

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
1	133	Common Council/City Clerk/Council Services	95-0029	<u>Administrative Review Board of Appeals Case Files</u>	Renew	Records documenting appeals made by complainants with a 'substantial interest which is adversely affected by an administrative decision of a governing body, board, commission, committee, agency, officer or employee of the City of Milwaukee or agent acting on behalf of the City of Milwaukee'. Case files include the original appeal, documentation received from the appellant, records from the department(s) involved in the original decision, records created during the appeal hearing including transcripts, and the final determination of the Board. Per Wis. Stat. § 227.52, appellants may further appeal the decision of the ARBA to Wisconsin Circuit Court within 30 days of the initial disposition. Since 2022, ARBA case files have been uploaded in part or whole to the City's Legislative Management System, and are thus automatically captured for ingest and preservation in the City's E-Vault digital repository. Records captured in this manner may serve as the official record of ARBA proceedings, unless ARBA support staff also maintains information not captured in the legislative management system.	Event (Final Disposition of case and all appeals) + 7 yrs./Office	Destroy Under Supervision
2	155	ITMD	04-0024	<u>Voice Mail Records</u>	New	Recordings left by incoming telephone callers when user/personnel is not in or not available at time of call. These messages are typically transitory in nature and should be destroyed after review and determination that they are no longer of administrative value.	Event (Admin value expires) + 0	Destroy Under Supervision
3	155	ITMD	23-0002	<u>Telephony Records--Non-Emergency Call Details</u>	New	Information automatically generated by City telephony systems and managed by ITMD about the quantity and nature of all incoming and outgoing non-emergency phone calls for the City of Milwaukee. Call details may include call origin (if available), duration, special call rate information, and other information about the technical nature of phone calls. Call details related to specific incidents, emergency requests, or non-emergency service requests may also be maintained under the related records schedules for those requests. Retention of this series follows Statewide RRDA #IT000029.	Fiscal Year End + 5 yrs./Office	Destroy Under Supervision
The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0002)								
4	149	City Attorney	00-0035	<u>Computerized Print out Of Employee Telephone Record</u>				

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5	155	ITMD	12-E024	<u>Call Management Report Files</u>				
6	155	ITMD	12-E025	<u>Call Detail Report Files</u>				
7	163	MPD	84-0079	<u>Telephone Record - Daily Calls SAF-68</u>				
8	332	MPD	61-0217	<u>Telephone Calls - Long Distance</u>				
9	332	MPD	89-0019	<u>Telephone System Call Distribution and Activity</u>				
10	332	MPD	99-0131	<u>TTY/TDD Telephone Contact Print out</u>				
11	334	MPD	66-0063	<u>Telephone Reports, Hourly</u>				
12	334	MPD	86-0003	<u>Log Of Police Calls Received By Office Personnel</u>				
13	347	MPD	86-0003	<u>Log Of Police Calls Received By Office Personnel</u>				
14	155	ITMD	23-0003	<u>Recordings of Incoming Telephone Calls (Non-emergency)</u>	New	Audio recordings of incoming calls to the City of Milwaukee Call Center, non-emergency Police and Fire contact numbers, and other service lines that are routinely recorded. These recordings are maintained by the Information Technology Management Division (ITMD) for all city departments that create them, and may be used for audit, training, or quality assurance purposes, but are otherwise typically not of high administrative value. If a phone recording is required as supporting evidence in an administrative or legal case context, the recording should be retained until the incident or litigation is resolved.	Creation + 1 yr./Office	Destroy Under Supervision
15	199	Historic Preservation	23-0017	<u>Section 106 Compliance Case Files</u>	New	Projects using federal or state funds, or requiring federal licenses or permits, but be evaluated to consider their effects on properties of historical, architectural, engineering, cultural or archeological significance. The federal or state agency must attempt to identify significant properties that are present in the project area and attempt to avoid or minimize adverse effects on such properties. Records consist of: project descriptions, maps, plans and Historic Preservation Division's review comments and recommendations concerning actions needed to comply with Section 106 of the National Historic Preservation Act (PL 89-665), Wis. Stat. § 44.22, or with other federal or state environmental protection and historic preservation laws.	Event (Completion of Project) + 4 yrs./Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
16	200	DNS/Development Center	95-0037	<u>Driveway Permit Applications and Approvals</u>	Renew	Applications & approvals for construction or modification of driveway approach - address, name of owner and contractor- what kind of work (new or replacement), fee and permit number. Also notes from DPW Engineer as to what type of driveway to install & any other rates from other departments- DPW street lights, Forestry, DNS. Information on these permits are beneficial to DPW Engineers, Electrical Service, and, if driveway request is more than 30 ft. in length, Council Members.	Creation + 7 yrs./Office	Destroy Under Supervision
17	230	Assessor	23-0028	<u>Board of Review Hearing Support Materials</u>	New	Records supporting the proceedings of hearing-related meetings of the Board of Review at which, including notes taken by clerk, written objections and all other materials submitted to the board of review, audio or video recordings, any transcripts of board of review proceedings (if generated), and the summary of proceedings as required by Wis. Stat. § 70.47(17). Retention of this series is following Wis. Stat. § 70.47(8)(f). For meetings or portions of meetings in which no valuation or unlawful tax recovery hearing or deliberation is under discussion, meeting recordings may be treated as belonging to RRDA 08-0010 (Meeting Audio Recordings) and may be disposed according to that schedule.	Event (Final Action of Board of Review) + 7 yrs./Office	Destroy Under Supervision
18	230	Assessor	66-0097	<u>Property Records Change Statement</u>	Amend	Records used to document the process by which legal property descriptions in the City of Milwaukee are updated. This series includes, but is not limited to, local versions of the property deed, change worksheets, change orders, correspondence, instruments of title, maps, and other related documentation.	Fiscal Year End + 7 yrs./Office	Destroy Under Supervision

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19	287	ERS	08-0011	<u>Policemen's Annuity & Benefits Fund Historical Records Collection</u>	Custodial Transfer	Transfer to Department SPEC-701 (Archives Holding). Policemen's Annuity & Benefits Fund was completely dissolved as of 12/31/2005. This schedule pertains only to historic documents related to the entire creation and administration of the fund from 1899-2006. ERS is requests collection to be transferred to the Police Academy for historic preservation. This series is no longer created but existing records should be maintained for ongoing administrative and historical value. These records include but are not limited to items such as historic investment records, various PABF-related newspaper articles, misc. correspondences with City departments, legal opinions from the City Attorney, actuarial surveys and communications, pension studies, Commissioner of Insurance reports, State/Federal income tax info, retirement lists, mini detective badge of Leo Koenig, etc. studies, Commissioner of Ins. reports, State/Federal income tax info, retirement lists, mini detective badge of Leo Koenig, etc.	N/A	Permanent/ Archives at the MPD Police Academy
20	287	ERS	99-0136	<u>Town Of Lake Historical Pension Records</u>	Custodial Transfer	Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Historical records of Town of Lake pensions for Town of Lake employees and firefighters. Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons.	N/A	Permanent/ Archives at the City Records Center
21	287	ERS	99-0137	<u>Town Of Lake Firefighters Benefit Calculations</u>	Custodial Transfer	Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Records used to determine benefit levels for former Town of Lake employees, firefighters & survivors who receive benefits from ERS. -1999- A limited number of former Town of Lake employees/firefighters/survivors who receive benefits from ERS. Benefits are individually unique & calculated with assistance of ERS actuary.	Event (termination of benefits to member and survivor) + 2 yrs./Office	Permanent/ Archives at the City Records Center

