



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Agenda

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. MARK BORKOWSKI, CHAIR

David Henke, Vice-Chair

*Timothy Richter, Robert Jaeger, James Klajbor, Jennifer Meyer,
James Owczarski, Jeffrey Madison, James Zimmer, David Klein,
Richard Watt, and Jeffrey Larson.*

*Staff Assistant, Chris Lee, 414-286-2232, Fax:286-3456,
clee@milwaukee.gov*

Thursday, March 2, 2023

10:00 AM

Room 303, Third Floor, City Hall

Amended 2/27/23 - Items 5, B., ii. & iii. added.

1. **Call to order.**

2. **Roll call.**

3. **Review and approval of the previous meeting minutes from December 8, 2022.**

4. **Records retention.**

- A. Proposed departmental record schedules for approval*
- B. State Records Board approval of previous schedules update*
- C. Discussion on an enterprise records and document management system*

5. **Information and Technology Management Division**

- A. Data Governance Board structure and composition for review and/or approval*
- B. Updates to IT policies to reflect State of Wisconsin
 - i. Removal of prohibited foreign products standard*
 - ii. Social Media Policy for review and/or approval*
 - iii. Mobile Device Management Policy for review and/or approval**

6. **Review and approval of the CIMC 2022 annual report.**

7. **The following files may be placed on file as no longer necessary:**

[211775](#)

Communication relating to the matters to be considered by the City Information Management Committee at its March 17, 2022 meeting.

Sponsors: THE CHAIR

[220189](#) Communication relating to the matters to be considered by the City Information Management Committee at its June 16, 2022 meeting.

Sponsors: THE CHAIR

[220575](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 1, 2022 meeting.

Sponsors: THE CHAIR

[221181](#) Communication relating to the matters to be considered by the City Information Management Committee at its December 8, 2022 meeting.

Sponsors: THE CHAIR

8. Next steps.

- A. Agenda items for the next meeting
- B. Next meeting (Thursday, June 1, 2023 at 10 a.m.)

9. Adjournment.

Meeting materials from this meeting can be found within the following file:

[221642](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 2, 2023 meeting.

Sponsors: THE CHAIR

In the event that Common Council members who are not members of this committee attend this meeting, this meeting may also simultaneously constitute a meeting of the Common Council or any of the following committees: Community and Economic Development, Finance and Personnel, Judiciary and Legislation, Licenses, Public Safety and Health, Public Works, Zoning, Neighborhoods & Development, and/or Steering and Rules. Whether a simultaneous meeting is occurring depends on whether the presence of one or more of the Common Council member results in a quorum of the Common Council or any of the above committees, and, if there is a quorum of another committee, whether any agenda items listed above involve matters within that committee's realm of authority. In the event that a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting.

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the City Clerk's Office ADA Coordinator at 286-2998, (FAX)286-3456, (TDD)286-2025 or by writing to the Coordinator at Room 205, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

Limited parking for persons attending meetings in City Hall is available at reduced rates (5 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in the first floor Information Booth in City Hall.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.