



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Agenda

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. NIK KOVAC, CHAIR

David Henke, Vice-Chair

Timothy Richter, David Kaminski, James Klajbor, Jennifer Meyer, James Owczarski, Jeffrey Madison, Judy Pinger, David Klein, Richard Watt, and Jeffrey Larson.

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

Thursday, March 18, 2021

10:00 AM

Virtual Meeting

This will be a virtual meeting conducted via GoToMeeting. Should you wish to join this meeting from your phone, tablet, or computer you may go to <https://global.gotomeeting.com/join/117202293>. You can also dial in using your phone United States: +1 (872) 240-3212 and Access Code: 117-202-293.

1. **Call to order.**
2. **Roll call.**
3. **Review and approval of the previous meeting minutes from December 10, 2020.**
4. **Records Retention.**
 - A. *Proposed departmental record schedules for approval*
 - B. *State Records Board approval of previous schedules*
 - C. *Communication on a policy for Microsoft Teams data and records retention*
 - D. *Communication on a policy for the City's DocuSign platform*
5. **Information and Technology Management Division.**
 - A. *Communication on hardware failure*
6. **Review and approval of the 2020 CIMC annual report.**
7. **The following files may be placed on file as no longer necessary:**
 - A. [191863](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 26, 2020 meeting.
Sponsors: THE CHAIR

- B. [200654](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 17, 2020 meeting.

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- C. [201123](#) Communication relating to the matters to be considered by the City Information Management Committee at its December 10, 2020 meeting.

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8. Agenda items for the next meeting.
9. Next meeting date and time (June 10, 2021 at 10 am).
10. Adjournment.

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

- [201491](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 18, 2021 meeting.

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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.

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