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
22	300	MPD/Global	60-0233	<u>Arrest List (Blotter), Daily</u>	Amend	Daily log of arrests created by MPD Districts and special divisions and made available for public and media inspection. Blotter records include name of arrestee, time and location of arrest, charges, arresting officer, and other relevant information. Per Wis. Stat. § 48.396 and MPD Standard Operating Procedure 570, blotters for adults and juveniles are maintained separately, and access to the juvenile blotter is available only to members of the media. Because the blotter is derived from information on the MPD Records Management System, it is not critical to maintain for informational purposes, but should be retained for a nominal period for audit and proof-of-publication purposes.	Fiscal Year End + 1 yr./Office	Destroy Under Supervision
23	300	MPD/Global	76-0090	<u>Special Investigation Files-- Statutorily-Limited Cases</u>	Amend	Records related to MPD investigation of felonies, misdemeanors, or ordinance violations with associated statutes of limitations. Records include, but are not limited to, the offense report, clearance and supplementary reports, photographs and other A/V media of the scene, crime laboratory investigative reports, communications, interview notes and statements, and record of the final disposition of the case.	Creation+ 30 yrs./Office	Destroy Under Supervision
23	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (76-0090)</i>							
24	333	MPD	76-0118	Miscellaneous Folder - Register				
25	333	MPD	76-9091	Miscellaneous Folder - Index, Alpha - Microfilm				
26	333	MPD	76-M091	<u>Miscellaneous Folder - Index, Alpha</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
27	300	MPD/Global	76-0096	<u>Special Investigation Files- Homicide or Critical Incident</u>	Amend	Records related to MPD investigation of homicide, sexual assault, or other critical incidents with no associated statute of limitations. Records include, but are not limited to, the offense report, clearance and supplementary reports, crime scene drawings, photographs and other A/V media of the scene or the deceased, crime laboratory investigative reports, communications, interview notes and statements, and record of the final disposition of the case. Most records in this series created after 2013 are born-digital and maintained within Milwaukee Police Department information systems. Legacy physical records and records of closed or inactive cases 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 + 75 yrs./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (76-0096)</i>							
28	333	MPD	76-0098	<u>Homicide Register, 1922-</u>				
29	333	MPD	76-M096	<u>Homicide Folder - Closed</u>				
30	333	MPD	76-M097	<u>Homicide Folder - Index, 1922-1976</u>				
31	333	MPD	91-9056	<u>Homicide Folder - Open - Microfilm Copy</u>				
32	333	MPD	91-M056	<u>Homicide Folder - Open</u>				
33	300	MPD/Global	76-0107	<u>Cell Block Check Records</u>	Renew	Records documenting periodic visual checks of jail cells and cell blocks as described in Milwaukee Police Department Standard Operating Procedure 90. Cell Block Checks, currently on forms PD-4A (Adults) and PD-4J (Juveniles) indicate the presence or absence of weapons or other contraband, describe the overall condition of the cell, document any repairs that might be needed on a cell, and confirm the overall physical condition of the prisoner(s) in the cell. These records are by definition obsoleted soon after they are created; the retention time serves to maintain records in case of audit or inspection.	Creation + 6 mo./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the above schedule (76-0107)</i>							

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
34	347	MPD	60-0173	Prisoners Injured In Cell Block				
35	347	MPD	76-0107	Cell Block Checks, Daily PD-4				
36	300	MPD/Global	86-0051	<u>Arrestee History File</u>	Amend	Record of an individual's arrest history, including identifying information, date/time, location of arrest, involved officers, charges and dispositions, and any related case numbers. These records are derived from information in 86-0073 <u>Arrest Report and Supplemental Files</u> and may be used to populate 60-0233 <u>Arrest List (Blotter), Daily Event (Individual is confirmed 70 years of age or deceased, OR Individual is confirmed 18 years of age if Juvenile)</u> **	Event (**) + 7 yrs./Office	Destroy Under Supervision
37	300	MPD/Global	86-0073	<u>Arrest/Detention Report and Supplements</u>	Renew	Records relating to the arrest or detention of an individual, including the original arrest report (PA-45), supplemental forms including prisoner statements, probable cause statement (CR-215), records related to identification of the arrestee as required by Wis. Stat. § 165.83, booking documentation, and release/transfer documentation. Per Milwaukee Police Standard Operating Procedure 90, all records created outside of the MPD Records Management System should be transferred to Open Records following transfer of the arrestee to the Criminal Justice Facility for imaging or ingest of the records into the Records Management System. The records will be maintained electronically for the duration of their retention period in MPD information systems. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. 30 days after verification of the quality and retention of the images, the imaged records will be destroyed.	Event (Release of arrestee from MPD custody) + 7 yrs.- Open Records Office	Destroy Under Supervision
37	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (86-0073)</i>							
38	333	MPD	83-0012	<u>Major Crime Reference File, PR-32</u>				
39	343	MPD	65-0104	<u>Arrest Report - Daily</u>				
40	344	MPD	60-0254	<u>Juvenile Arrest Register, PJ-6</u>				
41	347	MPD	58-0046	<u>Order For Detention, PO-3</u>				
42	347	MPD	58-0047	<u>Order For Release, PO-4</u>				
43	347	MPD	60-0254	<u>Juvenile Arrest Register, PJ-6</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
44	347	MPD	61-0039	<u>Summary Of Arrest Reports (Daily Splits)</u>				
45	347	MPD	61-0216	<u>Squad Car Arrest Activity Monthly Report</u>				
46	357	MPD	86-0073	<u>Arrest Report, Non C.I.B., PA-45 and PA-45-B</u>				
47	300	MPD/Global	88-0077	<u>Enforcement Action/Citizen Contact Record-- No Arrest</u>	Amend	Records related to formal contacts with members of the public by Milwaukee Police Department sworn officers, including traffic stops, field interviews, and no-action encounters. These contacts may be documented on paper forms (notably form PF-4 for field interviews) before being entered into the MPD records management system (RMS) and are subject to supervisory review before final approval and retention. Content of these files is prescribed by MPD Standard Operating Procedure 85, but should include at minimum the names of the officer and member(s) of the public, the date, time, and circumstances of the stop, and the final disposition of the stop. If a stop results in an arrest or other critical incident, records of the enforcement action should become part of the associated record series and maintained according to the relevant retention schedule. Paper records entered into MPD RMS may be destroyed once the information has been verified and approved by MPD Records Management.	Creation + 4 yrs./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (88-0077)</i>								
48	333	MPD	93-0001	<u>Computer Records Of Field Interrogations.</u>				
49	334	MPD	61-0025	<u>Drunken Driver's - Memo Bk With Case Nos.</u>				
50	334	MPD	82-0113	<u>Listing Of Non-Traffic Citations Issued</u>				
51	334	MPD	88-0077	<u>Field Interrogation Report PF-4</u>				
52	300	MPD/Global	89-0055	<u>Roll Call Information</u>	Amend	Records distributed to Milwaukee Police Department Districts and other units at the beginning of each working day, containing news and updates to policy/procedure of interest to MPD employees. Because almost all of this information is derived from other sources that are scheduled and maintained elsewhere, the retention period for these records is primarily for audit/proof-of-receipt purposes.	Creation + 1 yr./Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
53	300	MPD/Global	92-0014	<u>Prisoner Medical Intake Screening Records</u>	Renew	Report and related records used to evaluate the physical and mental health of arrestees during the booking process, including information on medications currently taken, pre-existing medical conditions, notes on behavior and mental state, treated and untreated injury notes, and notes indicating the need to transport arrestees to medical facilities for further attention. Summary information from these records is also entered into the MPD Records Management System to become part of the Arrestee Record.	Creation + 3 yrs./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (92-0014)</i>								
54	334	MPD	91-0018	<u>Prisoner Medical Intake Screening Report</u>				
55	347	MPD	91-0018	<u>Prisoner Medical Intake Report 1990. Original</u>				
56	347	MPD	92-0014	<u>Prisoner Medical Intake Screening.</u>				
57	334	MPD/Districts	04-0020	<u>City Of Milwaukee Parking Permit Files</u>	Amend	Records relating to temporary and long-term permits for residents of the City of Milwaukee to park on city streets outside of normally allowed hours. Several types of permit are available under Milwaukee Code of Ordinances Ch. 101-27, including night permits, daytime nonconforming residential use permits, daytime commuter-impacted permits, and resident-only permits; each permit type has its own documentation requirements, usually including copies of drivers' licenses, registration documents for the vehicle, residence address verification documentation, verification of qualification for special permits, and other records related to eligibility.	Creation + 2 yrs./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (04-0020)</i>								
58	334	MPD	04-0021	<u>City Of Milwaukee Application For Daytime Commuter Impacted Parking Permit</u>				
59	334	MPD	67-0101	<u>Night Parking Requests, Daily Report</u>				
60	334	MPD	86-0004	<u>Night Parking Permit Renewal, PN-7</u>				
61	340	MPD	86-0004	<u>Night Parking Permit Renewal, PN-7</u>				
62	347	MPD	67-0101	<u>Night Parking Requests, Daily Report</u>				

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63	335	MPD/Identification Section	23-0009	<u>Fingerprint Reference File-- Database Record</u>	New	Electronic images of fingerprints and associated database record, including descriptive metadata and potential matches to latent fingerprint files. The long-term value of these reference files recommends use of the paper file (RRDA# 96-0007) as the Official Record; however, the electronic version of the file may contain additional information about the prints' association with other print sets, particularly as pertains to investigative case files. As such, the electronic versions constitute a separate series and do warrant retention, if not the same length as that of the paper originals.	Event (close of any related file or confirmed death of subject, whichever comes first) + 10 yrs./Office	Destroy Under Supervision
64	335	MPD/Identification Section	61-0320	<u>Latent Fingerprint File--No Prints</u>	Amend	Files for fingerprint lifts from crime scenes in which no prints are lifted. Because the absence of prints is of limited evidentiary value in the context of a criminal prosecution, these files may be destroyed 1 month after creation.	Event (no prints identified) + 1 mo./Office	Destroy Under Supervision
65	335	MPD/Identification Section	85-0100	<u>Latent Fingerprint File-- Homicide, Sexual Assault, or Critical Incident</u>	Amend	Files created to document and analyze fingerprints taken from the scene of incidents without statute of limitations, including homicides, sexual assaults, and officer-involved critical incidents. File may include worksheets, reports, and comparative analysis of prints against local, state, and federal fingerprint references. These files include fingerprints which are recorded but for which no match is made. There is effectively no statute of limitations on homicide cases. It may be desirable to print electronic reports for preservation.	Creation + 75 yrs. Or death of identified persons, whichever comes first.	Destroy Under Supervision
66	335	MPD/Identification Section	85-0101	<u>Latent Fingerprint File--All other cases</u>	Amend	Files created in conjunction with non-critical 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 (04-E026).	Event (maintain until statute of limitations has expired) + 7 yrs./Office	Destroy Under Supervision

