

City Information Management Committee 2014 Annual Report

This report is submitted pursuant to s. 320-1 of the Milwaukee Code of Ordinances.

Purpose: (Per s. 320-31 of the Milwaukee Code of Ordinances)

The City Information Management Committee recommends policies and guidelines to the Mayor and Common Council for management of the City's information resource, promote interdepartmental and intergovernmental sharing of information resources, and promulgate guidelines for development and maintenance of City records.

Members

1. **Chairwoman Alderwoman Milele Coggs**, Common Council
2. **Jennifer Meyer**, *Unified Call Center Manager, Mayoral Designee*
3. **Martin Matson**, *City Comptroller*
4. **James Klajbor**, *Deputy City Treasurer, City Treasurer Designee*
5. **Jim Owczarski**, *City Clerk*
6. **Richard Watt**, *Policy and Administration Manager, Department of Administration Director Designee*
7. **Bruce Gay**, *Technical Services and Collections Director, City Librarian Designee*
**Replaced by Judy Pinger*
Judy Pinger, *Central Library Manager, City Librarian Designee*
8. **Sandra Rusch Walton**, *Communications Manager, Commissioner of Public Works Designee*
**Commissioner of Public Works membership removed by enactment of CCFN 121607*
Jane E. T. Islo, *Municipal Court Assistant Court Administrator, Chief Municipal Court Administrator Designee*
**Chief Municipal Court Administrator membership added by enactment of CCFN 121607*
9. **Deborah Wilichowski**, *Fire Technical Services Manager, Fire Chief Designee*
10. **Chuck Burki**, *Information Systems Director, Police Chief Designee*

Staff

1. **Nancy Olson**, *Chief Information Officer, Executive Secretary*
2. **Jacquelyn Block**, *Department of Administration - Business Operations Division, Staff Support*
3. **Melanie Rutledge**, *Assistant City Attorney, Legal Advisor*
4. **Chris Lee**, *Staff Assistant, City Clerk, Clerical Support*
**Staff position added by enactment of CCFN 140780*

Committee meetings held:

March 6, 2014

September 4, 2014

Items, Reports, and Issues Considered or Discussed:

Audit Activity

The 2014 Audit Plan and IT audits reviewed:

1. *Health AIX Database and LIS System Audit*
2. *Back-Up Tape Processing Audit - carried over from IT Audit Plan of 2013*
3. *IT Asset management Audit - carried over from IT Audit Plan of 2013*
4. *CRM System Application Audit - carried over from IT Audit Plan of 2013
Postponed until 2015*
5. *Audit of External Security and Internal Security (Citywide) - ITMD*
6. *Audit of iNovah System Application - City Treasury
To start in fall 2014*
7. *Audit of the TRACS Application - Police Department
Deferred to 2015 due to resource limitations*
8. *Audit of City-Wide Disaster Planning - Office of Homeland Security including IT*

Audits in progress:

1. *System Backup and Recovery Control Audit completed and reported in July 2014.*
2. *Citywide Vulnerability Testing, both internal and external penetration testing. Consultant made various recommendations to strengthen City security. All findings were distributed to appropriate data center managers. Anticipated completion and resolution of audit findings could take 2-4 months. Audit to be reported to Finance and Personnel Committee in fall 2014.*
3. *IT Asset management Audit of ITMD is approximately one third complete.*
4. *Open IT audit result to be followed up.*

2015 audit plan to be presented to Finance and Personnel Committee in December 2014.

Audit reports to not include security information, which is available through an opens records request. The City Attorney's office only reviews audits when requested.

There was concern with the format of audits and results being difficult to review and evaluate. There were concerns with the audit venders relative to the penetration test not providing useful results and possible performance issues with scanning of IP ranges in the Fire dispatch center.

Cell Phone Employee Discounts

There are discounts to City employees from several cell phone providers typically between 15% and 18%. Information can be found on MINT at mint.milwaukee.gov/celldiscounts.

Cloud Policy

Cloud Policy presented to the Finance and Personnel Committee. First request to use cloud storage by the Department of City Development in January 2014 was approved by the Chief Information Officer. Use of the Dropbox was approved with the following recommendations:

- 1. City staff should not copy, upload, download, or share files unless they have the right to do so. They should protect and NOT use Dropbox for any data that would be considered protected by open records laws, private or proprietary.*
- 2. The City should limit the number of trusted employees given permission to use this service and ensure it is clearly understood what content is permissible to share via Dropbox.*
- 3. Documents should be copied and the official record should be stored on-premise for records retention purposes. DropBox should not be used for records storage.*
- 4. City business should not utilize a personal Dropbox account. Approved uses of Dropbox will require the creation of a City account for the stated purpose. Personal business and City business should always be kept separate on Dropbox.*
- 5. Any department approved to use Dropbox should review and understand the "Terms of Service" (<https://www.dropbox.com/terms>) and consult the City Attorney on any legal concerns.*

Email Retention City Attorney Opinion

A legal opinion requested relative to record retention schedule for email. A legal opinion will be forthcoming from the City Attorney's Office.

Email Upgrade (Office 365)

Migration of 17 departments/divisions was completed initially by ITMD. All departments with the exception of the City Attorney's office have been migrated to the O365 email. Notification made to departmental contacts prior to that department's migration being scheduled. Calendars were an issue between on-premise and cloud accounts for busy searches. Large email boxes could take up to two hours to migrate,

and email was unavailable during that period of time. Mobile devices need to be reconfigured before email is available in the cloud.

Historical emails or Mimosa to be migrated after all departments have been migrated to the cloud. Mimosa will not collect any additional emails after the migration. Microsoft archive will begin at that time. Mimosa email archive data is being migrated now and will take at least a year to complete. Frequent Mimosa users will be migrated first.

EServer - End of Life

Mainframe (IBM Z9 model) will no longer be supported by IBM. Projects to remove the last of the major applications currently running on the mainframe are mainly the tax collection and MPD/Muni Court wants, warrants and medical alerts. There are other systems or data in use that will need to be addressed such as MIPS and Works Comp.

IT Risk Insurance Application

ITMD will complete a questionnaire to evaluate the costs of IT Risk Insurance. Members will be contacted for assistance in completing the questionnaire from an enterprise approach. Risk insurance covers six different topics: failure to protect sensitive data, social media, website content/slander, hacker damage, business interruption, and cyber extortion.

Mobile App

Milwaukee mobile app is in production and testing. The app is available for iPhone and Android devices. Approximately eight to nine call types are included in the app. Those types will be changed based on the time of year. Information on other communities with a similar mobile app would be helpful.

Records Retention Schedules

- ***Approval of City of Milwaukee Department Retention Schedules***

All 45 items pertaining to departmental schedule recommendations were approved regarding ITMD, Municipal Court, Comptrollers, Public Works, and the Police Department at the March 6, 2014 meeting. Approved schedules attached as Exhibit A.

All 59 items pertaining to departmental schedule recommendations were approved regarding audio video, obsolete schedule due to technology changes, custodial changes moving schedules from DPW to ITMD, and City Attorney office schedules at the September 4, 2014 meeting. Approved schedules attached as Exhibit B.

- **State Record Board Approval of Previous City of Milwaukee Schedules**

The First Quarter State Records Board Meeting held on 3/3/2014 -- 71 Record Schedule Recommendations from the December, 2013 CIMC meeting were approved.

The Second Quarter State Records Board Meeting held on 5/12/2014 – 45 Record Schedule Recommendations from the March 6, 2014 CIMC meeting were approved.

The Third Quarter State Records Board Meeting --- No Schedules were submitted as the CIMC canceled its June, 2014 Meeting.

The Fourth Quarter State Records Board Meeting held on 11/10/2014 – 41 Record Schedule Recommendations from the September 4, CIMC meeting were approved.

Website Redesign

New City website design went into production in January 2014. There were some issues with some pages, but thousands of pages were covered. Committee is to share ideas for rotating stories on the home page to keep it fresh and current.

Wi-Fi Project in City Hall Complex

Meeting spaces and common spaces in the City Hall complex were scheduled to have public Wi-Fi installed in 2014. These will be public non-secure hotspots and segregated from the secure City network.

