

### Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	130	City Clerk/ Legislative Reference Bureau	D79-M009	<u>Opinions Permanently Bound</u>	Custodial Change	This record series contains bound City Attorney Legal Opinions. This schedule also served to direct the annual microfilming of legal opinions prior to book binding. The bound legal opinions date back to 1870. Opinions on film date from 1870-1991, see schedule D79-9009. See Item # 24. While some of the bound books were water damaged, the entire bound collection was transferred to the Legislative Reference Bureau in 2014 for permanent preservation/restoration, with the exception of volumes 1870-1989, which still need to be transferred.	Permanent/ Legislative Reference Bureau	Permanent	The request is to transfer legal custodianship of the bound legal opinions from the City Attorney's Office to the Legislative Reference Bureau for permanent retention..	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
2	149	City Attorney	D00-0035	<u>Computerized Printout of Employee Telephone Records</u>	Change / Renewal	These records consist of a computerized printout of employee telephone records.	1 Yr. / City Attorney's Office	Destroy Under Supervision	The request is to change the retention from 3 years to 1 Year.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
3	149	City Attorney	D11-0035	<u>Personnel File</u>	New	This schedule will follow the City wide Global Schedule for the retention and disposal of records related to <u>Personnel Files</u> . This series includes employment applications/resumes- solicited & hired; performance appraisals; emergency contact information; job description; and, residency certification, including documentation providing proof of residency required for employment with the City of Milwaukee within the first six months of hire, unless temporary non-residency status is approved by the Civil Service Commission. Other records contained in this series if applicable include: appointment letters, special appointment rate letters; probationary period reports and requests for extensions; transfer/reinstatement requests and responses; promotion documentation; favorable occurrences/letters of commendation, recognition and awards; statement of acknowledgment receipt of personnel policies and/or procedures; resignation form/letter signed by an existing employee, stating their intent to either end their employment, or, resign from a current job to accept another employment opportunity from the city as of a certain date; letter of reference; certificate of license or professional designations; relocation reimbursement requests; performance improvement plans; non-medical leave documentation, and unemployment information. Additional records may include: funeral leave applications, layoff notices, leave of absence forms, notice of prospective retirement, training/employee development records, including tuition benefit applications, travel and training documentation, training certification/achievement or completion records; and unemployment insurance (UI) related records, including information used for UI claim to establish a base period, verification of weeks at work, initial determinations of benefits payable, notice of hearing and billing statements.	Event (Separation from Service) +8 Yrs./ City Attorney's Office	Destroy Under Supervision	The request is to convert 149, Schedule D92-0053 (Item #16) to conform to the City Wide Global Schedule for <u>Personnel File</u> - which was approved by CIMC on 12/4/2012 and State Records Board approved on 2/25/2013.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015

### Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
4	149	City Attorney	D11-0036	<u>Personnel Files- Medical</u>	New	This schedule provides citywide uniformity for the retention and disposal of records related to Personnel Files- Medical. This series includes ADA compliance documentation records, regarding reasonable accommodation requests, responses, and materials under 29CFR 1602.14 (ADA ACT); FMLA applications, including, dates and hours of leave, record of any dispute and its resolution; and medical certifications, requested and received by formally designated departmental FMLA managerial representatives from authorized medical doctors, acting on behalf of City employees, who submit requests for leave of absence. Injury reports, application for sick leave or injury pay, as well as fitness for duty exams & results, return to work documentation, LTD application, sick leave control letters, and other occupational health related records may be included in this file. Access to these records should be restricted as determined by state and federal laws. Note: Departments may wish to retain a copy of FMLA application forms (for reference purposes only) by eligibility year, in addition to the copy filed under this schedule. Reference copies should be destroyed after one year.	Event (Separation from Service) +8 Yrs./ City Attorney's Office	Destroy Under Supervision	The request is to convert 149, Schedule D92-0053 (Item #16) to conform to the City Wide Global Schedule for <u>Personnel Files- Medical</u> which was approved by CIMC on 12/4/2012 and State Records Board approved on 2/25/2013.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
5	149	City Attorney	D69-0028	<u>Daily Department Report to City Comptroller of Cash Receipts</u>	Delete	These records are reports of cash deposits received by the Office of the City Attorney.	7 Yrs. / City Attorney's Office	Scrap	The request is to delete this schedule as the paper reports are obsolete. Deposits are now completed online in the City's FMIS system. FMIS records are scheduled under ITMD.	Approve contingent on Comptroller's approval	CART Approved November 2014 / Pending CIMC March 12, 2015
6	149	City Attorney	D70-0034	<u>Claim Investigation Files and Index Cards</u>	Change/ Renewal	When a claim is filed against the City for damages or personal injuries, a <u>Claim Investigation File</u> is prepared, given a number because it is filed numerically, and an index card prepared which contains this identifying number and is filed under the name. This folder contains all notices, reports, correspondence, photographs, etc. applying to this particular claim. When a lawsuit is commenced, all papers in the "claims" file are removed from the folder and becomes part of the "lawsuit" file.	4 Yrs. / City Attorney's Office + 3 Yrs./ City Records Center	Scrap	The request is to change the title to <u>Claim Investigation Files</u> because index cards are no longer used.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
7	149	City Attorney	D70-0035	<u>Record of Daily Money Receipts by Property Damage Collection Division</u>	Change/ Renewal	This record series includes receipts of monies collected by the Property Damage Collection Division from property damage cases.	7 Yrs. / City Attorney's Contractor's Office	Destroy Under Supervision	The request is to renew this schedule and clarify that these records are maintained at the City Attorney's Contractor's Office.	The recommendation is to approve; however, firms under contract with the City to provide such litigation and/or collection services would be obligated to maintain records in accordance with record retention laws and contractual obligations to access to records upon request.	CART Approved November 2014 / Pending CIMC March 12, 2015

### Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
8	149	City Attorney	D73-0113	<u>Time Owed and Allowed Balance</u>	Change / Renewal	These records are Time Owed and Allowed Balance Reports relating to employees in the City Attorney's Office.	1 Yr. / City Attorney's Office	Destroy Under Supervision	These are electronic payroll records kept by the payroll clerk. The request is to keep them for 2 years in electronic format.	Recommend City Wide Global Schedule with 2 year retention to conform with retention period for paper based <u>Time Keeping Records</u> . See Item #23 G14-E015 <u>Time Owed and Allowed Reports (Electronic)</u> . Remove from City Attorney's schedule contingent upon approval of City Wide Global.	CART Approved November 2014 / Pending CIMC March 12, 2015
9	149	City Attorney	D74-0077	<u>Correspondence- General</u>	Delete	These files contained copies of correspondence that are now kept in <u>Litigation Files</u> , which have a 20 year retention period and a separate record retention schedule.	5 Yrs. City Attorney's Office + 5 Yrs./ City Records Center	Destroy Under Supervision	The request is to delete this schedule as correspondence is now included in <u>Litigation Files</u> and does not require a separate schedule.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
10	149	City Attorney	D74-0082	<u>Unlawful Detainer Lawsuit- Closed</u>	Delete	These records contain the litigation file, including all court records and pleadings, as well as related correspondence, in regard to eviction actions started for the Housing Authority.	10 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to delete this schedule from the Office of the City Attorney and transfer custodianship of the records/schedule to the Housing Authority of the City of Milwaukee. See Item #20.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
11	149	City Attorney	D74-0089	<u>Requests for City Attorney Opinions</u>	Delete	These are letters from City Officials/ departments, boards and commissions requesting City Attorney opinions. These records are in the ProLaw System.	10 Yrs. / City Attorney's Office + 10 Yrs. / City Records Center	Destroy Under Supervision	The request is to delete this schedule as it is listed as obsolete.	Deny as presented to delete schedule. The recommendation is to change this schedule to reflect a change to the medium of the record from paper to digital format. The number would be changed to D74-E089 to reflect this medium change. Digital format would include native digital correspondence as well as scanned/imaged correspondence, provided scanned documents meet State Statute 16.612 standards for the authentication of records as well as Wisconsin Administrative Code Rule 12 for the requirements regarding quality control procedures, record legibility, accuracy etc.	CART Approved November 2014 / Pending CIMC March 12, 2015