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67	335	MPD/Identification Section	96-0007	<u>Reference Fingerprint File-- Applicants and Criminal</u>	Amend	Fingerprint cards or electronic records for individuals positively identified by MPD Forensics Division personnel. Reference prints are created for applicants to certain City employment positions, for all City license applicants, and for all booked arrestees. These prints are used as reference for fingerprints taken for fingerprint files (85-0100 and 85-0101) to help identify possible matches. Prints are uploaded to MPD databases for assisted management and comparison; see schedule 23-0009 for retention of electronic versions. Because of these prints' use as an identification reference, they should be maintained for * Event (Subject's recorded date of birth + 75 yrs. or 7 years after the disposition of a related criminal case, whichever comes latest).	Event (*) /Office	Destroy Under Supervision
68	341	Department of Emergency Communications	23-0004	<u>Computer-Aided Dispatch Data--Emergency Management</u>	New	Records of response to calls for emergency services for Police, Fire, and Ambulance services, managed by the Information Technology Management Division on behalf of the Department of Emergency Communications. CAD data records include time of original call, origin of call, dispatcher receiving and assigned to the call, jurisdictional area, units dispatched, dispatch location, type of call, and information on the disposition of the incident, as available.	Event (Dispatch Assigned) + 7 yrs./Office	Destroy Under Supervision
69	360	DNS	69-0144	<u>Dangerous/ Prohibited Animal Violation Files</u>	NEW	Records documenting incidents in which a dog, cat, or other domestic animal bites another animal or human. Records include, but are not limited to, forms from MPD responders, hospital forms, correspondence with Milwaukee Area Domestic Animal Control Commission (MADACC), and documentation related to the quarantine of the offending animal. Retention follows Wisconsin statewide county general schedule for animal bite records.	Event (Close of Case) + 10 yrs./Office	Destroy Under Supervision

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70	381	Health Department/Admin	19-0071	<u>Environmental Investigation Log Entries</u>	Amend	Reports & official referenced attachments for environmental investigations carried out by either Environmental Health or Emergency Preparedness staff & documented on either form "Field Report (H3050)" or the updated version, "Environmental Health/ Emergency Preparedness Investigation Log (H3051)". Reports consist of various environmental investigation narratives: air/water quality, including carbon monoxide exposure & fugitive odors; other types of chemical releases or exposures; ecto-parasitic infestations; interior mold intrusion; possible rabies exposure, both human & pet; & uncontained bio-medical &/or infectious waste.	Event (Investigative Case Closure) + 7 yrs.- Office	Destroy Under Supervision
71	383	Health Dept./Consumer Environmental Health	19-0005	<u>Industrial Hygiene Case Files</u>	Amend	Logs & related records for inspections conducted by the Milwaukee Health Department for City-owned residential & business environments. Records include, but are not limited to, indoor air quality surveys, noise & hearing conservation, respiratory protection, compliance exposure monitoring, baseline nose surveys, & other similar surveys, assessments, & reports. Prior to 1995, these records were referred to as Industrial Hygiene Files & maintained in paper form only. Retention of these records is as specified in Wisconsin General Records Schedule RISK0055.	Retain for Event (Inspection Complete) + 20 yrs./Office	Destroy Under Supervision
72	384	Health Dept./ Community Health	11-0002	<u>Home Environmental Health (HEH) Program Intervention Project Records</u>	Renew	These records are generated as a result of various initiatives directly related to the HEH program core mission to educate families about home environmental health. Records may include notes, protocols, procedures, forms, client lists, surveys & other assessment tools.	Event (Completion of study) +7 yrs./ Office	Destroy Under Supervision
73	440	ERS/Police And Annuity Benefits	64-0050	<u>Police A& B Fund Annuity Payment Rolls 1962-</u>	Custodial Transfer	Transfer to SPEC-701 (Archives Holding). Records in this series are no longer created but existing records must be maintained for administrative and fiscal reasons. Ledger books containing the names of individual PABF annuitants (retirees and survivors), the monthly benefit allowance, deductions, net amount of annuity, and any comments or remarks relating to the payee (i.e.. death date, payment type, etc.). The Fund's Custodian certifies each month's payroll (i.e.. totals for health insurance payments, postage costs, actuary expense and U.S. taxes).	N/A	Permanent/ Archives at the City Records Center

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74	440	ERS/Police And Annuity Benefits	89-0001	<u>PABF Application For Pension</u>	Renew	Finite record series: PABF member info sheets, employee wages, Application for Annuity (employee's retirement application, Application for Widow's Annuity & Child's Benefits (i.e.. Annuity Summary Sheet, sympathy letter, death certificate), change of demographic info, actuarial calculations, Defined Benefit Plan Payment Request forms, correspondence, certified documents (i.e.. birth certificates, marriage certificates, power of attorney, etc.), Application for Disability Benefit Under Ch. 589 of the Laws of 1921 as amended (including Attending Physician's Certificate & Medical Examiner's Certificate for Disability), & PABF Widow's Info Sheet.	Event (Final payment issued) + 10 yrs./Office	Destroy Under Supervision
75	526	DPW/Traffic Division	75-0151	<u>Traffic/Trail Counts & Check Files</u>	Renew	Data on the number of vehicles or pedestrians passing particular intersections, street markers, or trail markers over a given period of time, which is typically then extrapolated into that road segment's Annual Average Daily Traffic number. Traffic Counts can be performed either on a regular basis or as part of a traffic study requested by a member of the Common Council. This series also includes reports, maps derived from the traffic counts, manual checks of the count's accuracy, and analysis of the data used to help shape the priorities of the Traffic Division's infrastructure repair/construction planning. Because this data is most useful analyzed over time, it should be maintained archivally, either in City Records' main collection (Microfilm) or exported to E-Vault and/or the Milwaukee Open Data Portal.	Creation + 3 yrs./Office	Transfer to City Archives at Municipal Research Center (E-Vault)
76	544	Infrastructure Environmental Engineering	09-0062	<u>Manhole Rehab Contracts</u>	Amend	These files contain inspectors' field plans, daily reports, records of contractors' daily progress, and copies of all contract documents. The information is entered into the manhole database and kept for the life of the manhole. The schedule for sewer contracts calls for microfilming after five years. Permanent records for manhole rehab are not needed. Event: Manhole is decommissioned.	Event (Manhole decommissioned) + 1 yr./Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
77	544	DPW/Infrastructure Environmental Engineering	77-0075	<u>Sewer Project Documentation Files</u>	Renew	Plan, reports and other related documents for sewer construction projects run or subcontracted by the Department of Public Works. 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 (End of usable life of system segment.) + 1 yr./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (77-0075)</i>								
78	544	DPW	77-9075	<u>Sewer Contract Folders - Microfilm Copy</u>				
79	544	DPW	77-M075	<u>Sewer Contract Folders</u>				
80	544	DPW	83-0027	<u>Sewer Construction Plan Tracings</u>				
81	570	DPW	66-0083	<u>Sewer Construction (Prints)</u>				
82	570	DPW/Sewer Maintenance	63-0163	<u>Request For Post &/Or Perm Barricades</u>	Custodial Transfer	Transfer Schedule to DPW/Infrastructure Environmental Engineering (544).	N/A	N/A
83	570	DPW/Sewer Maintenance	67-0142	<u>Sewer Examination (Part 3)</u>	Custodial Transfer	Transfer Schedule to DPW/Infrastructure Environmental Engineering (544).	N/A	N/A
84	570	DPW/Sewer Maintenance	67-0144	<u>Complaints - Backwater</u>	Custodial Transfer	Transfer Schedule to DPW/Infrastructure Environmental Engineering (544). Permanent backwater complaint record lists date of complaint, address, reason for the backwater, and the page number and book number on which original complaint was posted in complaint record book.	Creation + 50 yrs./Office	Destroy Under Supervision
85	570	DPW/Sewer Maintenance	75-0057	<u>Asphalt Plant Traffic Record SSM-226</u>	Renew	Used to keep track of trucks and time they spent at plant to load up. Also keeps track of mixes being used.	Creation + 7 yrs./Office	Destroy Under Supervision
86	570	DPW/Sewer Maintenance	78-0037	<u>Sewer Examination Request SSM-11</u>	Custodial Transfer	Transfer Schedule to DPW/Infrastructure Environmental Engineering (544).	N/A	N/A

