

RETENTION SCHEDULES FOR CIMC REVIEW Q3 9/1/2022

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	152	Purchasing Dept.	11-0006	<u>Procard-Cardholder History Files</u>	Amend	Records describing the history of a procard user's account, including audit records, applications for procard use, procard account number, personally identifiable information, card limits, original authorizing official signature, cardholder agreement (terms of use), and other related documentation.	Event (End of Employment) + 8 yrs./Office	Destroy Under Supervision	Yes
2	199	Historic Preservation	10-0033	<u>Files of the Historic Preservation Officer</u>	Supersede	Files accumulated by the former Historic Preservation Officer (position eliminated). The City Clerk is the legal custodian of these records to screen records for potential admin value for new mgmt. Working files to be purged, but files with potential historic value should be transferred to the City Archives at MPL to be screened. Schedule to expire 12/31/2012 for re-evaluation of retention period by new legal custodian.	2 yrs./Office	Superseded by Schedule 18-A042 <u>Subject Files- Departments & Elected Officials</u>	No
3	199	Historic Preservation	10-N040	<u>Non-Record Items</u>	Delete	This Schedule Number 10-N040, represents a holding place for non-records located in city departments, which may be of interest to the Milwaukee Public Library, Municipal Research Library, or other City Government Offices, but are of no current value to the "finders" of these items.	N/A	MPLSCREEN	No
4	199	Historic Preservation Commission	12-E023	<u>Historically Designated Properties Images</u>	Renew	Images of locally & nationally designated historic properties. Properties designated by HPC between 1981-2009 had original slides digitized in 2012 conjunction with a grant received by the Wisconsin Historical Society. Images of designated properties post-2009 are largely located within designation files (RRDA 95-S172) but may be added to the digital collection as usage dictates. These images are of high historical interest and should thus be maintained archivally. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) 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. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Creation + 4 yrs./Office	City Archives at the City Records Center (E-vault)	Yes

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
5	200	Dept. of Neighborhood Services/ Development Center	02-9015	<u>Non-Secure Structures (Film)</u>	Supersede	Building plans (plan exam docs) are submitted to the Development Center for review of construction, remodeling or refurbishing of residential & commercial property for planners' approval. This schedule is to be Superseded by Schedule 02-0014 <u>Building Plan Examination Documents</u> .	Permanent	City Archives at the City Records Center (E-vault)	No
6	200	Dept. of Neighborhood Services/ Development Center	02-0014	<u>Building Plan Examination Documents</u>	Amend	Building plans, surveys, authorization letters, and other materials submitted to the Development Center for review of construction, remodeling or, refurbishing of residential & commercial property for planners' approval. These records have ongoing administrative and historic value and will be maintained indefinitely at the City Records Center. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) 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. One month after verification of the quality and retention of the electronic images, the input record will be destroyed.	Event (Plan set is approved)	City Archives at the City Records Center (E-vault)	Yes
7	300	MPD Global	04-0026	<u>Offense Reports</u>	Amend	Record created to document all crimes, complaints, and arrests made by MPD personnel. Offense reports include criminal investigations documented on forms PO-13, supplemental reports, PO-15 & clearance reports, PO-14. The official record will be maintained electronically in MPD document management systems and maintained as the official record 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. After verification of the quality and retention of the electronic images, the input record will be destroyed. Some data derived from these reports is uploaded to the WI Incident Based Reporting system and made publicly available through the City of Milwaukee data portal.	Creation + 6 yrs. & 11 mo./Office	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
8	300	MPD Global	10-0018	<u>Non-Compliance Report</u>	Amend	Report and supplementary material documenting instances of MPD officers' misconduct in relation to dispatch requirements. A non-compliance report may be generated if a squad fails to respond to a dispatcher; if a squad fails to respond to an assignment; if a squad fails to go back in service after completion of an assignment; if a squad fails to notify the dispatcher of a location change; if a squad fails to notify the dispatcher they have arrived at a location; if a squad fails to give a completion code after completion of an assignment; or any other conduct deemed inappropriate by a dispatcher. Non-compliance reports may be used as supporting documentation for officer discipline.	Creation + 2 yrs./Office	Destroy Under Supervision	Yes
9	300	MPD Global	22-0007	<u>Investigation Case Files- Criminal, Time Limited</u>	New	Case files for incidents requiring additional investigation or follow-up, for which a statute of limitation is known to exist. Records in this series may include report or database analyses, additional information gathered from informants, interviews and interrogations, surveillance, evidence, and other records related to the investigation. This series also includes case records maintained in databases by districts/divisions.	Event (Close of Case) + 5 yrs./Office & 25 yrs./Records Center	Destroy Under Supervision	Yes
10	300	MPD Global	58-0014	<u>Missing Persons File- Juvenile</u>	Amend	Records related to Missing Persons reports filed by officers in which minors are involved per MPD Standard Operating Procedure 180. In addition to the main report, which includes physical description, circumstances, associates, and background, files may also include NCIC (National Crime Information Center) certification, follow-up reports weekly until disposition of case, the return report closing the case, and other related correspondence. It may be necessary to transfer these to be filed with adult files if the subject would turn 21 before the case is closed.	Event (Case Closed) + 10 yrs./ Office	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
11	300	MPD Global	60-0224	<u>Department Memoranda</u>	Amend	Communications between two or more officers, bureaus, or other units of MPD regarding matters of operation or policy implementation. Unlike Orders, memoranda are typically informative in nature rather than directive. The memorandum form (PM-9E) may also be used for requests from individual officers to other bureaus, such as requests for transfer.	Creation + 7 yrs./ Office	Destroy Under Supervision	Yes
12	300	MPD Global	60-0225	<u>Official Department Orders</u>	Amend	All official Department Orders issued by the Chief of Police regarding department policies, procedures, transfers and disciplinary actions. Typically, Orders indicate actions to be taken by some or all MPD staff to fulfill a directive by the Chief or his office. This series includes MPD Standard Operating Procedures (SOPs). The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) 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. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Creation + 5 Yrs./Office	City Archives at the City Records Center (E-vault)	Yes
13	300	MPD Global	76-0096	<u>Investigation Case Files- Criminal, Unlimited</u>	Amend	Case files for incidents requiring additional investigation or follow-up, for which no statute of limitations exists (Homicide, Sexual Assault, and others). Records in this series may include report or database analyses, additional information from informants, interviews, or interrogation, surveillance, photos, evidence, and other related records. This series also includes case management records in databases maintained by districts/divisions.	Event (No activity on case) + 7 yrs./Office	City Archives at the City Records Center (E-vault)	Yes