Schedule Recommendations for CIMC Approval March 6, 2014 (Exhibit A)

#	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	155	Dept. of Administration/ Information Management Technology Division (ITMD)	D73-0011	<u>Application for Sick Leave or Injury Pay Report</u>	Delete	This record includes the employee's name, department, division, job title, employee ID number, number of working days and/or hours absent, whether or not the employee will receive medical attention from a doctor, the name of the doctor, doctor's address and telephone number. Whether or not the employee stayed at home, other than doctor's visits, or was unable to perform duties. The employee's signature, title, date signed, signature of department head, title and date signed, signature of approving officer.	1 Yr., ITMD	Destroy Under Supervision	The request is to delete this schedule, as this record will be included under Global Schedule G11-0036 <u>Personnel Files-- Medical</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
2	155	Dept. of Administration/ Information Management Technology Division (ITMD)	D73-0183	<u>Job Procedures- CEDS-History File</u>	Delete	This record series includes procedures for running reports on mainframe computers and for processing data for various records generated by the Central Electronic Data Services department. CEDS was reorganized as the Information Systems Division in the late 1980s.	Event (Procedures becomes obsolete) + 3 Yrs.- ITMD	Scrap	The request is to delete this schedule, as the records under this schedule stopped being generated in the late 1980s and were disposed of in accordance with a three year retention following obsolescence.	Approve.	CART Approved/ Pending CIMC 3/6/2014
3	155	Dept. of Administration/ Information Management Technology Division (ITMD)	D90-0098	<u>Personnel Files- Former (Terminated) Employees</u>	Delete	Personnel files of former (terminated) employees of the Information Management Technology Division of DOA, previously known under division names of The Milwaukee Information Systems Division (MIS), Information Systems Division (ISD), and also as Central Electronic Data Services (CEDS).	Event (Termination from City employment) + 10 Yrs., ITMD	Destroy Under Supervision	This schedule is proposed to be superseded by Global Schedule G11-0035 Personnel Files; See also, Schedule G11-0036 <u>Personnel Files- Medical</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
4	155	Dept. of Administration/ Information Management Technology Division (ITMD)	D91-0040	<u>Redbooks- Obsolete Programs</u>	Renewal	This series, known as, "Redbooks", includes the instructions for running mainframe queries and reports, including jobs routinely generated for various city departments. The instructions are maintained in red folders located in the Information Management Technology Division (ITMD) until programs and/or reports become obsolete. Obsolete program instructions are maintained for three years after obsolescence at the City Records Center, then destroyed.	Event (Program becomes obsolete), ITMD + 3 Yrs., City Records Center	Destroy Under Supervision	The request is to renew this schedule.	Approve.	CART Approved/ Pending CIMC 3/6/2014
5	155	Dept. of Administration/ Information Management Technology Division (ITMD)	D92-0034	<u>Operations Procedures, Obsolete System</u>	Delete	This series includes obsolete operations procedures for information systems and programs that have been decommissioned.	Event (Procedures become obsolete) + 3 Yrs., ITMD	Scrap	The request is to delete this schedule as all operations procedures previously filed under this record schedule have been destroyed in accordance with the original retention period of 3 years following obsolescence. Obsolete system procedures for mainframe systems are filed under Schedule D91-0040 <u>Redbooks- Obsolete Programs</u> , which is being submitted for renewal.	Approve.	CART Approved/ Pending CIMC 3/6/2014

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6	180	Board of Zoning Appeals (BOZA)	D14-0003	<u>Appeals Cases and Decisions- Originals</u>	New	This series includes all original documentation and decisions of the Board of Zoning Appeals beginning in January 2014. Originals will be destroyed 3 months following inclusion into E-Vault. Records from schedule D72-0002 will be included at a later date.	Event (Scanning paper documents into E-Vault) + 3 months, City of Milwaukee City Records Center	Destroy Under Supervision	The request is to create a schedule for the retention and destruction of original documents of <u>Appeals Cases and Decisions</u> , which are now being scanned into E-Vault for permanent preservation in digital format under proposed Schedule D14-E003, Item 8.	Approve.	CART Approved/ Pending CIMC 3/6/2014
7	180	Board of Zoning Appeals (BOZA)	D14-E002	<u>BOZA E-Books</u>	New	This record series includes documents from <u>BOZA Files</u> reviewed by board members at hearings. Documents are scanned into E-Books prior to each meeting and distributed to them for review. Documents are stored permanently under proposed Schedules D14-E003 (Item 8) as of January, 2014, and Schedule D72-0002 (Item 9), with records dating from 1916 through 2013.	Event (Approval of BOZA Minutes) + 3 months, BOZA office	Purge	The request is to create a schedule for the retention and destruction of <u>BOZA E-Books</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
8	180	Board of Zoning Appeals (BOZA)	D14-E003	<u>Digital Appeals Cases & Decisions</u>	New	This record series includes documents and all decisions of the Board of Zoning Appeals post 2013. Will ultimately include records transferred from Schedule D72-0002, which begin in 1916 and end in 2013.	Permanent	Permanent	The request is to create a schedule for the retention and permanent preservation of <u>Digital Appeals Cases and Decisions</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
9	180	Board of Zoning Appeals (BOZA)	D72-0002	<u>Appeals Cases & Decisions</u>	Change/ Renewal	This record series includes all documentation for zoning appeals cases and written decisions from the board. This collection beginning in 1916 and ends in 2013. The intent is to transfer these files to D14-E003 for permanent retention on the City's E-Vault system. All hard copy files shall remain permanent until that time.	Permanent	Transfer to Schedules D14-0003, then D14-E003	The request is to renew this schedule and update the description. Records will ultimately be transferred to Schedules D14-0003, where the original paper will be disposed of 90 days following the transfer of these records to digital format on the City's E-Vault System under Schedule 14-E003.	Approve.	CART Approved/ Pending CIMC 3/6/2014
10	191	Department of City Development (DCD)	D14-0001	<u>Economic Development Files</u>	New	This collection includes studies, reports, plans, surveys and other information related to the economic development function of DCD from the early 1960s to the early 1980s.	Transfer to City Archives at Milwaukee Public Library to be screened for historic value.	MPLSCREEN	The request is to create a new schedule for this set of records relating to DCD's <u>Economic Development Files</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
11	211	Comptroller Administration/ Payroll Section	D73-0261	<u>Employees By Class Code Biweekly 101.645</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning 1999. HRMS related record schedules are scheduled separately under ITMD.	1 Yr., Comptroller + 6 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014
12	211	Comptroller Administration/ Payroll Section	D80-0059	<u>Labor Job Cost Report 114.300</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning in 1999. HRMS related record schedules are scheduled separately under ITMD.	1 Yr., Comptroller + 6 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014

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13	211	Comptroller Administration/ Payroll Section	D91-9041	<u>Gross to Net Statistics 103.240-Microfiche</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning 1999. HRMS related record schedules are scheduled separately under ITMD.	2 Yrs., Comptroller + 5 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014
14	211	Comptroller Administration/ Payroll Section	D91-9042	<u>Payroll Registers, Miscellaneous, 103. Series- Microfiche</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning 1999. HRMS related record schedules are scheduled separately under ITMD.	2 Yrs., Comptroller + 5 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014
15	211	Comptroller Administration/ Payroll Section	D91-9043	<u>Payroll Deduction Register- Microfiche</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning 1999. HRMS related record schedules are scheduled separately under ITMD.	2 Yrs., Comptroller + 5 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014
16	211	Comptroller Administration/ Payroll Section	D91-9044	<u>Payroll Check Register Report, 103.432 Microfiche</u>	Delete	This record series includes computer generated reports from the human resource system that preceded FMIS/HRMS. Those reports are currently available through HRMS system beginning 1999. HRMS related record schedules are scheduled separately under ITMD.	2 Yrs., Comptroller + 5 Yrs., City of Milwaukee Records Center	Scrap	The request is to delete this schedule and dispose of any records remaining as the retention would have expired. This schedule was placed on hold by the former payroll manager in 2001 and was approved for deletion by the current payroll manager.	Approve.	CART Approved/ Pending CIMC 3/6/2014
17	359	Milwaukee Police Department (MPD)/ Intelligence Fusion Center	D14-E004	<u>Automated License Plate Reader Records</u>	New	Automated License Plate Reader (ALPR) means a system consisting of one or more cameras and related equipment that automatically and without human control locates, focuses on, and photographs license plates and vehicles that come into range of the device. The system has the ability to capture quality images in a variety of settings including darkness, oncoming headlights, bright sunlight, low sunlight, deep shadows and glare. This series includes a geographic tracking file associated with each record capture. These records are used for investigative purposes in law enforcement.	1 Yr., MPD Server	Purge	The request is to create a new schedule for the retention and disposition of ALPR records.	Approve.	CART Approved/ Pending CIMC 3/6/2014

Schedule Recommendations for CIMC Approval March 6, 2014 (Exhibit A)