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
87	661	DPW/Tow Lot	97-0033	<u>Abandoned Vehicle JBID Folders</u>	Renew	Records related to selling abandoned vehicles. This record includes certified mail notification to owners, lien holders, etc.; bids received from vendors relative to sale of abandoned vehicles; bid summaries and copies of removal orders.	Creation + 7 yrs./Office	Destroy Under Supervision
88	683	DPW/Sewer Environmental Services	13-0024	<u>Sewer Contract Financial Documents</u>	Custodial Transfer	Transfer Schedule to DPW/Infrastructure Environmental Engineering (544).	N/A	N/A
89	900	Citywide Global Schedules	19-0072	<u>Project Files (Routine)</u>	Amend	All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials.	Event (Project is completed) + 10 Yrs./Office	Destroy Under Supervision
90	900	Citywide Global Schedules	22-0011	<u>Undeliverable Mail</u>	New	This record series consists of outgoing department mail pieces that are returned to the sender by the post office. According to post office procedures, the reason for mail being undeliverable is indicated on the outside of the original mail piece and subsequently returned. Alternatively, the post office may transmit returned mail by electronic notice. Returned mail pieces may retain value to allow the sending department to correct the address for a second mailing; to track that proof of mailing occurred; or to conduct audits of outgoing mail activities. However, in most cases, informational value may be derived from the envelope rather than from the mailer itself, so there is little need to maintain returned mail for long after the fact of its return has been recorded (and corrected as needed).	Event (Return information recorded) + 1 mo./Office	Destroy Under Supervision
91	900	Citywide Global Schedules	23-0010	<u>Event/Usage Permits and Applications</u>	New	Applications for and Permits issued by city departments for usage of public space. Types of permits include, but are not limited to, Special Privilege, Building Moving, Parking, Special Event, Decorative Crosswalk, Block Parties, and Banner Displays.	Creation + 5 yrs./Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
92	900	Citywide Global Schedules	23-0011	<u>Motor Vehicle Control and Assignment Records</u>	New	Documentation of City motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This series also contains driver assignment sheets for Sanitation, Forestry, Snow and Ice control, and other dispatch sections of DPW.	Event (Date the vehicle is disposed) + 1 mo./Office	Destroy Under Supervision
92	The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0011)							
93	861	MPL	72-0091	<u>City Vehicle Sign Out Sheet PI-117</u>				
94	861	MPL	74-0214	<u>Internal Fire Alarm Box Locations PI-210</u>				
95	861	MPL	78-0013	<u>Vehicle Use Report PI-159</u>				
95		MPD	20-0014	<u>Vehicle Use Records</u>				
96	900	Citywide Global Schedules	23-0012	<u>Construction Plans: Final As Built Projects (Historically Significant)</u>	New	Final as-built plans and original drawings for City of Milwaukee bridges and public buildings deemed to be of historical significance. These original construction plans are used as a permanent record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure. 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. Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures)	Event (Building is sold or demolished) + 1 year/Office	Transfer to City Archives at Municipal Research Center (E-Vault)
	The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0012)							
97	531	DPW	86-M058	<u>Contract Drawings and Tracings</u>				
98	531	DPW	86-M059	<u>Contract Drawings and Tracings - Microfilm Copy</u>				
99	531	DPW	86-M060	<u>Contract Shop Drawings and Submittals</u>				
100	531	DPW	86-M061	<u>Contract Shop Drawings and Submittals - Microfilm</u>				
101	643	Water Dept.	91-0110	<u>Shop Drawing - Plant Facility</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
102	900	Citywide Global Schedules	23-0013	<u>Construction Plans: Final As Built Projects (Routine)</u>	New	Final as-built plans and original drawings for City of Milwaukee bridges and public buildings. These original construction plans are used as a record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure. This series is for plans of projects that are not deemed to be of historical interest, critical infrastructure, or otherwise warranting permanent retention. Event is demolition of building. Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures)	Event (Building is sold or demolished) + 1 year/Office	Destroy Under Supervision
102	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0013)</i>							
103	200	DNS	63-0032	<u>Permit Plans For Work In The Right Of Way</u>				
104	526	DPW	75-9150	<u>Work Order Sheet and As-Built Drawing For</u>				
105	526	DPW	75-9152	<u>Traffic Control Facilities Plans - Microfilm Copy</u>				
106	526	DPW	75-M150	<u>Work Order Sheet and As-Built Drawing For</u>				
107	526	DPW	75-M152	<u>Traffic Control Facilities Plans</u>				
108	544	DPW	76-0112	<u>Tracing For Public Hearing Drawing, Project</u>				
109	545	DPW	69-9206	<u>Bridge Structure Plans Along Discontinued Electric</u>				
110	643	Water Dept.	78-9046	<u>Plan - Water Main - Microfilm Copy</u>				
111	643	Water Dept.	78-M045	<u>Plan - Water Main</u>				
112	643	Water Dept.	82-0027	<u>Project File - Mains A-50</u>				
113	643	Water Dept.	99-8040	<u>Drawings - On 35Mm Microfilm</u>				
114	900	Citywide Global Schedules	23-0014	<u>Environmental Assessment and Impact Statements</u>	New	Official record version of environmental assessments, impact statements and related documentation related to municipal construction projects. This series may include the final assessment report, draft reports, legal notices, public comment, and other correspondence.	Event (Date of termination of ownership by the City) + 6 yrs./Office	Transfer to Archives at Municipal Research Library

