

# RETENTION SCHEDULES FOR CIMC REVIEW MARCH 2, 2023

#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
1	111	Mayor's Office	00-0013	<u>Proclamations Rejected</u>	Renew	Requests from citizens that were not granted. Previously rejections for requests for mayoral proclamations were filed with request granted. Segregating will facilitate the screening process for historic value.	Creation + 7 yrs.	Archives at Milwaukee Public Library (to be screened)	Yes
2	111	Mayor's Office	03-0039	<u>Video and Audio Tapes Of Mayor John O Norquist</u>	Transfer	This schedule will be administratively transferred from the Mayor's Office (111) to the City Archives at MPL (862) to be managed archivally.	Permanent	Archives at Milwaukee Public Library	No
3	111	Mayor's Office	88-0009	<u>Boards and Commissions - Members Terminated</u>	Renew	Resumes, appointment letters, acceptance documentation, and resignation letters of former members of mayoral boards, committees, and commissions. These records serve as a "Personnel file" for these appointees, who often have no employment relationship with the City. In many cases, these files serve as the primary official record of the mayoral appointment.	Fiscal + 6 yrs.	Archives at Milwaukee Public Library (to be screened)	Yes
4	111	Mayor's Office	93-0036	<u>Invitations and Mayoral Responses</u>	Amend	Original requests from individuals-organizations for the Mayor to attend an event & responses to the individual or organization. These records typically do not have a great deal of administrative value, but may have some evidentiary value in showing Mayoral relationships, or intrinsic value in cases where letters come from national or international luminaries.	Creation + 1 yr.	Archives at Milwaukee Public Library (to be screened)	Yes
5	150	Department Of Administration	02-0002	<u>OSHA Injury &amp; Summary Logs: OSHA Records 300-300A</u>	<u>Close</u>	Superseded by Global Schedule 76-0117 <u>OSHA Injury &amp; Summary Logs: OSHA Records 300-300A.</u>			No
6	132	City Clerk- License Division	61-0231	<u>Public Passenger Vehicle Driver License App.</u>	<u>Close</u>	Superseded by License Division Schedule 17-0045 <u>License Application-General.</u>			No
7	132	City Clerk- License Division	66-0036	<u>Wholesalers Report to Licensing Authority of Delinquent Bills</u>	<u>Close</u>	Superseded by License Division Schedule Supersede 17-0047 <u>Alcohol Licenses.</u>			No

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8	132	City Clerk- License Division	67-0056	<u>Application for Bartender License</u>	<u>Close</u>	Superseded by License Division Schedule 17-0045 <u>Alcohol and Related License Applications.</u>			No
9	132	City Clerk- License Division	89-0051	<u>License Grant Lists- Utilities &amp; Licenses Committee</u>	<u>Close</u>	The content of this schedule is reflected in the relevant Common Council legislative files governed by Schedule 60-0330 <u>Common Council Files</u> , and therefore this schedule can be closed as non-record.			No
10	221	City Treasurer	69-0056	<u>Tax Deed Foreclosure Files</u>	Amend	All forms, documents, and correspondence relating to the foreclosure of delinquent real estate tax parcels, as authorized by Wis. Stats. §§ 75.19, 75.20, 75.521, and others. Records are maintained in tax key number order within each in rem foreclosure file, which equates to a specific Milwaukee Circuit Court number. Event= Date Tax Certificate is Issued. This schedule is being revised to bring retention in line with County General Schedules and certificate expiration limits indicated in Wis. Stat. §75.20.	Event (Date Tax Certificate Issued) + 15 yrs.	Destroy Under Supervision	Yes
11	300	MPD-Global	82-0100	<u>Positive Hits-- Criminal Investigations Bureau- National Crime Information Center Response (CIB- NCIC)</u>	New	Positive responses by the Criminal Investigations Bureau (WI) or the National Crime Information Center (Federal) to checks submitted by MPD personnel against criminal records held in one or both systems. These checks are mandated by Milwaukee Police Department Standard Operating Procedures when incidents meet certain criteria, including all missing persons reports and all stolen property. Positive hits may trigger escalations of cases as described by MPD Standard Operating Procedure 700.This is a new global schedule for all Police sub-departments with the purpose of consolidating retention practices. The official record of positive CIB-NCIC hits shall be maintained by the MPD Central Records division in accordance with retention schedules maintained by the WI Department of Justice. Other subdepartmental versions of positive hits, including teletype reports, are convenience copies and may be destroyed when no longer needed.	Event (Receipt by teletype desk) + 7 Yrs.	Destroy Under Supervision	Yes
12	332	MPD-Communications	10-0018	<u>Non- Compliance Report</u>	Close	Superseded by MPD Global Schedule 10-0018 <u>Dispatch Non-Compliance Report.</u>			No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