#	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
18	370	Milwaukee Police Department (MPD)/ Human Resources Division	D13-0023	<u>Personnel Information Record</u>	Change/ Renewal	This records series includes a summary of employment information and personal data, including photograph of member. The records have been used to track employment history.	90 Days, MPD Office	Destroy Under Supervision	The paper records under this schedule is obsolete. The paper record will be scanned and maintained in an electronic format under Schedule . After scanning is complete, paper record is to be destroyed after 90 days. This record series is expected to expire on December 31, 2014 or when the collection is completely processed.	Approve.	CART Approved/ Pending CIMC 3/6/2014
19	370	Milwaukee Police Department (MPD)/ Human Resources Division	D13-E023	<u>Personnel Information Record (Digital)</u>	New	This record series includes a summary of employment and personal information, including photographs. The document is used to track employment history. The paper documents are being scanned into the City of Milwaukee's E-Vault system for permanent preservation. This collection dates back to the early 1800's and the inception of the City's police department. This series is frequently accessed by the MPD Archives for geneological research purposes.	Permanent	Permanent	The request is to create a new schedule for the digital personnel record stored on the City of Milwaukee's E-Vault system.	Approve.	CART Approved/ Pending CIMC 3/6/2014
20	370	Milwaukee Police Department (MPD)/ Human Resources Division	D13-E028	<u>Employee Summary Report</u>	New	This record series includes member information documents that are stored on the Oracle PeopleSoft System. The purpose of this record is to replace various personnel records that were maintained manually. This series will be developed in accordance with City of Milwaukee Global Personnel Schedules.	Event (Employee's separation from service) + 8 Yrs, MPD Office	Destroy Under Supervision	The request is to create a new schedule for the electronic report and screen view to provide administrators, managers and employees with a summarized, up to date view of employee data.	Approve.	CART Approved/ Pending CIMC 3/6/2014
21	370	Milwaukee Police Department (MPD) Human Resources Division	D62-0032	<u>Personnel Jacket, Inactive Member, Group 2</u>	Change/ Renewal	This record series includes performance evaluations, emergency contact information, residency certification, commendation letters, meritorious service awards, educational reimbursement requests, educational documentation, leave of absence requests, resignation letters, notice of retirement documentation, probationary period reports, transfer/reinstatement requests and responses, promotion documentation, etc.	Event (Employee's separation from service) + 8 Yrs., MPD Office	Destroy Under Supervision	The request is to change the retention from 11 years to 8 years after separation from employment to conform with the City of Milwaukee's approved Global Retention Schedule G11-0035 <u>Personnel Files</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
22	370	Milwaukee Police Department (MPD) Human Resources Division	D72-0101	<u>Overtime Report, Jobs 720.101, 113.350</u>	Delete	This record was used by the Payroll Supervisor and staff for high level auditing and analyzing and included a bi-weekly report showing the amount of overtime earned by each individual officer for the particular pay period. This is a tab listing in payroll number order within location. Year end reports are kept in Administration for as long as administratively necessary.	1 Yr., MPD/ 6 Yrs., City of Milwaukee Records Center	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete.	Approve.	CART Approved/ Pending CIMC 3/6/2014

Schedule Recommendations for CIMC Approval March 6, 2014 (Exhibit A)

#	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
23	370	Milwaukee Police Department (MPD) Human Resources Division	D73-0152	<u>Overtime Conversion List, Police</u>	Delete	This record was used by the Payroll Supervisor and staff for high level auditing and analyzing. These records were used as a listing, showing the conversion of actual hours worked into the actual number of hours to be paid.	6 Months, MPD Office / 2.5 Yrs., City of Milwaukee Records Center	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete.	Approve.	CART Approved/ Pending CIMC 3/6/2014
24	370	Milwaukee Police Department (MPD) Human Resources Division	D73-0154	<u>Overtime Tab Cards - Form PO 7</u>	Delete	This record was a manual overtime card for the purposes of payment. It was used for reporting paid and compensatory overtime for each overtime period worked for the individual officer or employee.	6 Months, MPD Office / 2.5 Yrs., City of Milwaukee City Records Center	Destroy Under Supervision	The request is to delete this schedule as this record was replaced with an <u>Online Overtime Card</u> in the <u>Online Time Entry System</u> . Members now submit them online. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
25	370	Milwaukee Police Department (MPD) Human Resources Division	D73-0155	<u>Payroll - Master Tab Cards, Active</u>	Delete	This record was a manual overtime card for the purposes of payment. The card contained information such as payroll number, title position code, bi-weekly salary, date of appointment, date of birth, name address, assignment code, and when pay period raise is due. It was used in preparing payroll. The cards were updated as the salary was changed and new cards were made each year.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule as this record was replaced with an <u>Online Overtime Card</u> in the <u>Online Time Entry System</u> . Members now submit them online. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
26	370	Milwaukee Police Department (MPD) Human Resources Division	D78-0066	<u>Overtime Report- YTD Summary by PP Job 113.6</u>	Delete	These records include a breakdown of overtime performed and charged to either a purpose or a premium account, total hours and amount for compensatory separate from paid overtime amounts and was used by the Payroll Supervisor and staff for high level auditing and analyzing.	3 Yrs., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
27	370	Milwaukee Police Department (MPD) Human Resources Division	D79-0129	<u>Payroll Summary Job 101.320</u>	Delete	This record was used by the Payroll Supervisor and staff for high level auditing and analyzing. Information included tab report from CEDS showing payroll number, rate of pay, straight time hours this pay period and amount, overtime hours this pay period and amount, shift premium hours this pay period and amount, and gross pay this pay period. Also indicates adjustments and adjustments generated. Used for necessary payroll accounting.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014

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28	370	Milwaukee Police Department (MPD) Human Resources Division	D79-0130	<u>Payroll Distribution- Job 101.357</u>	Delete	This record was used by the Payroll Supervisor and staff for high level auditing and analyzing. Information included tab report from CEDS showing distribution of salary funds to purposes and account numbers. Shows distribution of hours, labor cost, overhead, and fringe benefits. Used for necessary payroll accounting.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
29	370	Milwaukee Police Department (MPD) Human Resources Division	D79-0131	<u>Employee Listing by Class Code Group Job 111.650</u>	Delete	This record was a tab report with information showing title code, title, number of employees authorized, number of positions filled, time worked (hours), and year to date overtime for each title code. This was retained as the only record of overtime by title code and was also used by the Payroll Supervisor and staff for high level auditing and analyzing.	7 Yrs., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
30	370	Milwaukee Police Department (MPD) Human Resources Division	D79-0132	<u>Labor Job Cost Report 114.300</u>	Delete	This record was used by the Payroll Supervisor and staff for high level auditing and analyzing. Information included tab report in job number order indicating hours, direct labor cost, O.H./Fringe benefit cost as charged by the employee with name and payroll number shown and totals by job number. Used to obtain cost required for a particular job number for that pay period.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
31	370	Milwaukee Police Department (MPD) Human Resources Division	D79-0135	<u>Labor Cost by Purpose- Summary</u>	Delete	These records are a computer print out of hours worked by employee charged to specific performance measures and used by the Payroll Supervisor and staff for high level auditing and analyzing.	1 Yr., MPD/ 6 Yrs., City of Milwaukee City Records Center	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
32	370	Milwaukee Police Department (MPD)/ Human Resources Division	D84-9026	<u>Personnel Jacket, Inactive Member, Group 1</u>	Delete	This record series includes performance evaluations, emergency contact information, residency certification, commendation letters, meritorious service awards, educational reimbursement requests, educational documentation, leave of absence requests, resignation letters, notice of retirement documentation, promotion documentation, and any other pertinent personnel records related to the employment of a member.	Event (Employee's separation from service) + 8 Yrs., MPD Office	Destroy Under Supervision	The request is to change the current retention from 50 years after separation of service to 8 years to conform with City of Milwaukee Global Retention Schedule for Personnel Files G11-0035. This request also eliminates the necessity for microfilmed copies.	Approve. Approval of this schedule will result in the disposal of 223 rolls of microfilm and the immediate obsolescence of this schedule as the retention period on the existing collection of film dating from 1962 to 1987 will be expired.	CART Approved/ Pending CIMC 3/6/2014

Schedule Recommendations for CIMC Approval March 6, 2014 (Exhibit A)