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
115	900	Citywide Global Schedules	23-0015	<u>Street and Sidewalk Operations File</u>	New	Documentation of the performance of tasks related to street and sidewalk maintenance that is not otherwise managed by an existing City of Milwaukee schedule. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation + 7 yrs./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0015)</i>								
116	526	DPW	67-0153	<u>Work Order Sheet - Traffic Signs, Meters, Paint</u>				
117	526	DPW	67-0154	<u>Work Order Sheet - Traffic Control Signals -</u>				
118	526	DPW	67-0155	<u>Work Order Sheet - Traffic Control Signals -Non-</u>				
119	526	DPW	69-0228	<u>Operators Daily Report W/Equip Charge Tickets</u>				
120	526	DPW	76-0199	<u>Shop Order ES-13</u>				
121	526	DPW	77-0193	<u>Job Order Index ES-4</u>				
122	526	DPW	80-0119	<u>Work Order Sheet - Traffic Signs, Meters,</u>				
123	547	DPW	78-0184	<u>Sidewalk Repairs - Maps</u>				
124	547	DPW	78-9184	<u>Sidewalk Repairs - Maps - Microfilm Copy</u>				
125	548	DPW	78-0185	<u>Work Order E-62 - Closed Out</u>				
126	548	DPW	84-0048	<u>Service Order Request, E-53</u>				
127	549	DPW	76-0111	<u>Paving Plan Work Folder</u>				
128	565	DPW	74-0157	<u>Morning Report - Men & Equip Assignments (SS-10)</u>				
129	570	DPW	61-0099	<u>Work Order</u>				
130	570	DPW	63-0163	<u>Request For Post &/Or Perm Barricades</u>				
131	570	DPW	70-0200	<u>Service Order</u>				
132	900	Citywide Global Schedules	23-0016	<u>Maps: Construction, Topographical, and Infrastructure Systems</u>	New	Maps of various locations within the City of Milwaukee covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks). This series also includes any indices to the maps.	Creation +1 year/Office	Transfer to City Archives (Municipal Research Center)
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0016)</i>								
133	360	DNS	80-M143	<u>Certified Survey Maps</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
134	360	DNS	80-M144	Planned Development Data. Drawings and Correspondence				
135	526	DPW	75-9154	<u>Traffic Engineering Maps, Graphs, and Charts -</u>				
136	526	DPW	75-M154	<u>Traffic Engineering Maps, Graphs, and Charts</u>				
137	544	DPW	77-0078	<u>Sewer Plan Index Cards</u>				
138	545	DPW	81-9044	<u>Design Plans - Local Streets - 1920 - Microfilm</u>				
139	545	DPW	81-M044	<u>Design Plans - Local Streets 1920-</u>				
140	546	DPW	72-M169	<u>House Number Pages - Present & Prior Numbers</u>				
141	546	DPW	72-M171	<u>Quarter Sections - Milwaukee County - Obsolete</u>				
142	547	DPW	69-9207	<u>Paving Plans (Measured Plans) - Microfilm Copy</u>				
143	641	Water Dept.	72-9174	<u>Plant-Maps-Water Service Applications (35) Film.</u>				
144	641	Water Dept.	72-M174	<u>Plant - Maps - Water Service Applications (35)</u>				
145	641	Water Dept.	72-M175	<u>Plats - Water Main Hydrant & Svc Loc</u>				
146	641	Water Dept.	75-9155	<u>Plant - Maps - Books (1863-1957) (35) Microfilm.</u>				
147	641	Water Dept.	81-9053	<u>Plant - Maps - As Builts (35) Microfilm Copy.</u>				
148	641	Water Dept.	81-M053	<u>Plant - Maps - As Builts (35)</u>				
149	643	Water Dept.	80-9117	<u>Distribution Quarter Section Drawings - Microfilm</u>				
150	643	Water Dept.	92-9037	<u>Pipe, Hydrant, Gate Record, Microfilm</u>				
151	643	Water Dept.	92-9039	<u>Pipe Distribution- Microfilm</u>				
152	900	Citywide Global Schedules	23-0018	<u>Asbestos and Hazardous Material and Environmental Remediation Case File</u>	New	Asbestos and Hazardous Material and Environmental Remediation Case File Project files on asbestos abatement and hazardous materials and environmental remediation projects at city owned buildings. Medical records in this series may be confidential per Wis. Stat. § 146.82.	Event (Completion of Project) + 30 yrs./Office	Destroy Under Supervision
153	900	Citywide Global Schedules	23-0019	<u>Maintenance, Equipment Repair, and Service Records</u>	New	Documents the installation, maintenance, service and history of non-capital equipment commonly used to maintain facilities.	Event (Replacement of Equipment) + 1 yr./Office	Destroy Under Supervision
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0019)</i>								
154	349	MPD	60-0188	<u>Squad Cards Inspection & Lost Equipment Report</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
155	361	DNS	66-0081	<u>Job Record Card Active</u>				
156	526	DPW	61-0121	<u>Condition Of Equipment, Reports ME-14</u>				
157	526	DPW	74-0073	<u>Damage Report ES-6</u>				
158	526	DPW	74-0269	<u>Damaged Or Lost Tool and Equipment ES-95</u>				
159	526	DPW	76-0195	<u>Service Order ES-48</u>				
160	526	DPW	77-0189	<u>Tool Loan Record ES-108</u>				
161	531	DPW	67-0125	<u>Equipment Usage Report</u>				
162	531	DPW	70-0198	<u>Rented Equipment Work Record</u>				
163	531	DPW	74-0056	<u>Municipal Equipment Charge Ticket</u>				
164	531	DPW	77-0080	<u>Repair Order ME-90</u>				
165	531	DPW	97-0032	<u>Equipment Condition Report Bfd 2000</u>				
166	581	DPW	69-0210	<u>Equipment Usage Report</u>				
167	861	MPL	73-0138	<u>Job Order - Custodial Maintenance Work PI-259</u>				
168	861	MPL	87-0100	<u>Daily Maintenance Work Sheet, PI-53</u>				
169	861	MPL	87-0101	<u>Preventive Maintenance Record, PI-55-1</u>				
170	900	Citywide Global Schedules	23-0020	<u>Building Lease Files</u>	New	Files on facilities leased by City entities to third party lessors. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, Limited Access Agreements and License Agreements for various purposes.	Event (Expiration of Lease) + 7 yrs./Office	Destroy Under Supervision
171	900	Citywide Global Schedules	23-0021	<u>Physical Plant Monitoring and Inspection Reports</u>	New	Records documenting the operation of all facets of facilities: HVAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation + 6 yrs./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0021)</i>							
172	361	DNS	65-0139	<u>Plumbing Inspection Record Obsolete</u>				
173	361	DNS	65-0140	<u>Plumbing Inspection Record Suburban</u>				
174	526	DPW	75-M153	<u>Traffic Engineering Condition Diagrams</u>				
175	526	DPW	76-0204	<u>Trouble Reports - Secondary ES-73</u>				
176	526	DPW	76-0205	<u>Trouble Reports - Outages ES-41</u>				
177	526	DPW	76-0206	<u>Lamp Replacement Record ES-78</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
178	526	DPW	76-0207	<u>Trouble Reports - Traffic Control Signals ES-117</u>				
179	526	DPW	77-0181	<u>Inspectors Daily Report ES-77</u>				
180	526	DPW	77-0182	<u>Engineers Estimated Cost ES-79</u>				
181	526	DPW	77-0196	<u>Trouble Tag - Red ES-39</u>				
182	526	DPW	77-0197	<u>Trouble Tag - Yellow ES-38</u>				
183	526	DPW	78-0154	<u>Excavation and Service Repair Record ES-89</u>				
184	526	DPW	78-0155	<u>Substation Record ES-90</u>				
185	526	DPW	78-0156	<u>Pavement Marking - Daily Report ES-84</u>				
186	526	DPW	80-0137	<u>Traffic Control Authority Record</u>				
187	526	DPW	82-0038	<u>Construction Deficiency Report</u>				
188	526	DPW	82-0039	<u>Construction Inspection Record</u>				
189	531	DPW	67-0113	<u>Bridgetenders Weekly Report</u>				
190	531	DPW	67-0129	<u>Bridgetenders Inspection Report</u>				
191	531	DPW	81-0037	<u>Inspectors Daily Report BB-39</u>				
192	544	DPW	91-0139	<u>Sewer Record-1/4 Plat Page</u>				
193	581	DPW	61-0022	<u>Service Report</u>				
194	643	Water Dept.	91-0107	<u>Inspector Daily Report - Mains</u>				
195	900	Citywide Global Schedules	23-0022	<u>Land Titles, Conveyances, and Easements</u>	New	Documentation for City owned land, including but not limited to easements, quit claim deeds, warranty deeds, title policies, abstracts, authorizing Common Council resolutions, and related survey maps. Also includes any legal rights granted to others that relate to municipal owned land. Deeds to City-owned property are also maintained by the Milwaukee County Register of Deeds.	Creation +10 yrs./Office	Permanent on archival system
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0022)</i>								
196	542	DPW	88-9004	<u>Easements - City Owned Property 1956-</u>				
197	542	DPW	88-M004	<u>Easements - City-Owned Property, 1956-</u>				
198	545	DPW	97-0039	<u>Paving Project Encroachments</u>				
199	641	Water Dept.	96-0055	<u>General - Organize - Easements (6)</u>				
200	643	Water Dept.	91-0108	<u>Easements</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
201	900	Citywide Global Schedules	23-0023	<u>City Property Sales Records</u>	New	City Property Sales Records Project folders for sales of city-owned property and/or land, including residential, vacant lots, in rem properties, and surplus city property. Files may include physical information regarding property including photographs and/or maps, inspection notes, sale/transfer information, including marketing information/history, primary and secondary offers to purchase, and closing documents. Box 7: Wis. Stats. § 19.36(13)	Event (Close of Sale) + 5 yrs./Office	Transfer to City Archives at MPL
202	900	Citywide Global Schedules	23-0024	<u>City Facility Maintenance Records</u>	New	Facility and building maintenance, custodial and grounds keeping related records for City-owned facilities. These records document the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components. Records may include, but are not limited to, work orders, logs, work assignments, checklists, inspections, key requests, correspondence and related reports.	Creation + 6 yrs./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0024)</i>							
203	531	DPW	66-0071	<u>Job Orders - Completed Work</u>				
204	531	DPW	70-0193	<u>Service Order</u>				
205	531	DPW	95-0177	<u>MCMS Daily Reports.</u>				
206	543	DPW	78-0035	<u>Service Order E-53</u>				
207	570	DPW	73-0086	<u>Request For Temporary Repairs</u>				
208	581	DPW	70-0189	<u>Parking Lot Maintenance Report</u>				
209	641	Water Dept.	97-0080	<u>O & M - Maintenance Work Orders (26)</u>				
210	900	Citywide Global Schedules	23-0025	<u>Building Access and Security Records</u>	New	Building Access and Security Records documenting assignment of building access, temporary access passes and access cards. Includes detailed data on the date, time and specific doors opened by specific keys or cards. This series pertains only to permissions granted to named user accounts or long-term temporary permissions. For daily visitor access logs, use RRDA 19-0065. For logs of areas accessed by means of the permissions in this series, use RRDA 23-0005.	Event (Rescission of access) + 5 yrs./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0025)</i>							
211	861	MPL	76-0247	<u>Key Control Card PI-88</u>				

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
212	861	MPL	80-0028	<u>Key Control Card Lockers PI 88-1</u>				
213	900	Citywide Global Schedules	23-0026	<u>Project Files--Not Approved</u>	New	Records of projects proposed by either City units or third-party contractors working on behalf of those units, but never approved or constructed. Records include correspondence, project proposals, project plans or schematics, records of public hearings and notifications, billing or billing structure documents, and other documentation not reflecting built infrastructure.	Event (Rejection of project) + 4 yrs./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (23-0026)</i>							
214	544	DPW	76-0113	<u>Tracing For Public Hearing Drawing, Project Not</u>				
215	549	DPW	76-0174	<u>Public Hearing Folder</u>				
216	900	Citywide Global Schedules	23-0027	<u>Parking Permit and Space Allocation Records</u>	New	Records related to City of Milwaukee employee parking arrangements, including permit allocation for city-owned facilities, individual space allocations, access card issuance logs, waitlists for permits or spaces, and lists of departmental or division parking representatives. This retention matches Statewide RRDA FAC00062.	Event (Parking permit is cancelled or list is superseded) + 1 yr./Office	Destroy Under Supervision
217	900	Citywide Global Schedules	23-0028	<u>Meeting Minutes--Ad Hoc/Informal Meetings</u>	New	Minutes of staff meetings, managerial meetings, ad hoc committees, and other groups not formally constituted by either the Mayor or the Common Council, or regularly attended by a quorum of same. These meetings are typically not subject to open meetings law, are typically operational in nature, and pertain mainly to the individual department or unit in which the meeting is taking place. The administrative value, therefore, is typically lower than that of official" committees."	Creation + 3 yrs./Office	Destroy Under Supervision