13	335	MPD-Identification Section	23-0006	<u>Photograph Transmission Forms</u>	New	This is a new schedule created in preparation for migration of photographs into new content management system. These forms are completed by Milwaukee Police Department personnel to document photographs submitted to Forensics for processing. Forms include related case number, number of photographs, narrative description of photographs, name of the employee taking the photographs, and any other information needed to locate and identify photographs at a later date. As of 2023, the data from these forms is stored in a database associated with the photographs they document, making retention of the transmission form less critical. The form should still be maintained for at least one month after its data is entered into the MPD document management system for quality assurance purposes. Access to these records is restricted per Wis. Stat. § 19.35(2).	Event (Transfer complete) + 1 mo.	Destroy Under Supervision	Yes
14	360	Department of Neighborhood Services	23-0007	<u>Residential Property Pending Foreclosure Files</u>	New	Records related to registration of properties pending foreclosure, as described by Milwaukee Code of Ordinances(MCO) Ch. 200-22.5. Records in the file include, but are not limited to, the initial registration, information about the mortgagee(s), records and photographs of required property inspections, notices of abandonment, agent changes, or ownership changes, records of fees paid, and notice of dismissal or termination of registration. Per the Department of Neighborhood Services, these records are of high administrative value while active, but of limited ongoing administrative value once registration is terminated, as most of the information in a file can be found in other City systems.	Event (Receipt of notice of dismissal) + 2 Yrs.	Destroy Under Supervision	Yes
15	501	DPW-Administration	70-9175	<u>Contract Register, Numerical and Location Listing-</u>	Close	Superseded by Schedule 95-0036 <u>Public Works Contracts</u> 3 boxes in inventory			No
16	501	DPW-Administration	70-M175	<u>Contract Register, Numerical and Location Listing</u>	Close	Superseded by Schedule 95-0036 <u>Public Works Contracts</u>			No

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17	502	DPW-Special Assessments	72-0142	<u>Snow Removal &amp; Weed Cutting Charges</u>	Close	Superseded by Global Schedule 18-0008 <u>Accounts Receivable.</u>			No
18	502	DPW-Special Assessments	73-0001	<u>BOA Ledger Of Official Notices</u>	Close	Superseded by Global Schedule 19-0066 <u>Public Notices and Affidavits of Publication.</u>			No
19	531	DPW-Buildings & Fleet	99-8022	<u>City Hall Plans</u>	Close	Superseded by Schedule 02-0014 <u>Building Plan Examination Documents</u>			No
20	531	DPW-Buildings & Fleet	99-8076	<u>Drawings and Specifications Of Sold City Buildings</u>	Close	Superseded by Schedule 02-0014 <u>Building Plan Examination Documents.</u>			No
21	531	DPW-Buildings & Fleet	67-0123	<u>Telephone Charges</u>	Close	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records.</u>			No
22	546	Infrastructure Mapping & Drafting	23-0008	<u>Utility Coordination Files</u>	New	Form DT-1077 (Proposed Highway Improvement Notice) and related records concerning the location of City of Milwaukee utility facilities in the footprints of proposed highway development projects. Records in these files include the form as received by the City from developers/contractors, descriptions of the facilities, maps or other documents indicating the location of the facilities, and other communication between Central Drafting, the developers, and the Wisconsin Department of Transportation. Retention of these records has been set to fulfill requirements in Wis. Stat. § 182.0175.	Event (Information Provided) + 7 Yrs.	Destroy Under Supervision	Yes
23	900	Citywide Global	23-0001	<u>System Access Logs-Incident-Related</u>	New	Logs relating to access of City-provided services for which a possible security incident has been reported. These logs are needed for incident resolution, such as litigation, customer complaints, and to reveal unauthorized access and intrusions. This series includes compiled application, security, and system logs. Retention follows statewide schedule IT000023. Records should not be destroyed before relevant audit (federal, state, etc.) or incident litigation issues have been resolved and documentation requirements have been met. For routine (non-incident-related) logs, use RRDA #23-0005.	Event (audit met or compliance complete) + 1 yr.	Destroy Under Supervision	Yes

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24	900	Citywide Global	23-0005	<u>System Access Logs--Routine-Non-Incident</u>	New	Activity and security logs generated by City-owned systems for purposes of tracking individual employee access patterns and behaviors. Logs of this nature that are not related to a reported security incident have minimal administrative or legal value outside of very specific use cases (e.g. employee discipline-performance improvement plan tracking) and do not warrant an extended retention period. The retention period on this series tracks that of Statewide Global Schedule IT000027 (Employee Internet Use Logs).	Creation + 3 mo.	Destroy Under Supervision	Yes
<div>901      Obsolete Retention Schedules      Delete      The following schedules listed below are categorized as non-records. Schedules will be deleted</div>									
347	MPD-District 1	60-0218	<u>Official Department Orders &amp; Memo Received - Index</u>						
526	DPW-Traffic Division	64-0114	<u>Job Order (Copy #2)</u>						