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
14	300	MPD Global	86-0073	<u>Arrest Report, PA-45 and PA-45-B</u>	Amend	Report and related materials containing the brief narrative of the circumstances surrounding the arrest of a prisoner. Reports may include demographic information about the arrestee, as well as any charges filed, date/time/location of arrest, arresting officer names, and any prisoner case file information. The official record will be maintained electronically in the MPD's Record Management System platform 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. After verification of the quality and retention of the electronic images, the input record will be destroyed.	Creation + 7 yrs./Office	Destroy Under Supervision	Yes
15	300	MPD Global	86-0074	<u>Incident Correction/ Disciplinary Action, PD-30</u>	Amend	Form and related materials related to a Milwaukee Police Department (MPD) officer committing a minor infraction of department rules, including regulations or minor specific corrections required, member's title, appointment date, location, date and time of incident. It also describes who observed the violation, what action was taken and is dated & signed by the member.	Event (End of Employment) + 3 yrs./Office & 5 yrs./Records Center	Destroy Under Supervision	Yes
16	300	MPD Global	86-0075	<u>Record of Disciplinary Incident PD-31</u>	Amend	This form is a report to list a composite of all minor infractions on one form. It contains member's name, payroll #, date of appointment, date of violation, location code, incident summary & disposition. Individual incidents listed in summary on this form are listed in detail on RRDA# 86-0074 Incident Correction Disciplinary Form PD-30. The purpose of the summary list is to track frequency of given infractions in a time frame in order to gauge levels of potential disciplinary actions.	Event (End of Employment) + 8 yrs./Office	Destroy Under Supervision	Yes

