

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 16, 2022

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	131	City Clerk/ Central Administration	12-0016	<u>City Clerk's Correspondence</u>	Superseded	This schedules is superseded by City Global Schedule 18-0042 <u>Subject Files- City Departments and Elected Officials.</u>	Creation + 7 Yrs./ Office	MPLSCREEN/ Archives	No
2	191	DCD	10-0048	<u>City Property Management Files</u>	Amend	Files documenting the management of city-owned property, including In Rem properties, Improved properties, any Leases or Licenses required by outside operators, and easement information. This series is for properties already owned by the City or its subsidiaries. Note: for purchase or sale transactions, use Schedule 11-0011 <u>City Property Transaction Files.</u>	Event (Disposition of Property) +1 yrs./Office + 3 yrs. City Records	City Archives at MPL	Yes
3	191	DCD	11-0011	<u>Real Estate Transaction Files</u>	Amend	Records of real estate acquisition and disposition activities of the City Real Estate section of City Development. Files may include physical property info, photos, maps, inspections, sale transfer info, and related records. Documentation of the deed may be included; however, the copy of record is maintained by the Milwaukee County Register of Deeds. These records provide information on the development of Milwaukee neighborhoods, and should be sampled by City Archives as a partial historical record.	Event (Transaction Executed) + 5 Yrs./ Office	City Archives at MPL	Yes
4	191	DCD	11-0014	<u>Property Acquisition- Rejected/ Cancelled Bids</u>	Amend	Documentation for rejected or cancelled bids or RFPs related to the acquisition or sale of city property. These records have high administrative value until a successful bid is received, but very limited value thereafter.	Event (Final Disposition of Property) + 1 yr./Office	Destroy Under Supervision	Yes
5	191	DCD	21-0028	<u>Client Loan Administration Files</u>	New	Records for administration of loans administered by the Department of City Development or related entities (Housing Authority, Neighborhood Improvement Development Corporation, and Redevelopment Authority). These loans may be to either developers or individual residents, and files may include project or tenant financial information, rehab project plans, contract & bid information, loan information, contractor payment information & project closeout information.	Event (Completion of Project) + 2 yrs./Office + 9 yrs. City Records	Destroy Under Supervision	Yes

RETENTION SCHEDULES FOR CART REVIEW Q2 2022

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
6	221	City Treasurer	12-0002	<u>Teller Transactions-Supporting Documents</u>	Amend	This record series includes electronic images of original paper documentation created as a result of City Treasurer's Office teller transactions. The checks tendered in payment at the teller windows and supporting documents are imaged and are deposited electronically to the bank on contract with the City of Milwaukee. The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Two weeks after verification of the quality and retention of the electronic images, the input record will be destroyed confidentially in accordance with the operating rules and regulations of the NACHA (National Automated Clearinghouse Association), which sets standards for banking rules.	Fiscal Yr. +3 Yrs./ Office	Destroy Under Supervision	Yes
7	221	City Treasurer	12-0003	<u>Bankruptcy Administration Files</u>	Amend	This record series includes electronic images of paper documentation of original bankruptcy notices, research, and correspondence. The electronic images will be retained on the Treasurer's office network and made accessible to staff on their personal desktop computers. File naming convention: YY-CCCCC-TTT, whereas, Y = last two digits of the year filed; C = 5 digit case number; and T = type of bankruptcy: Chapter 7, Chapter 13, etc. The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Two weeks after verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.	Fiscal Yr. +7 Yrs./ Office	Destroy Under Supervision	Yes

RETENTION SCHEDULES FOR CART REVIEW Q2 2022

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
8	221	City Treasurer	12-0009	<u>Collection Agent Reports</u>	Amend	The City of Milwaukee contracts with an outside collection agent for delinquent property tax accounts. In the course of business, the collection agent provides the City Treasurer's Office with daily, weekly and monthly reports relating to payments collected; a daily ledger of costs maintained by the collection agent on these accounts; reports listing accounts that are being paid, closed or returned by the collection agent. Any judgment status and/or direct tax payments made to the collection agent are reported and posted to the tax collection system on a daily basis. Reports are used to reconcile City financial accounts with the collection agent's activities. Records may at times include the names, addresses, bank and tax account numbers of property owners. This schedule will consolidate schedules 12-0005, 12-0006, 12-0008 and 12-E007.	Fiscal Yr. +3 Yrs./ Office	Destroy Under Supervision	Yes
9	221	City Treasurer	12-0010	<u>Delinquent Tax Accounts in Collection</u>	Renew	These records are an electronic listing of delinquent property tax accounts to be transferred from the City Treasurer's Office to the City's collection agent, and the report from the City's Collection agent acknowledging delinquent tax accounts transferred for collection. Records may at times include the names, addresses, bank and tax account numbers of property owners.	Fiscal Yr. +3 Yrs./ Office	Destroy Under Supervision	Yes
10	381	Health/Admin	09-0037	<u>School Nursing Service Record H-1029</u>	Superseded	This schedules is superseded by Schedule 21-0039 <u>Clinic Patient Medical Records.</u>	Event (Last patient contact (adult) or patient 18th birthday (juvenile)) + 7 yrs./Office	Destroy Under Supervision	No