526	DPW-Traffic Division	65-0371	<u>Certification &amp; Notice Of Appt (C)CS-34 Rev.</u>						
526	DPW-Traffic Division	65-0372	<u>Certification &amp; Notice Of Prov. Appt (C)CS-14</u>						
526	DPW-Traffic Division	66-0090	<u>Reproduction Service From The City Eng. Dept. E-18</u>						
526	DPW-Traffic Division	69-0229	<u>Resolutions - Certified Copies CC-6</u>						
526	DPW-Traffic Division	74-0267	<u>Cancellation Or Adjustment Of City Claim Or Acct CBP-177</u>						
526	DPW-Traffic Division	74-0271	<u>Fiscal Note CC-170 C</u>						
526	DPW-Traffic Division	74-0280	<u>Records Management File &amp; Transfer List CC-412</u>						
526	DPW-Traffic Division	74-0283	<u>Request For Duplicating Work CBP-144</u>						
531	DPW-Buildings & Fleet	63-0109	<u>Payment Certification (Copy)</u>						
531	DPW-Buildings & Fleet	63-0114	<u>Auto Accident, Loss Notice (Copy). Includes</u>						
531	DPW-Buildings & Fleet	65-0274	<u>Request For Eligible List (C)</u>						
531	DPW-Buildings & Fleet	65-0275	<u>Resignation Notice (C)</u>						
531	DPW-Buildings & Fleet	65-0276	<u>Cert &amp; Notice Of Appointment (C)</u>						
531	DPW-Buildings & Fleet	65-0277	<u>Cert &amp; Notice Of Prov. Appointment (C)</u>						
531	DPW-Buildings & Fleet	65-0279	<u>Report Of Probationary Svc (C)</u>						
531	DPW-Buildings & Fleet	65-0282	<u>Personnel Deduction Status Notice (C)</u>						
531	DPW-Buildings & Fleet	65-0285	<u>Request To Fill A Vacant Position (C)</u>						
531	DPW-Buildings & Fleet	65-0287	<u>Equipment Request (C)</u>						
531	DPW-Buildings & Fleet	65-0322	<u>Request For Eligible List (C)</u>						
531	DPW-Buildings & Fleet	65-0323	<u>Resignation Notice (C)</u>						
531	DPW-Buildings & Fleet	65-0324	<u>Cert. and Notice Of Appt. (C)</u>						
531	DPW-Buildings & Fleet	65-0325	<u>Cert. and Notice Of Prov. Appt. (C)</u>						
531	DPW-Buildings & Fleet	65-0327	<u>Report On Prob. Svc. (C)</u>						
531	DPW-Buildings & Fleet	65-0333	<u>Request To Fill A Vacant Position (C)</u>						

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	531	DPW-Buildings & Fleet	65-0335	<u>Equipment Request (C)</u>					
	542	DPW-Infrastructure- Utility & Reports	79-0158	<u>Reviews Of State Legislative Bills</u>					
	543	DPW-Infrastructure-Construction	78-0021	<u>Material Test Report, Typed Copy</u>					
	549	DPW-Infrastructure-Field Engineering	76-0175	<u>Out Of Program Agreement, Copy</u>					
	570	DPW-Sewer Maintenance	70-0220	<u>Permits Record (Copy)</u>					
	570	DPW-Sewer Maintenance	70-0222	<u>Job Listings</u>					
	581	Forestry	17-0017	<u>Police Reports- Copy</u>					
	581	Forestry	59-0005	<u>Accident To Employees (Copy)</u>					
901	Obsolete Retention Schedules			Delete	The following schedules listed below obsolete as records are no longer created. Schedules will be deleted				
360	Department of Neighborhood Services	93-0049	<u>Tool Loan Client Application Files.</u>						
501	DPW-Administration	70-9177	<u>Permit Record - Microfilm Copy. This Record Is No</u>						
502	DPW-Special Assessments	72-0149	<u>Street &amp; Alley Vacation Record</u>						
502	DPW-Special Assessments	72-0150	<u>Street &amp; Alley Vacation Worksheet</u>						
502	DPW-Special Assessments	73-0002	<u>BOA Testimony Before Board Of Assessment (Transcript)</u>						
502	DPW-Special Assessments	73-0003	<u>BOA List of Appearances At Public Hearing</u>						
502	DPW-Special Assessments	99-8002	<u>Special Assessments - Town Of North Milwaukee</u>						
502	DPW-Special Assessments	99-8003	<u>Assessment Plans - Town Of North Milwaukee</u>						
526	DPW-Traffic Division	63-9115	<u>Elec Underground Loc. Tracing 1-4 Section -</u>						
526	DPW-Traffic Division	63-9121	<u>Communications Cable Map - Microfilm Aperture</u>						
526	DPW-Traffic Division	63-M115	<u>Elec Underground Loc. Tracing 1-4 Section</u>						
526	DPW-Traffic Division	63-M119	<u>Advance Conduit &amp; Cable Planning Bk, Underground</u>						
526	DPW-Traffic Division	63-M121	<u>Communications Cable Map</u>						
526	DPW-Traffic Division	72-9204	<u>Underground Conduit Installation Plans - Microfilm</u>						
526	DPW-Traffic Division	72-9205	<u>Underground Conduit Record Books - Microfilm</u>						
526	DPW-Traffic Division	72-M204	<u>Underground Conduit Installation Plans</u>						
526	DPW-Traffic Division	72-M205	<u>Underground Conduit Record Books</u>						

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900		Citywide Global	07-0001	Open Records Requests	The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule	This includes any formal written requests received from the public, any copies of written responses, either approving or denying public requests, as well as copies of the records supplied.	Event (Response Supplied) + 3 yrs.	Destroy Under Supervision	No
661	City Tow Lot		07-0001	<u>Open Records Requests</u>					
542	Infrastructure- Utility & Reports		79-0160	<u>Information Requests - Site Development</u>					No
900		Citywide Global	10-0025	Time Keeping Records (Departmental)	The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule	This schedule is for all city departments that use formal paper or electronic records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees/managers have 2 years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick, FMLA, etc.) as provided by Wis. Stat. 109.09. This series is specific to timekeeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department.	Creation + 2 Yrs.	Destroy Under Supervision	No