#	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
33	370	Milwaukee Police Department (MPD)/ Human Resources Division	D84-M026	<u>Personnel Jacket, Inactive Member, Group 1</u>	Change/Renewal	This records series includes performance evaluations, emergency contact information, residency certification, commendation letters, meritorious service awards, educational reimbursement requests, educational documentation, leave of absence requests, resignation letters, notice of retirement documentation, probationary period reports, transfer/reinstatement requests and responses, promotion documentation, and any other pertinent personnel records related to the employment of member.	Event (Employee's separation from service) + 8 Yrs., MPD Office	Destroy Under Supervision	The request is to change the retention from 50 years to 8 years after separation from employment to conform to the City of Milwaukee's approved Global retention schedule for personnel files. The request is to also remove the M from the schedule number to indicate these records will no longer be earmarked for microfilming D84-0026.	Approve, as this amendment will result in the purge of 332 cubic feet of record boxes currently stored at the City Records Center, as the retention would be reduced by 42 years.	CART Approved/ Pending CIMC 3/6/2014
34	370	Milwaukee Police Department (MPD)/ Human Resources Division	D85-9118	<u>Personnel Information Record</u>	Delete	This record series includes a summary of employment and personal information, including photographs. The document has been used to track employment history.	20 Yrs., MPD Office	Destroy Under Supervision	The request is to delete this schedule as it was never used. This record series will now be maintained in digital format on the City's E-Vault system under Schedule D13-E023 <u>Personnel Information Record (Digital)</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
35	370	Milwaukee Police Department (MPD)/ Human Resources Division	D85-M118	<u>Member Information Card and Photo-Inactive</u>	Delete	These records are a summary of employment and personal information, including photographs. The record has been used to track employment history.	30 Yrs., MPD	Destroy Under Supervision	The request is to remove this schedule as it was never used. The records were continually maintained. This record series will now be maintained in digital format on the City of Milwaukee's E-Vault system under Schedule D13-E023 <u>Personnel Information Record (Digital)</u> .	Approve.	CART Approved/ Pending CIMC 3/6/2014
36	370	Milwaukee Police Department (MPD) Human Resources Division	D86-0066	<u>Labor Hours by Title, 118.795 Copy</u>	Delete	This record was a computer printout which shows labor cost used by each title classification for the current year and was used by the Payroll Supervisor and staff for high level auditing and analyzing.	5 Yrs., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
37	370	Milwaukee Police Department (MPD) Human Resources Division	D86-0067	<u>Labor Hours by Purpose, 118.150 Copy</u>	Delete	This record was a computer printout of labor hours by purpose for the current year and was used by the Payroll Supervisor and staff for high level auditing and analyzing.	3 Yrs., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration Information Technology and Management Division.	Approve.	CART Approved/ Pending CIMC 3/6/2014
38	370	Milwaukee Police Department (MPD) Human Resources Division	D86-0068	<u>Labor Hours by Employee/Purpose- 118-595 Copy</u>	Delete	This record was a computer printout of labor hours used by individuals in the police department, for the current year, for specific purposes by the Payroll Supervisor and staff for high level auditing and analyzing.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete.	Approve.	CART Approved/ Pending CIMC 3/6/2014

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#	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
39	370	Milwaukee Police Department (MPD)/ Human Resources Division	D88-0067	<u>Applicant Investigative Report- Not Hired</u>	Change/ Renewal	This record series includes employment background investigation documentation of candidates, such as traffic, arrest and conviction records, police contact, current/former employment information, credit history, as well as any/all records or materials germane to an applicant being considered for appointment.	Event (Date of personnel action occurring upon background disqualification/non-recommend and/or eligibility list expiration) + 4 Yrs., MPD	Destroy Under Supervision	The request is to change the current retention from 25 years to 4. Approved City of Milwaukee Global Retention Schedule for <u>Interview Files and Documentation- Not Hired</u> (G11-0029) is 4 years after the event date of personnel action to which the record relates. The request is to conform to the City of Milwaukee Global Personnel Schedule Guidelines of 4 years, with the event date of personnel action occurring upon background disqualification/non-recommend and/or eligibility list expiration.	Approve, as a 21-year reduction to this retention schedule will result in the disposal of 61 cubic feet of boxes currently stored at the City Records Center and an estimated 152 cubic feet of boxes currently stored at MPD.	CART Approved/ Pending CIMC 3/6/2014
40	370	Milwaukee Police Department (MPD) Human Resources Division	D92-0022	<u>Health Insurance Applications- Copy</u>	Delete	These records are health and dental insurance application forms completed, due to new enrollment, open enrollment changes, or changes due to marriage, divorce, or changes to status of dependents.	1 Yr., MPD	Destroy Under Supervision	The request is to delete this schedule as <u>Health Insurance Applications</u> are done through the Dept. of Employee Relations- Benefits (DER) Self-Service and DER controls and audits these applications now. Schedules for the Human Resources Management System are filed under the Department of Administration/Information Management Technology Division.	Approve	CART Approved/ Pending CIMC 3/6/2014
41	370	Milwaukee Police Department (MPD) Human Resources Division	D92-0023	<u>Hours Paid to FLSA Eligible Employees</u>	Delete	This record was used by payroll staff to calculate FLSA premium payments of 1/2 times premium on overtime hours over 86 which were originally paid at straight time. FLSA requires all hours over 86 in a given pay period to be paid at 1 1/2 times. Payments are now calculated in the Comptroller's Office and run by computer program.	6 Months, MPD	Destroy Under Supervision	The request is to delete this schedule as FLSA eligible payments are now done in the Comptroller's Office and run/paid bi-weekly. Reporting is no longer necessary.	Approve	CART Approved/ Pending CIMC 3/6/2014
42	370	Milwaukee Police Department (MPD) Human Resources Division	D92-0027	<u>Police YTD Summary OT Report 113.642 by Pay Period</u>	Delete	These records include Year to Date Summary Overtime Report. The summary of overtime by category for each assignment code- both hours and amount. The Payroll Supervisor and staff used these reports for high level auditing and analyzing. The report for entire department was retained in payroll and each district or bureau received a copy each pay period.	Current Year Only, MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Depart	Approve	CART Approved/ Pending CIMC 3/6/2014
43	370	Milwaukee Police Department (MPD) Human Resources Division	D92-0028	<u>Overtime Report, Year End Summary 113.642</u>	Delete	This record was a Year to Date Summary Overtime Report which contained a summary of overtime by category for each assignment code- both hours and amount. The report for the entire department was retained in payroll and each district or bureau receives a copy each pay period. It was used by the Payroll Supervisor and staff for high level auditing and analyzing.	3 Yrs.- MPD	Destroy Under Supervision	The request is to delete this schedule. This record was run bi-weekly during the time when the City used the MIPS Payroll System. When MIPS was replaced with PeopleSoft HR this record became obsolete. Digital HRMS Records are scheduled under the Department of Administration/Information Technology Management Division.	Approve	CART Approved/ Pending CIMC 3/6/2014

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#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommend-ations	Status
44	501	Dept. of Public Works (DPW) Administration	D12-E024	<u>Call Management Report Files</u>	Custodial Change	This series includes data files used to generate <u>Call Management Reports</u> used by the Unified Call Center, Treasurer's Office and other call centers within the City. Each department has the option to generate online or hardcopy reports from this system. Information contained in reports includes calls received by employees/agents and duration of calls and reflects how idle phone lines are tracked and calls routed. System backups conducted daily and weekly.	1 Month - DPW Network	Purge	The request is to renew this schedule to modify the description and change the legal custodianship from DPW- Admin./Technical Support Services to the Dept. of Administration/Information Technology & Management Division (ITMD).	Approve	This schedule was placed on hold at the 12/13/2013 CIMC meeting upon request of Jim Klajbor to have the Document Services Manager determine whether an increased retention of 2 Months would be technically feasible. The DSM found that it is not technically possible to increase the retention beyond 1 month.
45	581	Dept. of Public Works/ Operations/ Forestry	D65-0137	<u>Hazardous Tree Report Files</u>	Change/ Renewal	This record series includes official reports regarding hazardous trees on private property, city owned, vacant lots, abandoned properties and "improved lots." Records include notifications to property owners, hazardous tree field reports and related correspondence. These files may also include bid submissions by private contractors for related work.	7 Yrs., Forestry Office	Destroy Under Supervision	The request is to change the title and description of this record as well as to renew the schedule. The title is requested to change from <u>Dutch Elm Disease Lab Report</u> to <u>Hazardous Tree Report Files</u> .	Approve	CART Approved/ Pending CIMC 3/6/2014

Schedule Recommendations for CIMC Approval -- September 4th, 2014 (Exhibit B)