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#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
218	900	Citywide Global Schedules	78-0047	<u>Plats (Final)</u>	Amend	Official engineering maps & indexes to containing volumes of land subdivisions within the City of Milwaukee, as submitted by surveyors &/or property owners following requirements described in MCO 119-6 to 119-10. Maps are received by DCD, which maintains all required certificates & distributes the plats for review by the City Engineer, Public Works Commissioner, and City Treasurer. Once approved by council, Central Drafting maintains the final approved and certified copy. Incorporate 78-M047 & 78-9047 into this series. Retain Paper & microfilm scanned into E-vault & QC + 90 days.	Event (Superseded) + 5 yrs./Office	Transfer to the City Archives at the City Records Center for Permanent retention
218	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (78-0047)</i>							
219	191	DCD	69-M031	<u>Subdivision Plat File</u>				
220	230	Assessor	62-0049	<u>Tax Assessors Plat Books</u>				
221	570	DPW	75-9169	<u>Plat - Catch Basin Location - Aperture Card Copy</u>				
222	641	Water Dept.	72-9175	<u>Plants - Maps - Plats (35) - Microfilm Copy</u>				
223	900	Citywide Global Schedules	79-0156	<u>Space Management Records</u>	Amend	Space allocation plans and related documentation for City-owned facilities, which may include the final requests, project plans, space estimates, justifications, specifications, quotations for projects or furniture, copies of building plans, floor layouts, and supporting documentation. This series also includes the current space allocation plan. Retention on this series matches that of Statewide RRDA FAC00061.	Event (Documents superseded or space is vacated) + 1 yr./Office	Destroy Under Supervision
224	900	Citywide Global Schedules	97-0035	<u>Motor Vehicle and Heavy Equipment Maintenance Records</u>	Amend	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event (Date the vehicle is disposed) +1 yr./Office	Destroy Under Supervision
	<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (99-0035)</i>							
225	333	MPD	60-0292	<u>Motor Vehicle Service Daily Report</u>				
226	334	MPD	13-0001	<u>Squad Damage Diagram</u>				
227	334	MPD	13-0005	<u>Vehicle Service Report PV-18 -- Districts</u>				
228	334	MPD	60-0292	<u>Motor Vehicle Service Daily Report</u>				
229	347	MPD	86-0016	<u>Motorcycle Maintenance and Repair Record</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
230	349	MPD	13-0004	<u>Vehicle Service Report PV-18 - Maintenance</u>				
231	349	MPD	60-0292	<u>Motor Vehicle Service Daily Report, PM-17</u>				
232	370	MPD	61-0052	<u>Standard Vehicle Equipment Check List Report</u>				
233	429	PORT	90-9015	<u>Dock, Road, Work Equipment - Owned and In Use</u>				
234	526	DPW	76-0196	<u>Field Report - Minor Vehicle Damage ES-69</u>				
235	526	DPW	77-0188	<u>Motor Service Record ES-32</u>				
236	526	DPW	77-0191	<u>Transformer Service Record ES-125</u>				
237	531	DPW	10-0007	<u>Parts Order List</u>				
238	531	DPW	10-0008	<u>Emergency Parts Pickup Cards</u>				
239	531	DPW	10-0009	<u>Service Orders</u>				
240	531	DPW	10-E007	<u>Repair Order-Parts Record (Fleet Focus)</u>				
241	531	DPW	10-E008	<u>Services Records (Fleet Focus)</u>				
242	900	Citywide Global Schedules	99-0027	<u>Grade and Profile Data</u>	Amend	Documentation of landscape and features of land within the City of Milwaukee. Permanent retention is set to match retention in statewide municipal retention schedules, and reflects the ongoing administrative value of this data.	Creation +10 yrs./Office	Permanent on archival system
<i>The department records schedules listed below will be deleted as they are superseded by the schedule above (99-0027)</i>								
243	547	DPW	63-9047	<u>Plat Plan Grade File - Microfilm Copy</u>				
244	547	DPW	63-M047	<u>Plat Plan Grade File</u>				
245	547	DPW	69-M207	<u>Paving Plans (Measured Plans)</u>				
246	549	DPW	77-9171	<u>Profile Books - Microfilm Copy</u>				
247	549	DPW	77-M171	<u>Profile Books</u>				
248	549	DPW	88-M090	<u>Profile Of Streets and Alleys</u>				
249	900	Citywide Global Schedules	99-A030	<u>Special Project Files (Historically Significant)</u>	Amend	All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. This series should be used for projects of historical significance or elevated public interest. Some buildings are subject to MCO Ch. 311 & restricted.	Event (Project is completed) + 10 Yrs. & transfer to MRC Archives.	City Records Archives

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
	The department records schedules listed below will be deleted as they are superseded by the schedule above (99-A030)							
250	191	DCD	77-0088	Project and General Material File				
251	545	DPW	69-M205	State Div Of Highway Paving Plans				
252	545	DPW	86-9006	Expressway Construction File, 1950- - Microfilm				
253	545	DPW	97-0036	Highway/Bridge Project Photos/Negatives				
254	133	Common Council/City Clerk/Council Services	95-0027	Administrative Review Appeals Board Log	Superseded	Superseded by Schedule 95-0029 Administrative Review Board of Appeals Case Files; No inventory		
255	134	Municipal Court	13-0011	Teller Work	Superseded	Superseded by Schedule 18-0010 Cash Management Administrative Records; No inventory		
256	149	City Attorney	76-9068	Real Estate Acquisition and Disposition File	Superseded	Superseded by Schedule 23-0023 City Property Sales Records; 8 boxes		
257	155	ITMD	12-E028	Landline City Voicemail Messages	Superseded	Superseded by Schedule 04-0024 Voice Mail Records; No inventory		
258	332	MPD/ Communications	90-0103	Dispatch Data (CAD System) - Disk + Magnetic Tape	Superseded	Superseded by Schedule 23-0004 Computer-Aided Dispatch Data--Emergency Management; No inventory		
259	334	MPD/Districts	85-0142	Captain's General File, Group 3	Superseded	Superseded by Schedule 18-0043 Transitory Correspondence; No inventory		
260	334	MPD/Districts	93-0038	Teletype CIB NCIC Positive Hit	Superseded	Superseded by Schedule 85-0108 Teletype Messages--Received; 6 boxes		
261	335	MPD/Identification Section	86-0044	Reference Fingerprint File(Criminal)	Superseded	Superseded by Schedule 96-0007 Reference Fingerprint File-- Applicants and Criminal; 3 boxes		
262	342	MPD/Training Bureau	86-0069	Video Tapes - Training and Roll Call Information	Superseded	Superseded by Schedule 89-0055 Roll Call Information; No inventory		
263	347	MPD/District 1	60-0233	Arrest List Blotter, Daily	Superseded	Superseded by Schedule 60-0233 Arrest List (Blotter), Daily; No inventory		
264	360	DNS	74-0174	Minutes Of Staff Meetings	Superseded	Superseded by Schedule 23-0029 Meeting Minutes--Ad Hoc/Informal Meetings; No inventory		
265	386	MHD/ Communicable Disease Prev/Control	70-0166	Monthly and Annual Reports	Superseded	Superseded by Schedule 19-0024 Annual Reports; No inventory		

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
266	531	DPW/Bridges & Buildings	85-0087	<u>Towed Vehicle Record (ME-42, ME-43)</u>	Superseded	Superseded by Schedule 97-0034 Towed Vehicle Records; No inventory		
267	570	DPW/Sewer Maintenance	70-0223	<u>Defective Sidewalks, Curbs, Pavements Req Repairs</u>	Superseded	Superseded by Schedule 19-0066 Public Notices and Affidavits Of Publication; No inventory		
268	570	DPW/Sewer Maintenance	85-0166	<u>Diggers Hotline Notification, SSM-94</u>	Superseded	Superseded by Schedule 96-0059 Digger's Hotline Requests; No inventory		
269	641	Water Dept.	96-0065	<u>General-Contracts-Lease (7)</u>	Superseded	Superseded by Schedule 23-0020 Building Lease Files; No inventory		
270	900	Citywide Global	02-0003	<u>The First Report Of An Accident: OSHA Record 301</u>	Superseded	Superseded by Schedule 76-0117 Injury Reports: OSHA 300A, 301-EB-49, 300; No inventory		
271	900	Citywide Global	12-E027	<u>Voice Recording System Records</u>	Superseded	Superseded by Schedule 23-0003 Recordings of Incoming Telephone Calls (Non-emergency); No inventory		
272	544	Infrastructure Environmental Engineering	89-0143	<u>Lateral Inspection Tape (Video)</u>	Superseded	Superseded by Schedule 00-0032 Sewer Exam Inspection Report File; No inventory		
273	544	Infrastructure Environmental Engineering	89-0144	<u>Sewer Inspection Tape (Video)</u>	Superseded	Superseded by Schedule 00-0032 Sewer Exam Inspection Report File; No inventory		
273					<u>Close</u>	<i>The department records schedules listed below will be deleted as they are no longer created</i>		
274	158	City Records/E-vault	11-0061	<u>Mainstreet Milwaukee Applications Results/Scores</u>				
275	287	ERS	08-0012	<u>Text Of The Act-Police and Annuity Benefit Fund</u> Municipal Research Library maintains record for permanent preservation.				
276	287	ERS	08-0013	<u>Fire and Police Commission Rule Book 1948</u> Municipal Research Library maintains record for permanent preservation.				
277	287	ERS	08-0014	<u>Firemen's Annuity and Benefit Fund Rule Books</u> Municipal Research Library maintains record for permanent preservation.				
278	287	ERS	08-0015	<u>Rules and Regulations Of Fire and Police Pensions</u> Municipal Research Library maintains record for permanent preservation.				
279	440	ERS/Police And Annuity Benefits	07-9034	<u>Historical PABF Files, Microfilm</u>				
280	440	ERS/Police And Annuity Benefits	07-M034	<u>Historical PABF Files</u>				
281	526	DPW/Traffic Division	77-0178	Location Service Request ES-123				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition		
282	544	Infrastructure Environmental Engineering	80-M047	<u>House Sewer Record Books</u>						
283	570	DPW/Sewer Maintenance	70-0208	<u>Emergency Services</u>						
					<u>Close</u>	<i>The department records schedules listed below will be deleted as they are non-records</i>				
284	333	MPD/Central Records Division	85-0089	<u>Common Council Proceedings and Index - Copy</u>						
285	526	DPW/Traffic Division	77-0180	<u>Earthwork Computations ES-68</u>						
286	543	Infrastructure/ Construction	70-0181	<u>Pavement Construction Work Folder</u>						
287	547	Infrastructure Estimating/ Assessments	63-0044	<u>Estimate Of Street Or Alley Work</u>						
288	548	Infrastructure Admin	69-0202	<u>Labor Distribution - Work Sheets</u>						
289	200	DNS/Development Center	02-0014	<u>Building Plan Examination Documents</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Citywide Global schedule</i>			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.	Event + 10 yrs.	Permanent
290	200	DNS	09-0030	<u>Water Service Application</u>						
291	200	DNS	09-0031	<u>Water Service Permit</u>						
292	200	DNS	63-0165	<u>Plans Building Minor</u>						
293	200	DNS	69-0003	<u>Plans Plumbing Minor</u>						
294	200	DNS	69-9002	<u>Plans Plumbing Minor - Microfilm Copy</u>						
295	200	DNS	69-M002	<u>Plans Plumbing Major</u>						
296	501	DPW	63-0032	<u>Plans For Permits Issued To Utilities</u>						

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
297	900	City-wide Global Schedules	10-0025	<u>Timekeeping Files (Departmental)</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	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./Office	Destroy Under Supervision
298	329	MPD	76-0109	<u>Roll Call, Daily Pd-17</u>				
299	330	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
300	331	MPD	76-0109	<u>Roll Call, Daily Pd-17</u>				
301	332	MPD	76-0109	<u>Roll Call, Daily Pd-17</u>				
302	333	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
303	333	MPD	93-9050	<u>Daily Roll Call Sheet</u>				
304	333	MPD	93-M050	<u>Daily Roll Call Sheet</u>				
305	340	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
306	342	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
307	343	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
308	346	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
309	350	MPD	76-0109	<u>Roll Call, Daily PD-17</u>				
310	570	DPW	75-0058	<u>Daily Work Assignments SSM-223</u>				
311	570	DPW	75-0060	<u>Labor Pool Assignment SSM-135</u>				
312	900	City-wide Global Schedules	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 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.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	City Archives (Municipal Research Library)
313	130	LRB	11-0060	<u>Mainstreet Milwaukee Partners Board Minutes</u>				
314	130	LRB	72-0044	<u>Board Of Election Commissioners Meeting Minutes</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
315	900	City-wide Global Schedules	18-0003	<u>Routine Status and Activity Reports</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	Internal statistical & narrative reports created by a department on the routine operations and functions of a fiscal office, including weekly, monthly and quarterly reports for operations, management analysis and planning. Examples include control group reports, purchasing cross-reference reports, custom process scheduler reports, query printouts, and all other data summaries saved or separated from FMIS.	Event (Administrative Value Expires) + 1 year	Destroy Under Supervision
316	134	Municipal Court	09-E061	<u>Case Management Information System Reports</u>				
317	134	Municipal Court	13-E021	<u>Payment and Refund Processing Reports</u>				
318	900	City-wide Global Schedules	18-0008	<u>Accounts Receivable</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	Records related to the receipt of funds for goods or services provided. These may include, but are not limited to, records documenting receipt of funds including forms, cash register receipts, receipts, receipts remittance forms, cash receipts and attached documentation, accounts receivable invoices, deposit forms, lockbox reports, & other accounts receivable documentation.	Fiscal Yr. + 8 yrs.,	Destroy Under Supervision
319	134	Municipal Court	13-0019	<u>Mail Payment Enclosures</u>				
320	543	DPW	78-0032	<u>Statement Of Expenses Incurred For City Of Milwaukee</u>				
321	900	City-wide Global Schedules	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 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 Yr. + 4 yrs.,	Destroy Under Supervision
322	334	MPD	86-0018	<u>Radio Checkout Sheet</u>				
323	347	MPD	86-0018	<u>Radio Checkout Sheet</u>				
324	531	DPW	66-0078	<u>In & Out Report</u>				
325	531	DPW	67-0127	<u>Equipment In-Out Report BME</u>				
326	531	DPW	70-0191	<u>Equipment Leased To Departments</u>				
327	570	DPW	70-0216	<u>Asphalt Plant Tonnage Production</u>				
328	570	DPW	82-0031	<u>Equipment In-Out Report ME-16</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
329	900	City-wide Global Schedules	18-A042	<u>Subject Files-City Departments & Elected Officials</u>	<i>The department records schedules listed below will be deleted as they are superseded by this 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 (Milwaukee Public Library)
330	429	PORT	89-9115	<u>Correspondence File - Dredging & Filling -</u>				
331	158	City Records/E-vault	11-0059	<u>Mainstreet Milwaukee Reinvestment Statistics</u>				
332	158	City Records/E-vault	11-0062	<u>Mainstreet Milwaukee Program Development & Assessment Records</u>				
333	158	City Records/E-vault	11-0063	<u>Mainstreet Milwaukee District Information</u>				
334	429	PORT	89-0099	<u>Pilferage</u>				
335	429	PORT	89-0111	<u>Correspondence File - Rates, Tariffs</u>				
336	429	PORT	89-0113	<u>Correspondence File - Permits, Use Of Facilities</u>				
337	429	PORT	89-0120	<u>Correspondence File - Moorings</u>				
338	429	PORT	89-9114	<u>Correspondence File - Permits, U.S. Portwork -</u>				
339	429	PORT	89-9116	<u>Correspondence File - Vacated Canals & Waterways-</u>				
340	429	PORT	89-9123	<u>Correspondence File - Vessels 1920-Microfilm Copy</u>				
341	429	PORT	89-9125	<u>Vessels - Microfilm Copy</u>				
342	429	PORT	89-M114	<u>Correspondence File - Permits, U.S. Portwork</u>				
343	429	PORT	90-9013	<u>Correspondence File - Port Facilities 1918- -</u>				
344	429	PORT	90-9029	<u>Port Auto Parking Lot 1959-80 - Microfilm Copy</u>				
345	429	PORT	90-9030	<u>Correspondence File - Real Estate, 1913 -</u>				
346	429	PORT	90-9032	<u>Correspondence File - Yard Lights, Rr Crossing</u>				
347	429	PORT	94-9038	<u>Municipal Port Tariffs (Film Record). Valuable</u>				
348	429	PORT	94-9039	<u>Correspondence On Mooring In Port In Winter (Film</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
349	900	City-wide Global Schedules	19-0020	<u>External Complaints (Non-Police)</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	Complaints filed by members of the public and received by City of Milwaukee departments (non-Police) regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements. Excluded from this schedule are all police related complaints including ones that go before the Fire & Police Commission. Those complaints should be retained in accordance with the MPD and Fire and Police Commission department-specific schedules.	Event (Resolution, Dismissal or End of Litigation) + 2 yrs.	Destroy Under Supervision
350	383	MHD	77-0133	<u>Citizens Complaint H-339</u>				
351	570	DPW	67-0143	<u>Complaint Record Book</u>				
352	900	City-wide Global Schedules	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 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.	contract itself & financial docs to be transferred to Comptroller's Office for retention under Schedule 19-0043
353	429	PORT	89-0014	<u>Leases, Expired 1927-</u>				
354	429	PORT	89-9100	<u>Contracts - Miscellaneous #1 - Microfilm Copy</u>				
355	429	PORT	89-9101	<u>Contracts and Correspondence, Misc. #2 - Microfilm</u>				
356	900	City-wide Global Schedules	19-0025	<u>Routine Reports</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	Status update reports produced by City departments, divisions and units that are not otherwise associated with an existing records schedule. Routine reports are necessary for monitoring purposes but typically the information they contain is summarized in an annual or other less-periodic report.	Event (Report Finalized) + 3 yrs.	Destroy Under Supervision
357	200	DNS	65-0009	<u>New Construction Reports</u>				
358	331	MPD	60-0096	<u>Dance Application and Report, PD-7</u>				
359	331	MPD	60-0108	<u>Daily Record Of Subpoenas, PD-29</u>				
360	331	MPD	61-0261	<u>Pedestrian Ord & Ped ROW, Summary Of Arr. & Warnings</u>				
361	331	MPD	73-0232	<u>Work Unit Report Quarterly C93A</u>				
362	331	MPD	73-0234	<u>Field Supervisory Officers Report To Inspector</u>				
363	331	MPD	85-0125	<u>Uniform and Equipment Orders, Historical Report,</u>				
364	331	MPD	87-0012	<u>Performance Measure, Missing Unit Report -</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
365	331	MPD	87-0013	Performance Measure Reports, PRD-1, PRD-2, Data,				
366	331	MPD	88-0054	Inspectional Services Daily Report To Asst and				
367	331	MPD	88-0055	Inspection Report, Inspectional Services				
368	331	MPD	88-0057	Inspectional Services Daily Report To Chief Of Police				
369	331	MPD	89-0052	Activity Reports, Districts/Bureaus, PI-4, PS-4				
370	331	MPD	94-0006	Photocopier Usage Report				
371	331	MPD	97-0055	Complaints Against Members (Monthly Report PC-49)				
372	333	MPD	61-0325	Writs Issued Daily Summary				
373	333	MPD	64-0072	Major Crime Report, Statistics				
374	333	MPD	64-M071	Major Crime Report, Daily				
375	333	MPD	72-0136	Detective Service Report, PD-22				
376	334	MPD	60-0108	Daily Record Of Subpoenas, PD-29				
377	334	MPD	60-0290	Major Crimes Daily Flasher From Det. Bur.				
378	334	MPD	60-0305	Missing Persons-Mo. Summary Of Person Still Missing				
379	334	MPD	95-0024	MPD Missing Report Computer Summary				
380	386	MHD	73-0040	Communicable Disease By County Weekly Summ Copy				
381	531	DPW	64-0103	Gas and Oil Record				
382	531	DPW	66-0080	Gas, Oil & Diesel Fuel Disbursement, T A B Report				
383	544	DPW	76-0116	Time Operation Chart				
384	570	DPW	61-0090	Pavement Cut Report (Street Permit)				
385	570	DPW	67-0145	Operator's Mun Equip Report Daily				
386	570	DPW	70-0202	Inspector's Daily Report				
387	570	DPW	70-0213	Pavement Cut Inspectors Daily Report. Lists Public				
388	570	DPW	73-0085	Record Of Events Street Maintenance SSM 206				
389	570	DPW	83-0018	Inventory Disbursement By Account No. & Purpose, C				
390	570	DPW	92-0028	Hydrant Usage				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
391	900	City-wide Global Schedules	19-0072	<u>Project Files (Routine)</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	All documents pertaining to a public improvement project, including design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials.	Event (Project is completed) + 10 yrs.	Destroy Under Supervision
392	200	DNS	95-0125	<u>Public Way Permit Copies</u>				
393	502	DPW	89-9048	<u>Project Control Card - Microfilm Copy</u>				
394	502	DPW	89-M048	<u>Project Control Card</u>				
395	502	DPW	91-0050	<u>Sidewalk Repair Certificate</u>				
396	526	DPW	77-0183	<u>Construction Records ES-121</u>				
397	542	DPW	80-0116	<u>City Engineer Paving Letter - Project Review</u>				
398	547	DPW	63-0046	<u>Work Order Diary - Yearly</u>				
399	547	DPW	78-0183	<u>Pavement Record</u>				
400	548	DPW	83-0017	<u>CDA Block Grant Project File</u>				
401	643	Water Dept.	92-9038	<u>Pipe, Hydrant, Gate Index-Aperture Card</u>				
402	643	Water Dept.	92-M037	<u>Pipe, Hydrant and Gate Record</u>				
403	900	City-wide Global Schedules	19-0094	<u>Routine HRMS Reports</u>	<i>The department records schedules listed below will be deleted as they are superseded by this Global schedule</i>	Routine reports generated from HRMS used to support changes to loaded, but not confirmed payrolls. Reports include, but are not limited to 112R, Master_PR_Checklist, Edits, Error Reports, Payroll Queries, Hours Queries, Adjustment Audit Queries, Short Pay Listings, Inactive with Data Lists, Verification E-mails, Holiday/Optional Holiday Audits, Union Dues Mismatch, Zero Hour Listings, Individual Direct Deposit Reversals, Terminal Leave Reports, Credit Union Audits, One	Creation + 3 yrs.	Destroy Under Supervision
404	334	MPD	72-0100	<u>Labor Cost By Purpose</u>				
405	347	MPD	72-0100	<u>Labor Cost By Purpose</u>				
406	900	City-wide Global Schedules	20-0011	<u>Business Correspondence- Routine</u>	<i>The department records schedules listed below will be deleted as they are superseded by this 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
407	287	ERS	99-0134	<u>Office Business Records (Routine)</u>				
408	333	MPD	77-0064	<u>Correspondence 1970- Index</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

#	Org	Dept.	Schedule #	<u>Title</u>	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition
409	347	MPD	85-0138	<u>General File, Group 2</u>				
410	390	MHD	69-0169	<u>Correspondence</u>				
411	390	MHD	69-0182	<u>Subject File</u>				
412	391	MHD	72-0074	<u>General Subject File</u>				
413	542	DPW	79-0155	<u>Correspondence - SSM Projects</u>				
414	643	Water Dept.	91-0104	<u>Correspondence - Mains</u>				
415	381	Health Department-Admin	21-0039	<u>Clinic Patient Medical Records</u>	<i>The department records schedules listed below will be deleted as they are superseded by this schedule</i>	Records used by clinical units within the Milwaukee Health Department to document services rendered to patients. Files may include, but are not limited to, charts, assessments, referrals, reports, diagnostic results, notes, & other documentation related to clinical service. Forms that may be found in these records include H-1006, H-1212, H-1207, H1065, & H-1069, among others.	Creation + 3 yrs.	Destroy Under Supervision
416	390	MHD	69-0172	<u>Clinic Chart Sheets; Face Sheet & Clinic Record Sheet</u>				
417	390	MHD	69-0173	<u>Chemo Chart Sheets</u>				
418	300	MPD Global	60-0225	<u>Official Department Orders</u>	<i>The department records schedules listed below will be deleted as they are superseded by this schedule</i>	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.	Creation + 7 yrs. - Office	Destroy Under Supervision
419	331	MPD	89-9061	<u>Department Orders - Microfilm Copy</u>				
420	347	MPD	60-0225	<u>Official Department Orders</u>				
421	347	MPD	60-0264	<u>Orders & Instructions Issued To Members - Register</u>				
422	300	MPD Global	85-0108	<u>85-0108 Teletype Messages-- Received</u>	<i>The department records schedules listed below will be deleted as they are superseded by this schedule</i>	Teletype messages received by Milwaukee Police Department personnel from the teletype desk in MPD Communications, including messages for stolen vehicles, missing persons, officer-involved incidents, and other MPD events. Teletypes received by officers, districts, and other personnel are informative in nature, and rarely include information not available on other MPD systems. They should be retained by the receiving district or division for audit/proof of receipt purposes.	Event + 1 yr.	Destroy Under Supervision
423	334	MPD	85-0146	<u>Message Summary, Copy</u>				
424	347	MPD	85-0146	<u>Message Summary, Copy</u>				
425	347	MPD	93-0038	<u>Teletype CIB NCIC Positive Hit</u>				

RETENTION SCHEDULES FOR CIMC REVIEW JUNE 1, 2023

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