163	MPD-Safety Division		87-0016	<u>Personnel Sick Report PP-17</u>					No
329	MPD-Neighborhood Task Force		87-0016	<u>Personnel Sick Report PP-17</u>					No
330	MPD-Property Control		87-0016	<u>Personnel Sick Report PP-17</u>					No
333	MPD-Central Records Division		87-0016	<u>Personnel Sick Report PP-17</u>					No
333	MPD-Central Records Division		88-0022	<u>Officers Activity Report, Year End</u>					No
336	MPD-Medical Section		87-0016	<u>Personnel Sick Report PP-17</u>					No
340	MPD-Traffic Division		87-0016	<u>Personnel Sick Report PP-17</u>					No
343	MPD-Vice Control		87-0016	<u>Personnel Sick Report PP-17</u>					No
343	MPD-Vice Control		88-0022	<u>Officers Activity Report, Year End</u>					No
346	MPD-Open Records		87-0016	<u>Personnel Sick Report PP-17</u>					No
350	MPD-Printing And Stores		87-0016	<u>Personnel Sick Report PP-17</u>					No
900		Citywide Global	11-0029	Interview Files & Documentation- Not Hired	The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule	This record series includes: interview questions, notes, evaluations, resumes and/or employment applications, including solicited, but not hired; work simulation exercises, scores, reference checks, non-select letters, and any other information used in interviewing and evaluating applicants, including background investigation documentation.	Event (Date of Hire or Personnel Action) + 4 Yrs.	Destroy Under Supervision	No
526	DPW-Traffic Division		74-0284	<u>Request To Fill A Vacant Position C BE-1</u>					No

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900		Citywide Global	11-0035/ 11-0036	<u>Personnel File/ Personnel Files- Medical</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	This series includes employment applications/resumes; performance appraisals; emergency contact information; job description; appointment & special rate letters, probationary period reports; promotion documentation; etc. Medical records are to be kept separate.	Event (Separation from City Employment) + 8 yrs.	Destroy Under Supervision	No
526	DPW-Traffic Division		74-0278	<u>Personnel Record Folder</u>					No
570	DPW-Sewer Maintenance		76-0050	<u>Personnel Folder.</u>					No
900		Citywide Global	11-E058	<u>Audio Recordings- All Committees</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	This collection includes video and audio recording files in .flv (video) and .mps (audio) format of Common Council and standing committee meetings, as well as task force and board meetings. An index key/finding aid including naming conventions of files and abbreviations of committee/taskforce/entity names will be stored with the files.	Permanent	City Archives - Evault	No
199	Office of Historic Preservation		10-0034	<u>Minute Meeting Tapes Of The HPC</u>					No
900		Citywide Global	15-A007	<u>Minutes-Boards, Commissions, Committees, Task Forces</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees, Task Forces in accordance with the Milwaukee Code of Ordinances Section 305-32-2a.	Permanent	Municipal Research Library	No
502	DPW-Special Assessments		99-8001	<u>Board Of Assessment Minutes</u>					No
199	Office of Historic Preservation		10-0036	<u>Historic Preservation Commission Meeting Files</u>					No
900		Citywide Global	18-0010	<u>Cash Management Administrative Records</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Records used to track ongoing cash inflow and outflow, including daily deposit records, cash receipts, reports on cash received by the Treasurer's Office and other departments, bank statements, cash books, daily cash register receipts and reconciliation, and related documentation. Also included in this series are records related to investment portfolio management of all City units. This series also includes correspondence and other administrative supporting documentation not otherwise scheduled.  Records in this series may be scanned and maintained in financial management systems, including FMIS and department-specific systems. Paper records scanned in this manner should be retained for 3 months after scanning for quality control purposes, then destroyed.	Fiscal + 7 yrs. Department Copies 3 Yrs.	Destroy Under Supervision	No
501	DPW-Administration		63-0037	<u>Daily Dept. Report Disbursed By DPW Dep Fund</u>					No
526	DPW-Traffic Division		61-0102	<u>Material Disbursements, Daily (Canal) CBP-152</u>					No



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	526	DPW-Traffic Division	67-0150	<u>Appropriation Control Ledger (C) C-106-R2</u>					No
	526	DPW-Traffic Division	73-0244	<u>Fund Distribution Reports, Zero Bal, Eq Usage,</u>					No
	531	DPW-Buildings & Fleet	99-8020	<u>Appropriation Control Ledger</u>					No
900		Citywide Global	18-0015	<u>General Ledger</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	The general ledger summarizes the transactions from the Journal entries to provide information on the status of City financial transactions against the adopted/approved budget. This information is currently maintained in its official form within the Financial Management Information System, under legal custody of the Comptroller and physical custody of Information Technology. Some departments, such as the Department of City Development or Milwaukee Water Works, may also maintain ledgers of funds managed by quasi-city agencies such as the Milwaukee Housing Authority	Fiscal + 1 Yr.	Transfer to City Archives at City Records Center (E-vault)	No