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17	335	MPD/Forensics Division	22-0005	<u>Public Relations Photographs</u>	New	Photographs taken by MPD personnel for purposes of public relations, including those documenting projects or events, headshots for biographies of MPD command staff, or for material distributed to the public. These photographs have potential value as evidence of MPD activities and community relationships, and as such should be screened by MPL Archives staff with authority to weed.	Creation + 7 yrs./ Office	MPLSCREEN	Yes
18	335	MPD/Forensics Division	64-0095	<u>Incident Photos (Non-Fatal)</u>	Amend	Photographs of crime scenes, accidents, or other incidents responded to by MPD personnel. Since 2008, these photos have been produced exclusively in digital format. Images of evidentiary use are transferred to the relevant case file on determination. As the proposed retention of these images is 7 years or less, they should be retained in native format per to Wis. Admin Code Ch. ADM 12 for the duration. Images should be removed to off-line storage compliant with Wis. Admin. Code Ch. ADM 12 after 2 years to improve database performance.	Creation + 7 yrs./ Office	Destroy Under Supervision	Yes
19	335	MPD/Forensics Division	79-0143	<u>Handwriting Identification Samples</u>	Amend	Original or photocopies of miscellaneous writings, e.g. drivers license applications, job applications, threatening letters etc. These cards are used for comparison purposes in felony and cases. These materials are used for reference purposes and were not originally created by the department. Once no longer administratively useful, they may be destroyed.	Event (Added to case file)	Destroy Under Supervision	Yes
20	335	MPD/Forensics Division	85-0100	<u>Latent Fingerprint File-Homicide</u>	Amend	Files created in conjunction with Homicide cases to document and analyze fingerprints taken from the scene. File may include worksheets, reports, and comparative analysis of prints against local, state, and federal fingerprint references. As there is effectively no statute of limitations on homicide cases, these files should be maintained for 75 years after creation or death of identified persons, whichever comes first. It may be desirable to print electronic reports for preservation.	Creation + 75 yrs./ Office	Destroy Under Supervision	Yes

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21	335	MPD/Forensics Division	85-0101	<u>Latent Fingerprint File-Non-Homicide</u>	Amend	Files created in conjunction with non-homicide cases to document and analyze fingerprints taken from a crime scene. File may include worksheets, reports, and comparative analysis of prints against local, state, and federal fingerprint references. Fingerprint files used as part of a criminal prosecution should be preserved as evidence for the retention period of the case file (See Schedule 04-E026). For all other files, maintain until statute of limitations has expired or subject is deceased then destroy.	Creation + 7 yrs./Office	Destroy Under Supervision	Yes
22	335	MPD/Forensics Division	91-0116	<u>Incident Photos-Fatal</u>	Amend	Photos taken at crime scenes, accidents, and other incidents to which MPD personnel responded where someone expired, such as homicides, suicides, or fires. Since 2008, these photos have been created entirely digitally. Photos of this nature should be retained along with their related case files, 75 years after creation. After 5 years, the images should be removed from active storage and preserved in an environment that can meet requirements of Wis. Admin Code Ch. ADM 12.	Creation + 75 yrs./ Office	Destroy Under Supervision	Yes
23	335	MPD/Forensics Division	92-0013	<u>Mug Shot Photos</u>	Amend	Photographs taken by MPD Personnel at designated "booking stations" of each person taken into MPD custody. Mug shots are used for investigative purposes, as well as to create a mug book for witness identification or to create a Wanted Persons Bulletin. The most recent mug shot should be retained until confirmed death or age 70 of subject, or 25 years after creation, whichever comes first; superseded photographs of the same person may be destroyed when not of administrative value. Photos should be moved after 5 years from the line-of-business system to a Wis. Admin. Code ch. ADM 12 Compliant System for Preservation.	Creation + 25 yrs./ Office	Destroy Under Supervision	Yes