#	Org	Department	Schedule #	Record Title		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 (LRB)	D95-9016	<u>Common Council Journal of Proceedings from 1896 thru 1992/93</u>	Delete	This record series contains the film copy of the <u>Common Council Journal of Proceedings</u> .	Permanent	Permanent	The request is to delete this schedule as this series was not filmed and is proposed for permanent retention in digital format under schedule D95-E165 <u>Common Council Journal of Proceedings 1896-1992/93</u> .	Approve	Pending CIMC
2	130	City Clerk/ Legislative Reference Bureau (LRB)	D95-9165	<u>Common Council Journal of Proceedings 1896 thru 1992/93</u>	Delete	This record series contains <u>Common Council Journal of Proceedings, 1896 through 1992/93</u> . Film copy.	Permanent	Permanent	The request is to delete this schedule as this series was not filmed and is proposed for permanent retention in digital format under schedule D95-E165 Common Council Journal of Proceedings 1896-1992/93.	Approve	Pending CIMC
3	130	City Clerk/ Legislative Reference Bureau (LRB)	D95-9166	<u>Common Council Journal of Proceedings From 1993-94</u>	Delete	This record series contains Common Council Journal of Proceedings from 1993/94 on microfilm, printer's copy.	Permanent	Permanent	The request is to delete this schedule as this series was not filmed and is proposed for permanent retention in digital format under schedule D95-E165 Common Council Journal of Proceedings 1896-1992/93.	Approve	Pending CIMC
4	131	City Clerk/ Central Administration	D11-E058	<u>Video and Audio Files</u>	Change/ Renewal	This record series will now include audio recordings only of common council, standing committees, task forces and boards. Standing committees, task forces and boards are created by council action.	Permanent on E-Vault	Permanent	The request is to change the title of the record to Audio Files. Videos under this schedule will be moved to a separate, finite schedule.	Approve	Pending CIMC
5	131	City Clerk/ Central Administration	D14-E009	<u>Video Files 2003-2013</u>	New	This record series includes video recordings only of common council, standing committees, task forces and boards. Standing committees, task forces and boards are created by council action. This finite collection begins in 2003 and ends in 2013. See Schedule D14-E010 for videos from June, 2013 forward.	Permanent on E-Vault	Permanent	The request is to create a new schedule for the retention of a finite series of videos from 2003-2013 to be stored on the City's E-Vault. As of June 2013, videos will be stored per schedule D14-E010 <u>Video Files 2013 Forward</u> .	Approve	Pending CIMC
6	131	City Clerk/ Central Administration	D14-E010	<u>Video Files 2013 Forward</u>	New	This record series contains videos of common council meetings and standing committees.	Permanent with Common Council City Clerk Vendor	Permanent	The request is to create a new schedule for the retention and disposition for video files starting from June 2013 and forward. NOTE: copies are maintained on multiple servers in various geographical locations in accordance with contractual obligations.	Recommend approval, but strongly recommend the City ensure contractual agreement reflect the City's right to regain full position of record collection upon request at no additional cost to the City.	Pending CIMC

Schedule Recommendations for CIMC Approval -- September 4th, 2014 (Exhibit B)

#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
7	133	City Clerk/ Council Services Division	D82-0016	<u>Recordings of Common Council and Common Council Committees</u>	Change/ Renewal	These records served as the official Common Council meeting records and standing committees, from which minutes were created for formal approval. This is a finite series of audio cassette tapes from 1976 to 2009.	Event (Creation of record) + 8 Yrs. - Council Office	Destroy Under Supervision	The request is to revise the retention on these records from 2 council terms and dispose of as per special list to 8 years from the date of creation.	While State Statues require audio tapes created for the purpose of documenting official meeting minutes be retained for only 3 months following formal approval of minutes, the department seeks an extended retention for administrative purposes, as well as occasional public access requests. Recommend approval.	Pending CIMC
8	133	City Clerk/ Council Services Division	D85-0083	<u>Video Tape Coverage of Public Meetings</u>	Delete	This record series contains video tapes created for the purpose of short term use.	1 month- City Clerk Office	Destroy Under Supervision	The request is to delete this schedule as it is obsolete. Videos can be found under schedules D14-E010 <u>Video Files 2013 Forward</u> and D14-E009 <u>Video Files 2003-2013</u> .	Approve	Pending CIMC
9	133	City Clerk/ Council Services Division	D85-0154	<u>Video Tape Programs Other than Public Meetings</u>	Change/ Renewal	This series includes bulletins, announcements, training and information records, including such events as inaugurations.	1 month *- City Clerk Office	Purge * after 1 month if no administrative value	The request is to renew this schedule and change of the final disposition to purge from "erase" as video recordings are now maintained in digital format rather than on VHS tapes.	Approve	Pending CIMC
10	133	City Clerk/ Council Services Division	D95-E165	<u>Common Council Journal of Proceedings 1896-1992/93</u>	New	This series contains bound books from 1896 through April 1993. These books document the minutes of common council meetings. Paper bound book copies of this series are located in the Common Council, LRB and Milwaukee Public Library. This set of books will be digitized and stored in electronic format on the City's E-Vault System.	Permanent- E-vault	Permanent	The request is to create a new schedule for the electronic copies of the <u>Common Council Journal of Proceedings</u> on E-vault.	Approve	Pending CIMC
11	133	City Clerk/ Council Services Division	D95-M165	<u>Common Council Journal of Proceedings 1896-1992/93</u>	Change/ Renewal	This series contains bound books from 1896 through April 1993. These books document the minuets of common council meetings. Copies of this series are located in the Common Council, LRB and Milwaukee Public Library.	Retain until scanned	Scrap after scanning.	The request is to revise this schedule to transfer these records into a digital format in E-vault for permanent retention.	Approve	Pending CIMC
12	133	City Clerk/ Council Services Division	D95-M166	<u>Common Council Journal of Proceedings From 1993-94- Printer's Copy</u>	Delete	This record series includes the "printer's copy" of the Journal of Proceedings. These copies included copies of single or special groups of meetings. Full years were bound under a separate series up to 1992/93. The purpose of this series was to have copies of proceedings readily available for public access until formal records in other printed formats became available. Technology today provides online access to proceedings very quickly.	Retain until microfilmed	Scrap	The request is to delete this schedule and any associated inventory.	Approve	Pending CIMC

Schedule Recommendations for CIMC Approval -- September 4th, 2014 (Exhibit B)

#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
13	133	City Clerk/ Council Services Division	D97-9072	<u>Certified Copies of Ordinances/ Resolutions</u>	Delete	This series includes microfilm copies of ordinances and resolutions. Records include council file text and date a file is passed. Ordinances include publication and effective dates. Historically these records provided a back up inventory of records. Now records are generated electronically on an as needed basis.	Permanent	Permanent	The request is to delete this schedule and any remaining inventory.	Approve	Pending CIMC
14	133	City Clerk/ Council Services Division	D97-M072	<u>Certified Copies of Ordinances/ Resolutions</u>	Delete	This record series includes certified copies of ordinances and resolutions. Records include council file text and date a file is passes. Ordinances include publication and effective date. Historically these records provided a back up inventory of records. Now records are generated electronically on an as needed basis.	5 Yrs.- Council Office	Scrap after microfilming	The request is to delete this schedule and dispose of any remaining inventory. These records are currently generated electronically on an as needed basis on request.	Approve	Pending CIMC
15	149	City Attorney	D03-0002	<u>Legal Services Files</u>	Change/ Renewal	These records are files that are created as a result of requests received from clients (departments) for reviewing and/or generating documents or providing legal assistance and opinions.	20 Yrs.- City Records Center	Destroy Under Supervision	The request is to change the retention period from 25 to 20 years to conform with the retention Schedule D76-0067 <u>Case Files- Closed.</u>	Approve	Pending CIMC
16	149	City Attorney	D03-0003	<u>Legal Services- Old Matters</u>	Change/ Renewal	These records are old assignment requests that the City Attorney's Office categorized as miscellaneous and were opened prior to having a case/matter management software system called ProLaw. NOTE: While these cases were opened prior to the implementation of ProLaw, assignments made in 2002 forward are indexed into the ProLaw system.	20 Yrs.- City Records Center	Destroy Under Supervision	The request is to change the retention period from 25 to 20 years to conform with the retention Schedule D76-0067 <u>Case Files- Closed.</u>	Approve	Pending CIMC
17	149	City Attorney	D65-0051	<u>Personal Property Tax Delinquent Open</u>	Delete	These records contain former court case files of personal property tax delinquency actions. Litigation concerning delinquent property taxes was outsourced to a private sector firm in 1993, according to the Office of the City Treasurer.	Permanent when cases were open- City Attorney's Office	Scrap	The request is to delete this schedule as there are no records maintained under this schedule as of 8/9/2014.	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 for access to records upon request.	Pending CIMC

Schedule Recommendations for CIMC Approval -- September 4th, 2014 (Exhibit B)