	501	DPW-Administration	70-0174	<u>Contract Ledger</u>					No
900		Citywide Global	18-0016	<u>Capital and Non-Capital Equipment Inventories</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Records include running inventories of capital equipment such as motor vehicles, audio-visual equipment, computers, printing and mailing equipment, production copiers, tools lab equipment, furniture, etc., that describe each piece of property, denote its location, and provide totals of each type of equipment owned by City Departments. Also included are the same types of inventories for non-capital equipment such as office supplies, computers, commodities, parts, and materials.	Fiscal + 4 yrs.	Destroy Under Supervision	No
	331	MPD-Administration	61-0269	<u>Catalog File, Equipment and Supplies</u>					No
	370	MPD-Human Resources	61-0268	<u>Inventory, General</u>					No
	526	DPW-Traffic Division	69-0216	<u>Receiving Report For Partial Shipments CBP-140</u>					No
	526	DPW-Traffic Division	69-0231	<u>Equip In-Out Report BME Me-16</u>					No
	531	DPW-Buildings & Fleet	10-0011	<u>Inventory Values Reports (Field)</u>					No
900		Citywide Global	18-0017	<u>Request For Disposal Of Scrap, Surplus Or Obsolete Materials</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Records that identify surplus property and track the disposition of property. These records include requests for disposal of surplus property, receipts, copies of reporting forms and supporting documentation that describes the property and the proposed method of disposition. The records might also include acquisition information, depreciation schedules and other reports related to the property/asset being disposed.	Fiscal + 4 yrs.	Destroy Under Supervision	No
	343	MPD-Vice Control	85-0140	<u>Captain's General File, Group 1</u>					No
	501	DPW-Administration	78-0109	<u>C.W.A. File</u>					No
	502	DPW-Special Assessments	70-0001	<u>BOA Project and Unit Files</u>					No
	526	DPW-Traffic Division	74-0282	<u>Request For Disposal Of Scrap, Surplus, Or</u>					No
	542	Infrastructure- Utility & Reports	80-0037	<u>Remnant and Surplus Property Disposal, State,</u>					No

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900		Citywide Global	18-A042	<u>Subject Files-City Departments &amp; Elected Officials</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Records pertain to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a City Department or office of an elected official. Files may contain, but are not limited to, correspondence, notes, memoranda, reports, publicity material, e-mails or other electronic communications, project planning records, clippings, and other material relevant to the event, person, policy, or program. Records of this type are usually, though not always, kept as official records by the Department Head/elected official or their designate. These records have high administrative and historical value and should be transferred to the City Archives for permanent preservation at the end of their retention period.	Creation + 7 yrs.	City Archives at MPL - to be screened	No
199		Office of Historic Preservation	10-0033	<u>Files Of The Historic Preservation Officer</u>					No
199		Office of Historic Preservation	10-E003	<u>Files Of The Historic Preservation Officer</u>					No
332		MPD-Communications	85-0140	<u>Captain's General File, Group 1</u>					No
334		MPD-Districts	85-0140	<u>Captain's General File, Group 1</u>					No
900		Citywide Global	19-0021	<u>Contracts and Agreements (Non-Purchasing)</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Contracts executed by Depts. or on behalf of the City, w/ or without Purchasing mediation, including commodity & service contracts, intergovernmental cooperation agreements and leases. The series contains the executed contract itself, original winning bids, proposals, bid tabulations, compliance reporting doc., & correspondence. Dept. contract files may include supplementary info of operational rather than fiscal use, which should be maintained by the dept. for the full retention period.	Event (Close of Contract) + 6 Yrs.	Destroy Under Supervision	No
360		Department of Neighborhood Services	86-0034	<u>Tool Loan Contract, Tlc-3. Record Of Tool Loan</u>					
501		DPW-Administration	82-0024	<u>Bid Proposals Other Than Low Bidder</u>					No
501		DPW-Administration	91-M120	<u>Out Of Program Agreement</u>					No
526		DPW-Traffic Division	74-0287	<u>Purchase Contract File</u>					No
900		Citywide Global	20-0011	<u>Business Correspondence-Routine</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Correspondence sent or received in any format by City employees. Records are required as evidence of transactions, approval or decision making responsibility, but do not contain long-term historical value. Examples of records include routine notifications to City residents, answers to questions regarding a function of the department, status reports, etc.	Creation + 3 Yrs.	Destroy Under Supervision	No
332		MPD-Communications	85-0141	<u>Captain's General File, Group 2</u>					No
334		MPD-Districts	85-0141	<u>Captain's General File, Group 2</u>					No