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24	344	MPD/Sensitive Crimes	93-0019	<u>Missing Persons Report-Adult</u>	Amend	Reports and supplementary material taken by MPD officers related to missing persons per MPD Standard Operating Procedure 180, including the Certification form, record of transfer to the National Crime Information Center, follow-up reports, audits, return reports (if applicable), and other records related to the missing persons case. Reports remain active until solved or evidence/declaration of subject's death.	Event (Case closed or death of subject) + 10 yrs./ Office	Destroy Under Supervision	Yes
25	360	Dept. of Neighborhood Services	05-S004	<u>DNS Enforcement Orders</u>	Amend	Enforcement Orders related to code violations on private property as a result of service requests filed by citizens, council persons, DNS Inspectors & other interested parties. Series includes orders required by periodic inspections. This series includes orders abated by owners or dismissed by Inspectors, as well as documentation of abatement and record of any fees assessed. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) 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. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Event (Enforcement Order Closed) + 7 yrs./ Office	Destroy Under Supervision	Yes
26	384	Health Dept./Home Environmental Health	00-0007	<u>Consent for Screening Tests H-1017</u>	Amend	Form and related materials used by Home Environmental Health (HEH) as a consent form for blood lead screening tests. The forms are maintained separately from the case files for lead poisoning because a low level result may not result in creation of a case file, but the consent forms may be relevant for legal reasons.	Creation + 3 yrs./Office & 4 yrs./Records Center	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
27	384	Health Dept./Public Health Nursing	11-0001	<u>Lead Poisoning Case File</u>	Amend	Records used by Health Department to document care coordination & case management provided for children with blood lead levels => 40ug/dL. This series is distinct from the Public Health Nursing case management provided in the home by the case manager assigned to the case. Key summary data from this series is routinely reported to the Wisconsin Department of Health Services and recorded in that department's public health database.	Event (Client turns 18) + 7 yrs./Office	Destroy Under Supervision	Yes
28	384	Health Dept./ Public Health Nursing	11-E003	<u>Milwaukee Healthy Homes Project Records</u>	Delete	The U.S. Housing and Urban Development (HUD) awarded a grant MHD to test the efficacy of home environmental interventions to improve the quality of life for asthmatic children. Records in a database which tracks all the clients & services received. This database is maintained by Home Environmental Health (HEH) Staff in the City Health Department. Standard HUD grant based closeout reports were submitted according to grant stipulations. This record collection begins in 2002 and ends in 2005. Final disposition of records was in 2015.	7 Yrs./ Health Dept.	Destroy Under Supervision	No
29	429	Port of Milwaukee	10-0050	<u>Harbor Commission Books of Minutes</u>	Supersede	Minutes & proceedings of the Board of Harbor Commissioners, which were bound on a biannual basis between 1911-1990. Some books were titled as "proceedings" & "minutes". Schedule is to be superseded by Global Schedule 15-A007 <u>Minutes-Boards, Commissions, Committees, Task Forces.</u>	N/A	Municipal Research Library	No

RETENTION SCHEDULES FOR CCIMC REVIEW Q3 9/1/2022

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
30	900	Citywide Global	00-0044	<u>Checks- Paid Payroll</u>	Amend	Paid payroll check images, both the front and back of the cancelled checks, accompanied by a paid check index in electronic format. Check images are imaged and indexed by the City's bank, then provided in electronic format for reference by the City Treasurer's Office. The official record will be maintained electronically by the City of Milwaukee's authorized and contracted bank 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.	Creation + 7 yrs./Office	Destroy Under Supervision	Yes
31	900	Citywide Global	19-0065	<u>Surveillance Recordings (Non-Police)-Potential Incident</u>	New	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation, on which a potential incident has been identified, but for which a claim against the City has not been filed. If a recording becomes relevant to a claim, it must be retained until the final disposition of the incident and disposed of according to those RRDAs. This schedule does not apply to footage recorded by police body cameras, dash cameras or related police devices.	Creation + 3 mo./department	Destroy Under Supervision	Yes
32	900	Citywide Global	22-0006	<u>Surveillance Recordings (Non-Police)-No Incident</u>	New	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation, on which no incident has been identified. If footage is determined to be relevant to a claim within the specified 3 day review period, it should be extracted from the main recording and maintained according to RRDAs relevant to the claim or litigation. This schedule does not apply to footage recorded by police body cameras, dash cameras or related police devices.	Creation + 3 days/department	Destroy Under Supervision	Yes

See Delete/Superseded Schedule Request Form from for 10 Schedules from DOA-Purchasing

See Delete/Superseded Schedule Request Form from for 14 Schedules from MPD Juvenile Division-Sensitive Crimes

See Delete/Superseded Schedule Request Form from for 17 Schedules from MPD Identification