#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
18	149	City Attorney	D65-0052	<u>Personal Property Tax Delinquent Closed</u>	Delete	These records contain former court case files of personal property tax delinquency actions. Litigation concerning delinquent property taxes was outsourced to a private sector firm in 1993, according to the Office of the City Treasurer. The Office of the City Attorney no longer holds these records.	3 Yrs.- City Attorney's Office/ 7 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as there are no records maintained under this schedule as of 8/9/2014.	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 for access to records upon request.	Pending CIMC
19	149	City Attorney	D69-0026	<u>Property Damage Closed File</u>	Delete	These records are files containing property damage suit files. These actions are no longer handled in house. All property damage collection actions are now referred to an outside law firm for collection as of 2004.	4 Yrs.- City Attorney Office/ 3 Yrs.- City Records Center	Scrap	The request is to delete this schedule and transfer existing inventory to Schedule D78-0083 <u>Property Damage Suit File, Closed</u> .	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 for access to records upon request.	Pending CIMC
20	149	City Attorney	D73-0118	<u>Payroll- Zero Balance Report</u>	Delete	This record series contains former payroll reports generated from the City's now defunct payroll system. Current payroll reports are available online through the Human Resources Management System (HRMS). Records are scheduled under the Dept. of Administration/Information Technology Management Division (ITMD).	1 Yr.- City Attorney Office	Scrap	The request is to delete this schedule as it is obsolete. Information is available on HRMS.	Approve	Pending CIMC
21	149	City Attorney	D74-0076	<u>Assignment Cards- Opinions & Claims (CA 40)</u>	Delete	This record is an index card prepared for each legal service request. Cards are no longer prepared and this category is obsolete. This system has been replaced with a case/matter management software system called ProLaw.	10 Yrs.- City Attorney's Office	Destroy Under Supervision	The request is to delete this schedule as these records are obsolete.	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
22	149	City Attorney	D74-0080	<u>Miscellaneous Material Files</u>	Change/ Renewal	This record series contains <u>Legal Services Files</u> .	20 Yrs.- City Records Center	Destroy Under Supervision	The request is to consolidate the records under this schedule into Schedule D03-0002 <u>Legal Services Files</u> , as record content is related to files that are created as a result of requests received from clients (departments) for reviewing and/or generating documents or providing legal assistance and opinions. (See Schedule D03-0002 <u>Legal Services Files</u> on this report.)	Approve	Pending CIMC
23	149	City Attorney	D74-0084	<u>Laws of Wisconsin- Printed Chapters</u>	Delete	These records are copies of State bills passed by the Legislature.	Retain during legislative session	Destroy Under Supervision	The request is to delete this schedule as these records are available elsewhere in City government. Published bills are not considered City records and do not require a formal retention schedule.	Approve	Pending CIMC
24	149	City Attorney	D74-0085	<u>Legislative Bills- Printed Copies</u>	Delete	These records are copies of Legislative Bills.	2 Yrs.- City Attorney Office	Destroy Under Supervision	The request is to delete this schedule as printed copies of Legislative Bills are not records and do not require a schedule.	Approve	Pending CIMC
25	149	City Attorney	D78-0083	<u>Property Damage Suit File, Closed</u>	Delete	These records are files containing property damage suit files. These actions are no longer handled in house. All property damage collection actions are now referred to an outside law firm for collection as of 2004.	3 Yrs.- City Attorney's Office/ 7 Yrs. City Records Center	Scrap	The request is to delete this schedule after the last record in inventory expires.	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 for access to records upon request.	Pending CIMC
26	149	City Attorney	D84-0034	<u>Prosecution Litigation- Circuit Court Files</u>	Change/ Renewal	This record series includes files containing correspondence, circuit and municipal court files, parking review reports, and tow forms.	3 Yrs.- City Attorney's Office/ 4 Yrs. City Records Center	Destroy Under Supervision	The request is to change the title of the schedule to <u>Ordinance Enforcement Files and Correspondence</u> and to renew the schedule for a retention period of 7 years with a final disposition of destruction under supervision.	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
27	152	Dept. of Administration/ Business Operations/ Procurement Services Section	D13-E029	<u>Awarded Contracts</u>	New	This record series only includes a digital version of the fully executed contract document(s) resulting from any bid, request for proposal, or exception to bid process. See schedule D12-0015 <u>Contract Development Documents</u> for a comprehensive list of documents related to contract development.	Event (expiration of the contract) +10 Years on the City of Milwaukee E-Vault System	Destroy Under Supervision	The request is to create a new schedule named <u>Awarded Contracts</u> . This schedule will allow for electronic storage and retrieval of contracts that were awarded during the bid or exception-to-bid process. A contract (or contract amendment) would include the contract number, vendor name, payment amount, payment terms, and a description of what is being purchased. These records are created by scanning or electronically creating the fully executed contract document(s) onto the LAN. The contract document(s) will be uploaded to the City's E-Vault application for easier retrieval by requesters and end users of the contract. After the electronic version is uploaded to E-Vault, the version on the LAN will be deleted. The paper version of the awarded contract will be stored under schedule D12-0015 <u>Contract Development Documents</u> . Both schedules will be kept for 10 years following the expiration of the contract.	Approve	Pending CIMC
28	152	Dept. of Administration/ Business Operations/ Procurement Services Section	D12-0015	<u>Contract Development Documents</u>	Change/ Renewal	This record series includes a copy of the contract resulting from any bid, request for proposal, or exception to bid process. Records may include signed contracts, original signed bids or requests for proposals, bid tabulations, and/or official correspondence. This series includes hard copy, paper documents.	Event (expiration of the contract) +3 Yrs.- Procurement Office / 7 Yrs.- City Records Center	Destroy Under Supervision	The request is to change the record title from <u>Contracts</u> to <u>Contract Development Documents</u> , change the retention to indicate it is event-driven based on the expiration of the contract, plus 10 years, and, to note that a portion of these records will also be included under Schedule D13-E029 <u>Awarded Contracts</u> on the City's E-Vault System.	Approve	Pending CIMC
29	155	Dept. of Administration/ Information Technology Management Division (ITMD)	D14-E008	<u>Cable Book</u>	New	This series includes individual digital records of cable locations throughout the City of Milwaukee. These records have been created since the late 1800's in bound-book format. The City began tracking them in electronic format using a database and network storage space circa 2005. See related Schedules D14-E011 <u>Circuit Route Cards</u> and D63-M120 <u>Communications Cable Book</u> .	Retain until superseded or obsolete- DPW Network	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition of these records, which are now under the legal custodianship of the Department of Administration, Information Management Technology Division. Records will be transferred to the DOA Network.	Approve	Pending CIMC
30	155	Dept. of Administration/ Information Technology Management Division (ITMD)	D14-E011	<u>Circuit Route Cards</u>	New	This record series includes date of creation and description of all circuits in the City of Milwaukee. Port number of circuit connection, cable, conductors, related building and room locations with main and intermediate distribution frames, as well as jack locations. Records have been created since the late 1800's. See related Schedule D14-E008 <u>Cable Book</u> .	Retain until superseded or cable is removed- DPW Network	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition of these records, which are now under the legal custodianship of the Department of Administration, Information Management Technology Division. Records will be transferred to the DOA Network.	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
31	155	Dept. of Administration/ Information Technology Management Division (ITMD)	D14-E012	<u>Telephone Location Plan by Building</u>	New	This record includes a floor plan of rooms within buildings owned or leased by the City of Milwaukee for City business purposes. Each floor plan shows approximate telephone jack location, telephone extension and telephone type/model. These plans are used for troubleshooting, inventory and remodeling. Plans also show IDF locations.	Retain Until Superseded- DPW Network	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition of these records, which are now under the legal custodianship of the Department of Administration, Information Management Technology Division.	Approve	Pending CIMC
32	155	Dept. of Administration/ Information Technology Management Division (ITMD)	D14-E013	<u>Data Jack Location By Building</u>	New	This record includes a floor plan of rooms within buildings owned or leased by the City of Milwaukee for City business purposes. Each floor plan shows approximate data jack location, jack number and patch panel locations. This record is used for troubleshooting, inventory and remodeling.	Retain Until Superseded- DPW Network	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition of these records, which are now under the legal custodianship of the Department of Administration, Information Management Technology Division.	Approve	Pending CIMC
33	180	Board of Zoning Appeals (BOZA)	D12-0020	<u>BOZA Chairman's Files</u>	New	This series includes the files kept by the person who chaired the Board of Zoning Appeals from the early 1970s through the mid 1990s. It has not been the practice of subsequent chairs to accumulate documents that are held by the administrative offices of the Board of Zoning Appeals. Therefore, this will be a one time schedule as these records are no longer generated. This schedule will be set to expire in 2 years following transfer to Milwaukee Public Library Archives.	BOZA Office, Transfer to the City Records Center	MPLSCREEN * If the City of Milwaukee Archives at MPL does not want the records, notify the Wisconsin State Historical Society.	The request is to transfer this set of records to the MPL Archives to be screened for historic value.	Approve	Pending CIMC
34	191	Department of City Development (DCD) Administration	D14-0001	<u>Economic Development History Files</u>	Change/ Renewal	This collection includes studies, reports, plans, surveys and other information related to the economic development function of the City of Milwaukee Department of City Development. This collection begins with records dating back to the 1960's.	7 Yrs.- DCD/ Transfer to the City Records Center, then to MPL Archives	MPLSCREEN * If the City of Milwaukee Archives at MPL does not want the records, notify the Wisconsin State Historical Society.	The request is to amend the record description from a finite series beginning in the 1960's and ending in the 1980's, to an opened end collection which will be continued to be screened for historic value seven years after the administrative value of the records ends for the originating department.	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
35	191	Department of City Development (DCD) Administration	D14-0006	<u>Tax Incremental District Files</u>	New	This record series includes Tax Incremental District (TID) Project Plans, TID Joint Review Board meeting notices and resolutions, correspondence, cost estimates, invoices, loan agreements, grant agreements, feasibility studies and Common Council resolutions. On May 1, 1976, the Menomonee Valley was the first of over 70 TID's that were created. Authorized by State Statute in 1975, this mechanism allows cities to capture increased tax revenues generated by economic development projects and to use the money to pay back city funds injected at the front end of the development, most often for streets, sewers, environmental remediation or other site improvements. Tax incremental financing provides municipalities with incentive to provide up-front capital for redevelopment projects because the municipality is assured a steady future revenue source to pay off up-front costs.	Event (closeout of the TID) +7 Yrs.- DCD/ Transfer to the City Records Center, then to MPL Archives.	MPLSCREEN * If the City of Milwaukee Archives at MPL does not want the records, notify the Wisconsin State Historical Society	The request is to create a schedule for the retention and disposition of <u>Tax Incremental District Files.</u>	Approve	Pending CIMC
36	192	Department of City Development (DCD)/ Neighborhood Improvement Development Corporation	D14-0007	<u>Rejected Loan Applications</u>	New	This record series includes client loan applications for city or federally funded housing rehabilitation loan and grant programs for clients who do not receive a loan or grant from such programs. Records may include income and tax documents submitted by applicants.	Current DCD/NIDC Offices + 1 Yr.- NIDC Storage Facility	Destroy Under Supervision	The request is to create a schedule for the retention and disposition of <u>Rejected Loan Applications.</u>	Approve	Pending CIMC
37	211	Comptroller's Office/ Payroll Admin	D14-0014	<u>941/941 X Employers Qtrly Fed Tax Return/ Corrected Return</u>	New	941 is the federal tax return for the City to pay all federal taxes due from federal/FICA tax withholdings on employee's paychecks and the employer's share of FICA. Included are the supporting documents from the payroll system to justify what was reported and paid. PAY018-payroll summaries, EFTPS confirmations from the Treasury, R2R's to show the voucher detail. 941X is the corrected tax returns.	3 Yrs.- Comptroller's Office / 7 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition of these records as of 2013 because the Comptroller's Office assumed the duty of preparing this form from the Office of the City Treasurer.	The recommendation is to approve this schedule; however, the legal custodianship of any existing related records held by the Office of the City Treasurer should be transferred to the Office of the City Comptroller.	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
38	310	Fire & Police Commission (FPC)	D14-0005	<u>Exam Administration-- Candidates Hired/Promoted</u>	New	This record series includes job advertisement/announcement bulletins; application sample; training and experience sample; study guides; test administration documents such as exam booklet, background investigation questionnaire, interview questions, evaluations, work simulation exercises, check-in and score sheets, passing point calculations, assessment center materials, and any other information records used in the selection process for entry-level and promotional positions in the police and fire departments; scheduling and result notices sent to candidates; applicant flow statistics for all exam component steps; eligible list & requests to extend; appeal process material for successful disqualification appeals; conditional offers of employment; and recruitment plan data. This schedule contains mixed media and covers all media. *Application materials, test accommodation requests, and appointment and promotion letters for persons hired and promoted are to be placed in Global Schedule G11-0035 <u>Personnel File</u> .	2 Yrs. (Expiration of exam eligible list) - FPC Office/ 10 Yrs. City Records Center (*cull specified documents for inclusion under Schedule D14-0017 <u>Exam History</u> .)	Destroy Under Supervision	The request is to create a new schedule as the Global Schedule G11-0035 <u>Personnel File</u> is not appropriate for FPC exam administration records of candidates for entry-level and promotional positions in the police and fire departments. Only certain documents as noted in this schedule description will be culled for inclusion under the global schedule.	Approve	Pending CIMC
39	310	Fire & Police Commission (FPC)	D14-0008	<u>Pre-Employment Background Investigation-- Documentation-- Hired</u>	New	This record series includes background investigation questionnaires and/or investigation summaries, traffic record checks, arrest and conviction records, as well as other background investigation information received or prepared in relation to candidates hired for entry-level positions in the police and fire departments; and background appeal scheduling and result notices. This series may also include consumer credit reports. This schedule contains mixed media and covers all media.	(Expiration of exam eligible list, minimum 2yrs.) - FPC Office/ 7 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule as the Global Schedule G11-0038 <u>Employment Background Investigation Documentation-- Candidates Hired</u> is not appropriate for FPC background records of candidates for entry-level positions in the police and fire departments.		Pending CIMC
40	310	Fire & Police Commission (FPC)	D14-0015	<u>Medical Pre-Employment Screening-- Not Hired</u>	New	This record series includes pre-employment screening scheduling notices and results of drug screenings, medical exams and psychological screenings.	(Expiration of exam eligible list, 2 yrs minimum) - FPC Office/ 7 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule as the Global Schedule G11-0036 <u>Personnel Files-- Medical</u> is not appropriate for FPC records related to pre-employment screenings conducted during the selection process for entry-level and promotional positions in the police and fire departments.	The recommendation is to approve; however, firms under contract with the City to provide pre-employment medical screening services would be obligated to maintain records in accordance with record retention laws and contractual obligations for access to records upon request.	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
41	310	Fire & Police Commission (FPC)	D14-0016	<u>Exam Development</u>	New	This record series includes the request for an examination to be conducted, the job analysis, and any other materials and resources created or used in the development, updating or evaluation of examination components for entry-level and promotional positions in the police and fire departments. This schedule contains mixed media and covers all media.	(Expiration of exam eligible list, 2 yrs minimum) - FPC Office/ 10 Yrs. City Records Center (cull for inclusion under Schedule D14-0017 <u>Exam History documents</u> .)	Destroy Under Supervision	The request is to create a new schedule for the retention and disposition for the development and/or updating of an examination for entry-level and promotional positions in the police and fire departments.	Approve	Pending CIMC
42	310	Fire & Police Commission (FPC)	D14-0017	<u>Exam History</u>	New	This record series includes selected records from the <u>Exam Administration- Candidates Hired/Promoted</u> and <u>Exam Development</u> schedules, which are culled out at the end of those schedules to become the <u>Exam History</u> schedule which is kept for another 15 years.* The selected records include documents related to exam development and exam components (such as job analysis report, exam booklet, background questionnaire sample, passing point calculations, etc.); job advertisement/announcement; test administration document samples (application and notice samples, training and experience sample; study guide, interview questions, work simulation exercises, etc.); notices sent to candidates; exam results; applicant flow stats for all component steps; original eligible list and requests to extend; and recruitment plan data. This schedule contains mixed media and covers all media.	2 Yrs. (Expiration of exam eligible list)+ 10 Yrs.- FPC Office/ 15 Yrs. City Records Center. *The 15 year retention period includes records culled from Schedules D14-0016 & D14-0005.	Destroy Under Supervision	FPC examination staff has a need to refer to selected prior exam components longer than the "expiration of eligible list plus 10 years" retention period requested in new schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0016 <u>Exam Development</u> . Some exams are not given often and could be destroyed before staff needs to refer to them again; therefore they will be incorporated into this schedule. Public safety hiring is scrutinized carefully, and requests for information from prior exams are often received from the courts.	Approve	Pending CIMC
43	310	Fire & Police Commission (FPC)	D14-0018	<u>Exam Administration- Candidates Not Hired/Promoted</u>	New	This record series includes documents such as applications/resumes including solicited but not hired, test accommodation requests, and training and experience questionnaires; exam administration documents such as interview questions, evaluations, work simulation exercises, assessment center materials, check-in and score sheets, scheduling notices and results of exams sent to candidates; appeal process material for unsuccessful disqualification appeals; background investigation questionnaire and summaries, and background investigation documentation including but not limited to traffic, arrest and conviction records, and credit reports; and any other information used in the selection process for entry-level and promotional positions in the police and fire departments. This schedule contains mixed media and covers all media.	(Expiration of exam eligible list - Minimum 2 Yrs.)- FPC Office/ 7 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule as the Global Schedule G11-0029 <u>Interview Files and Documentation- Not Hired</u> is not appropriate for FPC exam administration records of non-hired candidates for entry-level positions and candidates not promoted in the police and fire departments. Public safety hiring is scrutinized carefully, and requests for information from prior exams are often received from the courts.	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
44	310	Fire & Police Commission (FPC)	D14-0019	<u>Medical Pre-Employment Screening-- Hired</u>	New	This record series includes pre-employment screening scheduling notices and results of drug screenings, medical exams and psychological screenings. This schedule contains mixed media and covers all media.	Event (Separation from employment)- FPC Office/ 8 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule as the Global Schedule G11-0036 <u>Personnel Files-- Medical</u> is not appropriate for FPC records related to the pre-employment screenings conducted during the selection process for entry-level positions in the police and fire departments.	The recommendation is to approve; however, firms under contract with the City to provide pre-employment medical screening services would be obligated to maintain records in accordance with record retention laws and contractual obligations for access to records upon request.	Pending CIMC
45	310	Fire & Police Commission (FPC)	D90-0044	<u>Appointment Letter, Copy</u>	Delete	This record series includes copies of appointment letters for entry-level and promotional positions in the police and fire departments.	5 Yrs. - FPC Office	Scrap	The request is to delete this schedule. Records historically classified under this schedule will be reclassified under Global Schedule G11-0035 <u>Personnel File</u> .	Approve	Pending CIMC
46	310	Fire & Police Commission (FPC)	D90-0062	<u>Applications, Fire & Police Depts., Non-Hires</u>	Delete	This record series includes applications from entry-level and promotional candidates in the police and fire departments who were not successful in the examination selection process. Any remaining records will be transferred to new schedule D14-0018 <u>Exam Administration--Candidates Not Hired/Promoted</u> .	(Expiration of exam eligible list, Minimum 2 Yrs.)- FPC Office/ 6 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule. The retention period on all existing records under this schedule has expired, and these records have been disposed. Records historically classified under this schedule will be reclassified under new Schedule D14-0018 <u>Exam Administration-- Candidates Not Hired/Promoted</u> .	Approve	Pending CIMC
47	310	Fire & Police Commission (FPC)	D90-0063	<u>Examination Booklets</u>	Delete	This record series includes the original examination booklet for entry-level and promotional exams in the police and fire departments. Remaining records will be transferred to schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Permanent- FPC Office	Permanent	The request is to delete this schedule as records historically classified under this schedule will be reclassified under schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC
48	310	Fire & Police Commission (FPC)	D90-0064	<u>Examination Booklets, Copy</u>	Delete	This record series includes copies of the examination booklet for entry-level and promotional exams in the police and fire departments. Remaining records will be transferred to schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Retain until administrative value expires	Destroy Under Supervision	The request is to delete this schedule as records historically classified under this schedule will be reclassified under schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC
49	310	Fire & Police Commission (FPC)	D90-0065	<u>Examination Announcements</u>	Delete	This record series includes the original and copies of examination announcements for entry-level and promotional positions in the police and fire departments. Remaining records will be transferred to schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Retain until obsolete	Scrap	The request is to delete this schedule as records historically classified under this schedule will be reclassified under schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC

