

Lee, Chris

From: Turner, Maggie
Sent: Wednesday, June 15, 2022 11:38 AM
To: Houston, Bradley
Subject: FW: Treasurer's Retention Schedules for Q2 Review

From: Klajbor, Jim <jklajb@milwaukee.gov>
Sent: Friday, May 13, 2022 11:46 AM
To: Turner, Maggie <Maggie.Turner@milwaukee.gov>
Subject: RE: Treasurer's Retention Schedules for Q2 Review

Thanks, Maggie!

Have a great weekend!

Jim

From: Turner, Maggie
Sent: Friday, May 13, 2022 11:11 AM
To: Klajbor, Jim <jklajb@milwaukee.gov>
Subject: RE: Treasurer's Retention Schedules for Q2 Review

Thank you for returning these to me and I have completed the edits. I will pass them on to Brad for review and then I'm sure he will be reaching out to you for signatures.

From: Klajbor, Jim <jklajb@milwaukee.gov>
Sent: Thursday, May 12, 2022 5:07 PM
To: Turner, Maggie <Maggie.Turner@milwaukee.gov>
Subject: RE: Treasurer's Retention Schedules for Q2 Review

Maggie,

Thank you for reaching out on the City Treasurer's record schedules.

- Can the 00-0043 Checks Paid Accounts Payable schedule be superseded by the Global Schedule of 18-0011 Checks (Cancelled) also with a 7 year retention? **Yes. As for creation date, the City Treasurer has always had cancelled checks.**

Description edited to read: **"Images of paid checks issued by the City Treasurer's Office provided by the City of Milwaukee's working bank and retained by the bank as proof of payment, copies of which are provided by the bank to the City Treasurer upon request as needed."**

- Would you consider consolidating all of the **Collection Agent Reports** into one schedule for the fact that they all have the same retention? **Yes, make it so, combining all five current schedules into one schedule. This would include 12-0005, 12-0006, 12-0008, and 12-0009 all of which are in both paper and electronic format, while 12-E007 is just in an electronic format. *None of these reports have anything to do with ITMD / FMIS.***

The description could list the type of reports related to the collection agent as well as their purpose. Description edited to read: **“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 judgement 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.”**

- **12-0010 is an electronic listing of delinquent property tax accounts being transferred from the City Treasurer to the Collection Agent. *It has nothing to do with ITMD.* As for creation date, the City began using a collection agency in 1993.**
- **The last page contains two schedules being superseded. No objection. As for creation dates, the City Treasurer has always had teller transaction and bankruptcy documents.**

In the past we had separate schedules for the paper and electronic copies, but the State now only wants one, describing the formats and, if necessary, describing the conversion and length of retention. **Understood.**

- **In line with the above, Schedules 12-E002 and 12-0002 could also be consolidated. As for creation date, the City Treasurer has always had teller transactions.**
- **Schedules 15-E023 and 15-0023 could also be consolidated. As for creation date, the City Treasurer has always had revenue collection transactions.**
- **Schedules 15-E024 and 15-0024 could also be consolidated. As for creation date, the City Treasurer has always had financial transactions.**
- **Schedules 15-E026 and 15-0026 could also be consolidated. As for creation date, the EFT program was begun in 2015.**

- Schedules 15-E027 and 15-0027 could also be consolidated. As for creation date, the lottery and gaming credit began in 1991.
- Schedules 15-E028 and 15-0028 could also be consolidated. As for creation date, the City Treasurer has had property tax payment return remittance envelopes since 1984.
- Schedules 15-E029 and 15-0029 could also be consolidated. As for creation date, the City Treasurer has always had property tax account transactions.
- Schedules 16-E024 and 16-0023 could also be consolidated. As for creation date, the City Treasurer has had IT requests since the 1980's.
- Schedules 15-E025 and 15-0025 related to customer service correspondence should be superseded by global schedule 18-0042.
- The following schedules are obsolete and can be DELETED: 15-0030 and 86-E078.

Please note that all of the City Treasurer's records may include names and addresses, as well as bank and tax account numbers.

Call me if you have any questions.



Jim Klajbor | Deputy City Treasurer

Office of the City Treasurer

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