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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: Dept. of Administration Purchasing Division	Department Number: 152
Department Head: Sharon Robinson	Division Head: Rhonda Kelsey
Department Records Coordinator: Delisha Moore	City Records Officer: Brad Houston
City Clerk (on behalf of 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 & cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	11-0005	Procard History Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0006 (Procard Cardholder History Files). No inventory.
2	61-058C	Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 20-0011 (Routine Correspondence). No Inventory.
3	66-9015	Minutes of the CBP - Microfilm COPY	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes and Agendas). 18 reels to be transferred.
4	66-M015	CBP Minutes (Paper Record). Actions and Decisions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes and Agendas). 5 boxes to be transferred.
5	67-0032	Inventory Activity. Biweekly Report by Data Proc.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0016 (Inventories, Capital and Non-Capital). No Inventory.
6	70-0025	Statement of Appropriation Balances	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0018 (Trial Balance and Transaction Reports), No inventory.
7	70-0031	Reproduction Services Request Form	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
8	72-0026	Request for Disposal of Scrap, Surplus or	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0017 (Request for Disposal of Scrap or Surplus). No Inventory.
9	81-0014	CBP Meetings-Tape Records. Actions and Decisions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 (Audio Recordings of Meetings). No Inventory.
10	98-0026	Correspondence and Reports of Purchasing Director	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0037 (Department Head Correspondence). 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: Milwaukee Police Department (MPD) Identification	Department Number: 335
Department Head: Jeffrey Norman	Division Head:
Department Records Coordinator:	City Records Officer: Brad Houston
City Clerk (on behalf of 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 & cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	03-0005	REPLACEMENT EXECUTION FORM PP-6	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 03-0004 <u>Officer Replacement Files</u> ; No Inventory
2	61-0211	PHOTOS AND NEGATIVES OF ACCIDENTS (NON-FATAL)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 64-0095 <u>Incident Photos--Non-Fatal</u> ; No Inventory
3	72-0103	PHOTOS AND NEGATIVES OF REPEATER PRISONERS -	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 92-0013 <u>Photo & Negative Repeat Prisoner</u> ; No Inventory
4	72-0104	PHOTOGRAPHIC SECTION CORR. FILE & ACTIVITY RECORD	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 20-0011 <u>Business Correspondence- Routine</u> ; No Inventory
5	72-0116	Arrest Record Adult, PA-22, COPY	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by 86-0073 <u>Arrest Reports</u> ; No Inventory
6	74-0120	Officers Activity Report, January Thru November	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
7	79-0144	MISCELLANEOUS WRITING SAMPLES - MISDEMEANOR	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 79-0143 <u>Miscellaneous Writing Samples</u> ; No Inventory
8	86-0048	LOG, CRIMINAL HISTORY RECORDS ISSUED	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 07-0001 <u>Open Records Requests</u> ; No Inventory
9	86-0049	NEGATIVE, PRISONER, NON REPEATER	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by 92-0013 <u>Mug Shot Photographs</u> ; No Inventory



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Delete/Superseded Schedule Request Form

Schedule #		Series Title	Change Requested		Details
10	88-0022	Officers Activity Report, Year End	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by 12-0025 <u>Routine Reports</u> ; No Inventory
11	88-0023	TRAINING BULLETIN	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
12	88-0088	INDEX - CRIMINAL HISTORY - ALPHA SYSTEM PC-16 AND	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; Final Disposition 1985
13	91-0117	PHOTOS OF ACCIDENTS (FATAL)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 91-0116 <u>Incident Photos--Fatal</u> ; No Inventory
14	92-0024	Photo Registration Book 1951-1983	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; Final Disposition 2008
15	93-0039	EXTENSION OF DUTY Report.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Department Timekeeping Records</u> ; No Inventory
16	03-0004	Notice of Replacement Form PP-7	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by MPD Global Schedule 03-0004 <u>Officer Shift Replacement Records</u> ; No Inventory
17	74-0120	Officers Activity Report, January Thru November	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 Routine Reports; No Inventory
18			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
19			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
20			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
21			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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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: Milwaukee Police Department (MPD) Sensitive Crimes	Department Number: 344
Department Head: Jeffrey Norman	Division Head: Kieran Sawyer OBO Lucretia Turner
Department Records Coordinator: Henry Alvarez	City Records Officer: Brad Houston
City Clerk (on behalf of 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 & cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	03-0005	REPLACEMENT EXECUTION FORM PP-6	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 03-0004 <u>Officer Shift Replacement Records</u> ; No inventory.
2	58-0015	Juvenile Reports, PJ 2 and PJ-5	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Longer Created
3	60-0168	Opinions, General File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
4	60-0325	SPEECHES AND TOURS - YAB	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-A042 <u>Subject Files-City Departments & Elected Officials</u> ; No Inventory
5	74-0120	Officers Activity Report, January Thru November	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
6	85-0103	Captain's General File, Group 2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedules 20-0011 <u>Business Correspondence- Routine</u> ; No Inventory
7	85-0104	CHILD NEGLECT, ABUSE, CUSTODY INTERFERENCE REPT	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record (copies of reports in electronic system)
8	85-0146	MESSAGE SUMMARY	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record



Office of the Common Council - City Clerk
City Records Center

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City Clerk
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Brad Houston
City Records Officer
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Schedule #		Series Title	Change Requested		Details
9	88-0022	Officers Activity Report, Year End	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
10	88-0023	TRAINING BULLETIN	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
11	93-0039	EXTENSION OF DUTY Report.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Departmental Timekeeping Records</u> ; No inventory
12	94-0024	MPD MISSING Report COMPUTER SUMMARY	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
13	58-0014	Missing Persons Report-Juvenile	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created in this division
14	93-0019	Missing Persons Report-Adult	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created in this division