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50	310	Fire & Police Commission (FPC)	D90-0066	<u>Test Papers, Fire and Police</u>	Delete	This record series includes all exam-related documents not covered by other schedules for entry-level and promotion exams in the police and fire departments. Remaining records will be transferred to new schedules D14-0005, <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> as outlined above	(Expiration of exam eligible list + 2 Yrs. (Minimum 4 Yrs.)) - FPC Office	Destroy Under Supervision	The request is to delete this schedule. Records historically classified under this schedule will be reclassified under Schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to Schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC
51	310	Fire & Police Commission (FPC)	D90-0093	<u>Examination Statistics (Fire and Police)</u>	Delete	This record series includes exam statistics (aka "applicant flow") for entry-level and promotional exams in the police and fire departments. Remaining records will be transferred to schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Event (Expiration of Eligible List)- FPC Office + 6 Yrs.- City Records Center	Destroy Under Supervision	The request is to delete this schedule as records historically classified under this schedule will be reclassified under schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to schedule D14-0017 <u>Exam History</u> .	The recommendation is to approve; however, copies of statistical reports excluding personally identifiable information should be forwarded to the City of Milwaukee Legislative Reference Bureau for inclusion in the City's "M-Collection", in accordance with local ordinance for permanent retention of city department reports.	Pending CIMC
52	310	Fire & Police Commission (FPC)	D90-0094	<u>Recruitment Data (Fire and Police)</u>	Delete	This record series includes data related to recruitment efforts for entry-level exams in the police and fire departments. Remaining records will be transferred to Schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Event (Expiration of Eligible List)- FPC Office + 6 Yrs.- City Records Center	Destroy Under Supervision	The request is to delete this schedule as records historically classified under this schedule will be reclassified under Schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to Schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC
53	310	Fire & Police Commission (FPC)	D90-0095	<u>Eligible List</u>	Delete	This record series includes the original eligible lists for entry-level and promotional exams in the police and fire departments. Remaining records will be transferred to Schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	Permanent- FPC Office	Permanent	The request is to delete this schedule as records historically classified under this schedule will be reclassified under Schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to Schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC
54	310	Fire & Police Commission (FPC)	D90-0096	<u>Eligible List (Fire and Police) Copy</u>	Delete	This record series includes copies of eligible lists for entry-level and promotional exams in the police and fire departments. Remaining records will be transferred to schedules D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and D14-0017 <u>Exam History</u> .	(Expiration of exam eligible list + 2 Yrs. (4 Years Minimum)) - FPC Office/ 2 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as records historically classified under this schedule will be reclassified under Schedule D14-0005 <u>Exam Administration-- Candidates Hired/Promoted</u> and then transferred at the end of that retention period to Schedule D14-0017 <u>Exam History</u> .	Approve	Pending CIMC

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#	Org	Department	Schedule #	Record Title		Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
55	526	Dept. of Public Works (DPW)/ Traffic Engineering and Electrical Services	D63-9120	<u>Communication Cable Book- Microfilm</u>	Delete	See schedule D63-M120 <u>Communication Cable Book</u> . Books were routinely microfilmed and placed on aperture cards. Film was destroyed as records were updated.	Retain until superseded.	Retain until superseded.	This record is no longer filmed. The request is to delete this schedule. This record series is not maintained under schedule D14-E008 <u>Cable Book</u> .	Approve	Pending CIMC
56	526	Dept. of Public Works (DPW)/ Traffic Engineering and Electrical Services	D63-M120	<u>Communication Cable Book</u>	Delete	The purpose of the <u>Communications Cable Book</u> was to track the cable numbers, number of conductors on each cable, the location of splices on each cable, circuits on each conductors on each cable throughout the City of Milwaukee. This book tracked copper cables only, which included the ability to transmit electronic signals for the purpose of fax machines, sewer SCADA circuits, police and fire radio, DPW radio circuits for sanitation, forestry, street lights, fuel data circuits, fire and police call boxes, water department telemetry lines, security card access, security cameras, DSL circuits, alarm lines, telephone lines to fire and police officials and other communication services/sensor transmissions such as street lighting. The information tracked in this manner began being tracked in a designated database starting in early 2006. See Schedule D14-E008 <u>Cable Book</u> for the manner in which current records are tracked/created.	Retain until superseded.	Scrapped after microfilming	The request is to delete this schedule as records are no longer prepared in this manner.	Approve	Pending CIMC
57	526	Dept. of Public Works (DPW)/ Traffic Engineering and Electrical Services	D77-0187	<u>Hold-Up Alarm System Record ES 94</u>	Delete	This record series includes drawings of alarm circuits directly from banks and financial institutions to police precincts. These alarm circuits are obsolete and have been removed.	Retain until superseded or obsolete- DPW Office	Destroy Under Supervision	The request is to delete this schedule as these records are no longer created. The request is also to immediately dispose of any paper or digital records which may not have previously been destroyed.	Approve	Pending CIMC
58	526	Dept. of Public Works (DPW)/ Traffic Engineering and Electrical Services	D78-E153	<u>Buried Communication Cable- As Built Drawings- Digital</u>	New	This record series contains as built drawings of buried communication cable in the City of Milwaukee. Records are used for tracking where circuits are routed. Records are updated on an as needed basis as communication lines change. Cables that are abandoned are marked as such.	Retain Until Superseded- DPW Network	Permanent	The request is to create a new schedule as these records have not been previously scheduled. As legal custodianship of these records has been transferred from the Department of Public Works to the Department of Administration, Information Management Technology Division, records will be transferred to the DOA Network for storage.	Approve	Pending CIMC
59	526	Dept. of Public Works (DPW)/ Traffic Engineering and Electrical Services	D78-M153	<u>Buried Communication Cable- As Built Drawings</u>	Custodial Change	This record series contains as built drawings of buried communication cable in the City of Milwaukee. Records are used for tracking where circuits are routed.	Permanent during organizational transition and review of digital files.	Permanent	The request is to renew/revise this schedule while the series and related records are being reviewed and to transfer custodianship from DPW/ Traffic Engineering and Electrical Services to Dept. of Administration/ Information Technology Management Division (ITMD). Collection will be reviewed for potential retention on the City's Centralized Imaging System known as E-Vault.	Approve	Pending CIMC