	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN/No Inventory
89	67-0047	Cap Imp Coord Comm of 5 Taxing Units of Govt- Min	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
90	69-0064	Analysis of Distribution Purposes	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
91	69-0066	Board of Estimates Request to Transfer Funds	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
92	70-0074	Payroll Election Officials BD of Election Comm	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2008
93	70-0083	Payroll Wage and Salary Work Sheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
94	73-0160	Bank Statement- Matured Bonds, Notes, Coupons	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
95	73-0162	Correspondence- Bond & Note Sales	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2011
96	76-0128	Compcare- Biweekly Reports, Worksheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
97	77-0020	Work in Progress- Year End Adjustments	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
98	77-0026	Subject File- Projects	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
99	77-0198	Employee Fund File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
100	59-0031	Remittance Advice by Vendor	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
101	63-0133	Payroll Departmental (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
102	63-0134	Payroll Check Register (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory

103	65-0240	Req Prop Budget and Appn	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
104	70-0080	Treas Liq Rept Del Inst Coll Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
105	73-0161	Payment Certification Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
106	73-0294	Pension Posting- Police YTD PP1-24 (366.205)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
107	73-0295	Pension Posting- Police YTD PP25-26 (366.205)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
108	76-0129	Insurance Policies, Current	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
109	76-0131	Payment Certification- Div 211- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
110	76-0132	Purchase Requisition- Div 211- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
111	76-0133	Payroll Time Analysis (370-250)- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
112	77-0022	City Service Commission- Meeting Material	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
113	77-0023	City Service Commission- General Correspondence	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
114	80-0078	ERS Supplemental Pension Quarterly Payment	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
115	81-0021	PRD-2 Report 1981- Job 489.460 Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
116	89-0050	Payroll Deduction Register- Judgements, Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
117	77-M207	Subject File- Capitol Improvements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
118	93-0043	Route Sheet- Accts Payable- Payment Cert. Voucher	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
119	64-0027	Delinquent Personal Property Taxes Paid (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
120	65-0233	Payroll Report of Time Off Overtime (C)	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
121	65-0234	Personnel Deduction Status Notice (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
122	65-0235	Payroll, Departmental (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory

123	65-0239	Equipment Request (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
124	73-M057	Public Debt Amort Fund- Annual Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 11/31/1994
125	73-0059	Public Debt Amort Fund- Agenda	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
126	73-0268	Capital Accounting Repts- Bi- Weekly (Except PP26)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
127	73-0269	Capital Accounting Repts- PP27 Job # 402.375	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
128	78-0170	Public Debt Amort Fund- Receipts, Disbursements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
129	79-0019	Public Debt Amort Fund- Receipts, Disbursements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
130	73-0058	Public Debt Amort Fund- Financial Statements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory