

RETENTION SCHEDULES FOR CART REVIEW Q2 2022

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
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
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

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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
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
10	221	City Treasurer	15-0026	Authorization Agreement- EFT for Property Tax Installments	Amend	Enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. This series is being consolidated with 15-E026 and will inherit that series' retention.	Cancellation of EFT Agreement + 4 yrs./ Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
11	221	City Treasurer	15-0025	Customer Service Division Correspondence Files	Amend	Correspondence from taxpayers, financial institutions, business concerns, & government agencies relating to questions about tax records or payments that require a written response. This series is being consolidated with 15-E025 and will inherit that series' retention.	Fiscal Yr. + 7 Yrs. /Office	Destroy Under Supervision
12	221	City Treasurer	15-0024	<u>Financial Services Operations Files</u>	Amend	All forms, documents and correspondence (supporting documentation) relating to the daily fund accounting and financial services operations of the Financial Services Division. This series is being consolidated with 15-E024 and will inherit that series' retention.	Fiscal Yr. + 7 Yrs. /Office	Destroy Under Supervision
13	221	City Treasurer	16-0023	<u>IT System Request Changes</u>	Amend	Requested and approved changes to User Access, changes to iNovah Cashiering System, and changes to Automated Tax Collection System. Access to these records should be restricted to department personnel. This series is being consolidated with 16-E023 and will inherit that series' retention.	Creation + 3 Yrs. / Office	Destroy Under Supervision
14	221	City Treasurer	15-0027	<u>Lottery and Gaming Credit Program</u>	Amend	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC. 79.10, WIS STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form. This series includes the original paper based Lottery and Gaming Program applications and cancellation requests. This series is being consolidated with 15-E027 and will inherit that series' retention.	Fiscal Yr. + 7 Yrs. /Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
15	221	City Treasurer	15-0029	<u>Property Tax Account Transaction Documents</u>	Amend	All supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. This series is being consolidated with 15-E029 and will inherit that series' retention.	Fiscal Yr. + 3 Yrs / Office	Destroy Under Supervision
16	221	City Treasurer	15-0028	<u>Return Remittance Bill Payment Envelopes</u>	Amend	return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes. This series is being consolidated with 15-E028 and will inherit that series' retention.	Fiscal Yr. + 1 Yr. / Office	Destroy Under Supervision
17	221	City Treasurer	15-0023	<u>Revenue Collection Operations Files</u>	Amend	All forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day at the department. Reports are generated from the FMIS/HRMS financial system of the City & the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports. This series is being consolidated with 15-E023	Fiscal Yr. + 4 Yrs. / Office	Destroy Under Supervision
See Delete/Superseded Schedule Request Form from for 17 Schedules from City Treasurer								

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State Board Approval Required (Y/N)
Yes
Yes

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State Board Approval Required (Y/N)
Yes
Yes

No

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State Board
Approval
Required
(Y/N)

No

No

No

No

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State Board
Approval
Required
(Y/N)

No

No

No