501		DPW-Administration	78-0134	<u>Minutes - Staff Meetings</u>					No
502		DPW-Special Assessments	70-0004	<u>BOA Correspondence File</u>					No
502		DPW-Special Assessments	72-0146	<u>Correspondence - Agricultural Deferments</u>					No
526		DPW-Traffic Division	67-0149	<u>Correspondence</u>					No
531		DPW-Buildings & Fleet	63-0103	<u>Correspondence, General</u>					No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
542		Infrastructure- Utility & Reports	86-0008	<u>Correspondence - MRV-EDA Projects 1978-</u>					No
542		Infrastructure- Utility & Reports	86-0009	<u>Correspondence - Paving Program</u>					No
543		Infrastructure-Construction	63-0161	<u>Correspondence - General</u>					No
544		Infra-Environmental Engineering	69-0208	<u>Correspondence</u>					No
549		Infrastructure-Field Engineering	76-0171	<u>Correspondence</u>					No
549		Infrastructure-Field Engineering	76-0172	<u>Letters, Obstruction</u>					No
549		Infrastructure-Field Engineering	76-0173	<u>Lists, Obstruction</u>					No
<b>900</b>		<b>Citywide Global</b>	<b>19-0024</b>	<b>Annual Reports</b>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>	Annual reports produced by all City Departments, divisions and units to summarize the activities of those units for the previous year and discuss goals and initiatives for the upcoming year.	Event (Report Finalized) + 2 Yrs.	City Archives at the Municipal Research Library	<b>No</b>
329		MPD-Neighborhood Task Force	72-0194	<u>Squad Dispatch Report, Daily, PD-10</u>					No
329		MPD-Neighborhood Task Force	74-0120	<u>Officers Activity Report, January Thru November</u>					No
329		MPD-Neighborhood Task Force	60-0166	<u>Miscellaneous Reports, General File</u>					No
330		MPD-Property Control	74-0120	<u>Officers Activity Report, January Thru November</u>					No
330		MPD-Property Control	88-0022	<u>Officers Activity Report, Year End</u>					No
331		MPD-Administration	74-0120	<u>Officers Activity Report, January Thru November</u>					No
331		MPD-Administration	79-0126	<u>Change In Purpose Due To Error Jobs</u>					No
331		MPD-Administration	79-0127	<u>Purpose Error Listings Job 101.091</u>					No
332		MPD-Communications	74-0120	<u>Officers Activity Report, January Thru November</u>					No
332		MPD-Communications	79-0138	<u>Radio Service Monthly Report By Unit No (ADABAS File and Print out)</u>					No
332		MPD-Communications	79-9139	<u>Radio Service Monthly Report By Unit No (ADABAS File and Print out)</u>					No
332		MPD-Communications	79-9141	<u>Radio Service Record Report By Service No -</u>					No
332		MPD-Communications	88-0022	<u>Officers Activity Report, Year End</u>					No
333		MPD-Central Records Division	74-0120	<u>Officers Activity Report, January Thru November</u>					No
334		MPD-Districts	72-0194	<u>Squad Dispatch Report, Daily, PD-10</u>					No
334		MPD-Districts	74-0120	<u>Officers Activity Report, January Thru November</u>					No
334		MPD-Districts	88-0022	<u>Officers Activity Report, Year End</u>					No
336		MPD-Medical Section	74-0120	<u>Officers Activity Report, January Thru November</u>					No
336		MPD-Medical Section	88-0022	<u>Officers Activity Report, Year End</u>					No
339		MPD-Auto Data Processing	74-0120	<u>Officers Activity Report, January Thru November</u>					No
339		MPD-Auto Data Processing	88-0022	<u>Officers Activity Report, Year End</u>					No
340		MPD-Traffic Division	74-0120	<u>Officers Activity Report, January Thru November</u>					No
342		MPD-Training Bureau	88-0022	<u>Officers Activity Report, Year End</u>					No
343		MPD-Vice Control	72-0194	<u>Squad Dispatch Report, Daily, PD-10</u>					No
343		MPD-Vice Control	74-0120	<u>Officers Activity Report, January Thru November</u>					No
346		MPD-Open Records	74-0120	<u>Officers Activity Report, January Thru November</u>					No
346		MPD-Open Records	88-0022	<u>Officers Activity Report, Year End</u>					No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
	347	MPD-District 1	60-0166	<u>Miscellaneous Reports, General File</u>					No
	347	MPD-District 1	72-0194	<u>Squad Dispatch Report, Daily, PD-10</u>					No
	347	MPD-District 1	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	347	MPD-District 1	88-0022	<u>Officers Activity Report, Year End</u>					No
	349	MPD-Maintenance Services	60-0166	<u>Miscellaneous Reports, General File</u>					No
	349	MPD-Maintenance Services	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	349	MPD-Maintenance Services	79-0132	<u>Labor Job Cost, Job 114.300</u>					No
	349	MPD-Maintenance Services	88-0022	<u>Officers Activity Report, Year End</u>					No
	350	MPD-Printing And Stores	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	350	MPD-Printing And Stores	88-0022	<u>Officers Activity Report, Year End</u>					No
	351	MPD-Internal Affairs	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	351	MPD-Internal Affairs	88-0022	<u>Officers Activity Report, Year End</u>					No
	352	MPD-Community Services	72-0194	<u>Squad Dispatch Report, Daily, PD-10</u>					No
	352	MPD-Community Services	88-0022	<u>Officers Activity Report, Year End</u>					No
	355	MPD-Mgmt., Analysis, & Planning	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	355	MPD-Mgmt., Analysis, & Planning	88-0022	<u>Officers Activity Report, Year End</u>					No
	355	MPD-Mgmt., Analysis, & Planning	95-0022	<u>Weekly Periodic Summary Of Major Offenses.</u>					No