### Schedule Recommendations for CIMC Approval -- March 12, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
12	149	City Attorney	D79-9009	<u>Opinions- Microfilm Copy</u>	Transfer / Custodial Change	This record series contains <u>City Attorney Legal Opinions</u> on microfilm. Opinions on film date from 1870-1991.	Permanent / City Records Center	Permanent	The request is to transfer the schedule for microfilm copy of the Legal Opinions dating from 1870 through 1991 to the City Records Center for permanent retention. See Item #24	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
13	149	City Attorney	D79-M009	<u>Opinions Permanently Bound</u>	Custodial Change	This record series contains bound City Attorney Legal Opinions. This schedule also served to direct the annual microfilming of legal opinions prior to book binding. The bound legal opinions date back to 1870. Opinions on film date from 1870-1991, see schedule D79-9009. See Item #26. While some of the bound books were water damaged, the entire bound collection was transferred to the Legislative Reference Bureau in 2014 for permanent preservation/restoration, with the exception of volumes 1870-1989, which still need to be transferred.	Permanent/ Legislative Reference Bureau	Permanent	The request is to transfer the bound legal opinions to the Legislative Reference Bureau for permanent retention.. See Item # 1.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
14	149	City Attorney	D79-M011	<u>Condemnation and Vacation File</u>	Delete	This record series contain Condemnation Files (applications, petitions, resolutions, coordinated reports, Lis Pendens, maps and descriptions) and Vacation Files (resolutions, Lis Pendens, exhibits, damage awards, maps, descriptions, payment certifications, proof of publication) pertaining to property acquired by the City for the opening, widening and extending of certain areas, and vacations of certain streets.	20 Yrs. / City Attorney's Office then transfer to City Records Center	Scrap after Microfilming	The request is to delete this schedule as the Department of City Development became the custodian of these records around 2002.	Approve deletion as filming stopped in 2010.	CART Approved November 2014 / Pending CIMC March 12, 2015
15	149	City Attorney	D92-0049	<u>Receipt- Housing Authority</u>	Delete	This record series includes receipts for the Housing Authority	7 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to delete this schedule as it is obsolete. All receipts were transferred to the Housing Authority.	Deny as presented. Recommend formal transfer of custodianship to be documented for the record. See Item #20.	CART Approved November 2014 / Pending CIMC March 12, 2015
16	149	City Attorney	D92-0053	<u>Personnel File- Former Employee</u>	Change/ Renewal	This record series contains employment related records of former employees of the City Attorney's Office, including job applications, evaluation, medical information, etc.	8 Yrs. / City Attorney's Office	Destroy Under Supervision	The request is to conform to the Global Schedule for <u>Personnel File</u> G11-0035 and <u>Personnel Files- Medical</u> G11-0036.	Approve. Schedule number will be changed to reflect City Attorney's Office Compliance with the City's Global Schedules for <u>Personnel File</u> G11-0035 and <u>Personnel Files- Medical</u> G11-0036. See Items #3 & 4	CART Approved November 2014 / Pending CIMC March 12, 2015

**Schedule Recommendations for CIMC Approval -- March 12, 2015**

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
17	149	City Attorney	D92-0054	<u>Receipt- Legal Fund</u>	Delete	This record series includes receipts from the Legal Fund.	7 Yrs. / City Attorney's Office	Scrap	The request is to delete this schedule as it is obsolete. This record now falls under Schedule D99-0002 <u>Expenditure Records.</u>	Approve schedule contingent upon renewal of D99-0002 <u>Expenditure Records.</u>	CART Approved November 2014 / Pending CIMC March 12, 2015
18	149	City Attorney	D99-0002	<u>Expenditure Records</u>	Renewal	This record series contains files relating to financial payments (accounts payable) including legal fund check receipts, purchase orders, IRI's, invoices and vouchers.	7 Yrs. / City Attorney's Office	Scrap	The request is to renew this schedule.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
19	194	Housing Authority of the City of Milwaukee	D74-0082	<u>Unlawful Detainer Lawsuit- Closed</u>	Transfer / Custodial Change	These records contain the litigation file, including all court records and pleadings, as well as related correspondence, in regard to eviction actions started for the Housing Authority.	10 Yrs. / Department of City Development	Destroy Under Supervision	The request is to transfer custodianship of these records from the City Attorney's Office to the Department of City Development.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
20	194	Housing Authority of the City of Milwaukee	D92-0049	<u>Receipt- Housing Authority</u>	Custodial Change	This record series includes receipts for the Housing Authority	7 Yrs. / Housing Authority Office	Destroy Under Supervision	The request is to transfer these records from the City Attorney's Office to the Housing Authority.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
21	214	Comptroller	D11-0054	<u>Audit Documentation</u>	Change/ Renewal	The records maintained under this schedule are audit workpapers and all required documentation per Yellow Book (Generally Accepted Government Auditing Standards) standards which are detailed information and data upon which audit reports, the annual audit plan and the fraud hotline report is based off of. Required documentation includes audit file workpapers, continuing education required certificates for audit staff, any other required documentation for compliance with Yellow Book .	Current / Comptroller's Office + 7 Yrs. City Records Center	Destroy Under Supervision	The request is to change the description of this record to include both electronic and paper records because starting in 2014 and going forward, most, if not all, records will be electronic and paperless. The records will be maintained on the Comptroller's Server or a vendor hosted network (Auditor Assistant-McGladrey). The request is also to change the final disposition from MPS screen to Destroy under Supervision as files include confidential information.	Approve, however it is highly recommended that firms under contract with the City to provide audit services would be obligated to maintain records in accordance with record retention laws and contractual obligations to access to records upon request. and any hosted solutions meet international American Records Management Standards Guidelines.	CART Approved November 2014 / Pending CIMC March 12, 2015

**Schedule Recommendations for CIMC Approval -- March 12, 2015**

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
22	214	Comptroller	D73-0298	<u>Audit Reports</u>	Change/ Renewal	Audit reports are used to inform auditee (Departments, including non-city agencies, where a financial relationship exists, etc.) of its financial and operational activities. Attention is directed to findings with recommendations for correction. Some audit reports are strictly informational to the Common Council such as status updates and Fraud Hotline reports. Audit reports generally cover a one year period and average between 10 and 30 pages long. All audits are conducted by Internal Audit Staff members or consultants hired by Internal Audit.	Permanent	LRB	Audit reports are communicated and reported to the Common Council and are considered permanent and subject to the City Ordinance 305-32.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
23	900	City Wide Global	G14-E015	<u>Time Owed and Allowed Reports (Electronic)</u>	New	This record series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned, taken and total for each employee by City Department.	2 Yrs. / Operating Department Server	Purge	The request is to create a new schedule for the Electronic Time Keeping Records with a global retention.	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015
24	156	Document Services	D79-9009	<u>Opinions- Microfilm Copy</u>	Transfer / Custodial Change	This record series contains <u>City Attorney Legal Opinions</u> on microfilm. Opinions on film date from 1870-1991.	Permanent / City Records Center	Permanent	The request is to transfer the schedule for microfilm copy of the Legal Opinions dating from 1870 through 1991 from the City Attorney's Office to the City Records Center for permanent retention. See Item #12	Approve	CART Approved November 2014 / Pending CIMC March 12, 2015

CIMC Meeting was Cancelled on December 4, 2014. Schedules submitted to the State Records Board for review and approval at the March 9, 2015 meeting.