RETENTION SCHEDULES FOR CART REVIEW Q2 2022

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
11	392	Health/VD Control	78-0090	<u>Patient History Summary H-1212</u>	Superseded	This schedules is superseded by Schedule 21-0039 <u>Clinic Patient Medical Records.</u>	Event (Last patient contact (adult) or patient 18th birthday (juvenile)) + 7 yrs./Office	Destroy Under Supervision	No
12	392	Health/VD Control	78-0091	<u>Social Hygiene Medical Record H-1207</u>	Superseded	This schedules is superseded by Schedule 21-0039 Clinic Patient Medical Records.	Event (Last patient contact (adult) or patient 18th birthday (juvenile)) + 7 yrs./Office	Destroy Under Supervision	No
See Delete/Superseded Schedule Request Form from for 17 Schedules from City Treasurer									
See Delete/Superseded Schedule Request Form from for 11 Schedules from Health Dept./Public Health Nursing									



**Office of the Common Council - City Clerk
City Records Center**

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Delete/Superseded Schedule Request Form

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

Department Name: City Treasurer's Office	Department Number: 221
Department Head Spencer Coggs	Division Head Jim Klajbor
Department Records Coordinator	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	12-E002	Teller Transactions Supporting Documentation-Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0002 <u>Teller Transactions-Supporting Documentation</u> ; No Inventory
2	12-E003	Bankruptcy Administration Files-Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0003 <u>Bankruptcy Administration Files</u> ; No Inventory
3	00-0043	Checks Paid Accounts Payable	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0011 <u>Checks (Cancelled)</u> ; No Inventory
4	12-0005	Collection Agent's Cash Collection Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
5	12-0006	Collection Agent's Cost Ledgers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
6	12-0008	Collection Agent's Report of Judgments Filed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
7	12-E007	Collection Agent Direct Tax Payments Transmittal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0009 <u>Collection Agent Reports</u> ; No Inventory
8	15-0030	USPS Returned Mail Bills	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
9	86-E078	Special Assessment Bond Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
10	15-E023	Revenue Collection Operations Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 12-0002 <u>Revenue Collection Operations Files</u> ; No Inventory
11	15-E024	Financial Services Operations Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0024 <u>Financial Services Operations Files</u> ; No Inventory



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12	15-E025	Customer Svc Div. Corresp. Files- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0025 <u>Customer Service Division Correspondence Files</u> ; No Inventory
13	15-E026	Authorization Agreement- EFT for Property Tax Installments- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0026 <u>Authorization Agreement- EFT for Property Tax Installments</u> ; No Inventory
14	15-E027	Lottery & Gaming Credit Program- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0027 <u>Lottery & Gaming Credit Program</u> ; No Inventory
15	15-E028	Return Remittance Bill Payment Envelopes- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0028 <u>Return Remittance Bill Payment Envelopes- Electronic Image</u> ; No Inventory
16	15-E029	Property Tax Account Transaction Documents- Electronic Image	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-0029 <u>Property Tax Account Transaction Documents</u> ; No Inventory
17	16-E024	IT System Request Changes- Electronic	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 16-0024 <u>IT System Request Changes</u> ; No Inventory



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

Department Name: Health Department/Public Health Nursing	Department Number: 384
Department Head Kirsten Johnson	Division Head
Department Records Coordinator Ali Reed	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	00-0005	MCH Client Data Collection Form (H1065)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
2	00-0006	MCH Client Data Collection Form (H1069)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
3	00-E005	School Health Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
4	00-E006	Client Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
5	17-0046	Nurse- Family Partnership Client Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
6	69-0185	Health Envelopes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
7	70-0171	Daily Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
8	73-0135	Patient Service Record (H-1006)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
9	77-0039	Glaucoma Examination Report H-1003	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
10	77-0040	Glaucoma Vision Screening H-1002	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory
11	80-0080	Admission and History Record-Emergency 1966-78	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 21-0039 <u>Clinic Patient Medical Records</u> ; No Inventory