	357	MPD-Court Administration	60-0166	<u>Miscellaneous Reports, General File</u>					No
	357	MPD-Court Administration	74-0120	<u>Officers Activity Report, January Thru November</u>					No
	357	MPD-Court Administration	88-0022	<u>Officers Activity Report, Year End</u>					No
	526	DPW-Traffic Division	64-0109	<u>Equip Usage Job Cost Report By Object &amp; Purpose Accts (C)</u>					No
	526	DPW-Traffic Division	64-0110	<u>Equip Usage Job Cost Report, Expressway (Copy)</u>					No
	526	DPW-Traffic Division	64-0111	<u>Equip Usage Job Cost Report, General (Copy)</u>					No
	526	DPW-Traffic Division	64-0112	<u>Equip Leased To Traffic Engineering Muni Equip</u>					No
	526	DPW-Traffic Division	64-0113	<u>Job Order (Copy #1) ES-16</u>					No
	526	DPW-Traffic Division	64-0115	<u>Job Order Cost Card ES-81 Aka Job Cost Ledger</u>					No
	526	DPW-Traffic Division	67-0151	<u>Inventory Activity Report</u>					No
	526	DPW-Traffic Division	73-0242	<u>Cost Run By Object and Purpose Accounts job 100.200</u>					No
	531	DPW-Buildings & Fleet	63-0105	<u>Daily Operator's Report</u>					No
	531	DPW-Buildings & Fleet	64-0104	<u>Equipment Usage Job Cost Report By Obj. &amp; Purpose Acct</u>					No
	531	DPW-Buildings & Fleet	66-0072	<u>Job Cost Summary - Completed Construction Project</u>					No
	549	Infrastructure-Field Engineering	76-0168	<u>Annual Report - Bureau Copy</u>					No
	549	Infrastructure-Field Engineering	76-0169	<u>Annual Report - Field Eng. Section - Work Papers</u>					No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
300		MPD- Global	03-0004	Officer Shift Replacement Records	The department records schedules listed below will be deleted as they are superseded by this MPD Global schedule	Forms related to requests by Milwaukee Police Association members for replacements to cover schedules work shifts. There are two principal forms in this series: Notice of Replacement (PP-7), and the Replacement of Execution (PP-6), which is the actual officer request and all approvals. If additional documentation/justification for the replacement is needed, that material should be filed with this series.	Event (Date of Approval or Denial) + 7 Yrs.	Destroy Under Supervision	No
330		MPD-Property Control	03-0004	Notice Of Replacement Form PP-7					No
332		MPD-Communications	03-0004	Notice Of Replacement Form PP-7					No
333		MPD-Central Records Division	03-0004	Notice Of Replacement Form PP-7					No
334		MPD-Districts	03-0004	Notice Of Replacement Form PP-7					No
336		MPD-Medical Section	03-0004	Notice Of Replacement Form PP-7					No
339		MPD-Auto Data Processing	03-0004	Notice Of Replacement Form PP-7					No
340		MPD-Traffic Division	03-0004	Notice Of Replacement Form PP-7					No
342		MPD-Training Bureau	03-0004	Notice Of Replacement Form PP-7					No
343		MPD-Vice Control	03-0004	Notice Of Replacement Form PP-7					No
346		MPD-Open Records	03-0004	Notice Of Replacement Form PP-7					No
347		MPD-District 1	03-0004	Notice Of Replacement Form PP-7					No
349		MPD-Maintenance Services	03-0004	Notice Of Replacement Form PP-7					No
350		MPD-Printing And Stores	03-0004	Notice Of Replacement Form PP-7					No
351		MPD-Internal Affairs	03-0004	Notice Of Replacement Form PP-7					No
352		MPD-Community Services	03-0004	Notice Of Replacement Form PP-7					No
353		MPD-Recruiting-Background Division	03-0004	Notice Of Replacement Form PP-7					No
355		MPD-Management, Analysis, & Planning	03-0004	Notice Of Replacement Form PP-7					No
357		MPD-Court Administration	03-0004	Notice Of Replacement Form PP-7					No
370		MPD-Human Resources	03-0004	Notice Of Replacement Form PP-7					No
329		MPD-Neighborhood Task Force	03-0005	Replacement Execution Form PP-6					No
330		MPD-Property Control	03-0005	Replacement Execution Form PP-6					No
332		MPD-Communications	03-0005	Replacement Execution Form PP-6					No
333		MPD-Central Records Division	03-0005	Replacement Execution Form PP-6					No
334		MPD-Districts	03-0005	Replacement Execution Form PP-6					No
336		MPD-Medical Section	03-0005	Replacement Execution Form PP-6					No
339		MPD-Auto Data Processing	03-0005	Replacement Execution Form PP-6					No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
340		MPD-Traffic Division	03-0005	<u>Replacement Execution Form PP-6</u>					No
342		MPD-Training Bureau	03-0005	<u>Replacement Execution Form PP-6</u>					No
343		MPD-Vice Control	03-0005	<u>Replacement Execution Form PP-6</u>					No
346		MPD-Open Records	03-0005	<u>Replacement Execution Form PP-6</u>					No
347		MPD-District 1	03-0005	<u>Replacement Execution Form PP-6</u>					No
349		MPD-Maintenance Services	03-0005	<u>Replacement Execution Form PP-6</u>					No
350		MPD-Printing And Stores	03-0005	<u>Replacement Execution Form PP-6</u>					No
351		MPD-Internal Affairs	03-0005	<u>Replacement Execution Form PP-6</u>					No
352		MPD-Community Services	03-0005	<u>Replacement Execution Form PP-6</u>					No
353		MPD-Recruiting-Background Division	03-0005	<u>Replacement Execution Form PP-6</u>					No
355		MPD-Management, Analysis, & Planning	03-0005	<u>Replacement Execution Form PP-6</u>					No
357		MPD-Court Administration	03-0005	<u>Replacement Execution Form PP-6</u>					No
370		MPD-Human Resources	03-0005	<u>Replacement Execution Form PP-6</u>					No
300		MPD- Global	04-0026	<i>The department records schedules listed below will be deleted as they are superseded by this MPD Global schedule</i>		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. 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.	Destroy Under Supervision	No
331		MPD-Administration	89-0053	<u>Offense Report, Lost-Stolen Equipment,</u>					No
333		MPD-Central Records Division	04-0026	<u>Offense Reports (Paper)</u>					No
333		MPD-Central Records Division	64-9069	<u>Offense Report - Daily Splits - Microfilm</u>					No
333		MPD-Central Records Division	64-M069	<u>Offense Report - Daily Splits</u>					No
333		MPD-Central Records Division	76-9081	<u>Offense Report - Microfilm Copy</u>					No
333		MPD-Central Records Division	88-9085	<u>Offense Report - Index - Microfilm Copy</u>					No
333		MPD-Central Records Division	88-M085	<u>Offense Report - Index</u>					No
333		MPD-Central Records Division	89-0045	<u>Log Of Offense Report Nos., Telephone</u>					No
333		MPD-Central Records Division	90-0071	<u>Major Offenses, Daily Summary PC-23, C</u>					No
333		MPD-Central Records Division	92-0016	<u>Offense Report-Warrant Issued</u>					No
333		MPD-Central Records Division	92-0017	<u>Offense Report and Index-Misdemeanor</u>					No
333		MPD-Central Records Division	92-0019	<u>Offense Report-Felony-Computer Index</u>					No
333		MPD-Central Records Division	92-9018	<u>Offense Report-Felony (No Warrant)-</u>					No
333		MPD-Central Records Division	92-M018	<u>Offense Report-Felony (No Warrant)</u>					No
334		MPD-Districts	60-0217	<u>Offense Report - Index By Complainants</u>					No
334		MPD-Districts	60-0293	<u>Offense Open - (No Warrant) Report</u>					No



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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
	334	MPD-Districts	60-0294	<u>Offense Open (Warrant Issued) Report</u>					No
	334	MPD-Districts	60-0295	<u>Offense Cleared Report</u>					No
	339	MPD-Auto Data Processing	88-0026	<u>Offense Report P.O. 13, Copy</u>					No
	343	MPD-Vice Control	65-0116	<u>Offense Report Index</u>					No
	343	MPD-Vice Control	65-0121	<u>Offense Report Cleared Or No Warrant</u>					No
	343	MPD-Vice Control	82-0117	<u>Offense Report and Supplementary Work copy</u>					No
	343	MPD-Vice Control	89-0021	<u>Offense Report, Daily Summary, Copy</u>					No
	347	MPD-District 1	60-0217	<u>Offense Report - Index By Complainants</u>					No
	347	MPD-District 1	60-0294	<u>Offense Open (Warrant Issued) Report</u>					No
	347	MPD-District 1	60-0295	<u>Offense Cleared Report</u>					No
<b>300</b>		<b>MPD- Global</b>	<b>60-0224</b>	<b>Department Memoranda</b>	<i>The department records schedules listed below will be deleted as they are superseded by this MPD Global schedule</i>	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 + 2 Yrs.	Destroy Under Supervision	<b>No</b>
	330	MPD-Property Control	60-0224	<u>Memorandum- Official Department</u>					No
	334	MPD-Districts	60-0224	<u>Memorandum- Official Department</u>					No
	342	MPD-Training Bureau	60-0224	<u>Memorandum- Official Department</u>					No
	347	MPD-District 1	60-0224	<u>Memorandum- Official Department</u>					No
	349	MPD-Maintenance Services	60-0224	<u>Memorandum- Official Department</u>					No
	352	MPD-Community Services	60-0224	<u>Memorandum- Official Department</u>					No
	357	MPD-Court Administration	60-0224	<u>Memorandum- Official Department</u>					No
<b>300</b>		<b>MPD- Global</b>	<b>88-0023</b>	<b>Training Bulletin</b>	<i>The department records schedules listed below will be deleted as they are superseded by this MPD Global schedule</i>	The Training Bulletin is an informational packet distributed to all MPD personnel by the Training Bureau on a periodic basis for instructional & refresher purposes. Information is included on in-house training, external professional development opportunities, and updates on any policy or procedure that may have been changed or updated that the department thinks personnel need to know or review. Retention on this series is being reduced from Permanent to bring schedule in line with HR000185.	Creation + 5 Yrs.	Destroy Under Supervision	<b>No</b>
	329	MPD-Neighborhood Task Force	88-0023	<u>Training Bulletin</u>					No
	330	MPD-Property Control	88-0023	<u>Training Bulletin</u>					No
	331	MPD-Administration	88-0023	<u>Training Bulletin</u>					No
	332	MPD-Communications	88-0023	<u>Training Bulletin</u>					No
	333	MPD-Central Records Division	88-0023	<u>Training Bulletin</u>					No
	334	MPD-Districts	88-0023	<u>Training Bulletin</u>					No
	336	MPD-Medical Section	88-0023	<u>Training Bulletin</u>					No

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#	Org #	Dept.	Schedule #	Title	Review Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required
339		MPD-Auto Data Processing	88-0023	<u>Training Bulletin</u>					No
340		MPD-Traffic Division	88-0023	<u>Training Bulletin</u>					No
343		MPD-Vice Control	88-0023	<u>Training Bulletin</u>					No
346		MPD-Open Records	88-0023	<u>Training Bulletin</u>					No
347		MPD-District 1	88-0023	<u>Training Bulletin</u>					No
349		MPD-Maintenance Services	88-0023	<u>Training Bulletin</u>					No
350		MPD-Printing And Stores	88-0023	<u>Training Bulletin</u>					No
355		MPD-Management, Analysis, & Planning	88-0023	<u>Training Bulletin</u>					No
357		MPD-Court Administration	88-0023	<u>Training Bulletin</u>					No