



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

900---		27 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	79-0156	Space Management Records	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. Event: documents superseded or space is vacated. Retention on this series matches that of Statewide RRDA FAC00061.		0	1	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Amending to convert to global schedule.						At Department
	97-0035	Motor Vehicle and Heavy Equipment Maintenance Records	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.		0	1	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Revising schedule as Global; Originally in Fleet Services						At Department



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900--- 27 schedule(s) for review								
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	19-0072	Project Files (Routine)	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.	0	10	Event	Destroy Confidentially	6/1/2023
			Retain these records for Event (Project is completed) + 10 Yrs. & then destroy under supervision. FOR REVIEW: CART approved 8/1/2019 CIMC approved September 19, 2019 SRB approved November 18, 2019					
	Last Review:	2023Q2	Revising to convert to Global					
	99-0027	Grade and Profile Data	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.	0	0	Creation	Permanent.	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize and consolidate citywide retention practice.					



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	99-A030	Special Project Files (Historically Significant)	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.	0	10	Event	City Records Archives	6/1/2023
			Some bldgs. subject to MCO Ch. 311 & restricted. Event (Project is completed) + 10 Yrs. & transfer to MRC Archives.					
	Last Review:	2023Q2	Revising to convert to Global Schedule.	CIMC				



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	78-0047	Plats (Final)	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. Event = Superseded.	0	1	Event	Transfer to Archives at Municipal Research Center (E-Vault)	6/1/2028
	Last Review:	2023Q2	Incorporate 78-M047 & 78-9047 into this series. Event (Common Council Approval) + 5 Years in the Office and then transfer to the City Archives at the City Records Center for Permanent retention. Retain Paper & microfilm scanned into E-vault & QC + 90 days.	CIMC				
			Updating to convert to global.					

6 Amend Schedules



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	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	02-0003	The First Report Of An Accident: OSHA Record 301	The first report of an accident, OSHA Record 301 filed by a City department with the Employee Benefits Division. Each City department is to issue an OSHA log number for this report which is indicated on its departmental OSHA Injury Log (OSHA Record 300) within six days of a reported accident. Log numbers are then summarized on the Injury Summary Log (OSHA Record 300A). This schedule is for the employee's originating department's report of the accident which is filed with Employee Benefits, but must also be retained for five years, according to OSHA regulations, by the City department that files the report with Employee Benefits. (NOTE: The first report of an accident which is filed with Employee Benefits becomes form EB49 aka WC-12. EB49 is on a separate retention schedule). Information contained on the first report of an accident includes: the employee name, nature of the accident, supervisor's signature, department assigned OSHA number as stipulated in the OSHA Act of 1970, CFR29, Part 1904 SubPart C, which was revised January 1, 2002 to reinforce department level retention of the first report copy.		0	5	Creation	Destroy Confidentially	6/1/2023



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires	
Close	Last Review:	2023Q2	This request for a global retention schedule which would be applicable to all city departments. Each City department would retain a copy of the OSHA RECORD 301 for 5 yrs. then DUS accordance with OSHA regulations.  2023: Supersede 76-0117 on advice of SRB.						CIMC
	12-E027	Voice Recording System Records	This series includes records generated by employees performing call center customer service duties via land line telephones. The voice recording system records audio portions of calls from various call centers as requested by directors of those call centers. Call centers include the City's Unified Call Center, Treasurer's Office, DPW Tow Lot, DPW Water Works, and other call centers that may be created for short-term hotline purposes, such as disaster assistance programs, and other situations requiring limited term call center services. This series does not include records generated by the 911 call center or Milwaukee Police Department non-emergecny phones.	3		Creation	Destroy	8/26/2029	
	Last Review:	2023Q2	Supersede 23-0003 (Recordings of Incoming Telephone Calls (Nonemergency))						CIMC



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900---

27 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
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Close

2 Close Schedules



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	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
New									
	22-0011	Undeliverable Mail	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		Event	Destroy	6/1/2023
	Last Review:	2023Q2	Originally approved by CIMC in December 2022, but returned by SRB for heavy revision in 2023Q2 cycle. Will resubmit under City 2023Q2 cycle (State 2023Q3).						





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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
New	23-0029	Meeting Minutes--Ad Hoc/Informal Meetings	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.		3	Creation	Destroy Confidential	6/1/2023
	Last Review:	2023Q2	New Schedule created to standardize retention of citywide records series.	Pending				
	23-0010	Event/Usage Permits and Applications	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.		5	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	New schedule to standardize retention of functionally-related records.	CIMC				



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
New	23-0011	Motor Vehicle Control and Assignment Records	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	Event	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize retention of functionally-related records.	CIMC				



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New	23-0012	<b>Construction Plans: Final As Built Projects (Historically Significant)</b>	<p>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.</p> <p>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.</p> <p>Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures)</p>			1 Event	Transfer to Archives at Municipal Research Center (E-Vault)	6/1/2023



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New	Last Review:	2023Q2	New Schedule to standardize retention of functionally-related records.	CIMC				
	23-0013	Construction Plans: Final As Built Projects (Routine)	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)		1		Destroy Confidential	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize retention of functionally-related records.	CIMC				



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New	23-0014	Environmental Assessment and Impact Statements	Official copies 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 is date of termination of ownership by the City of Milwaukee.		6		Transfer to Archives at Municipal Research Library	6/1/2023
	Last Review:	2023Q2	New schedule to standardize retention of functionally-related records.	CIMC				
	23-0015	Street and Sidewalk Operations File	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.		7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize retention of records Citywide.	CIMC				



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New	23-0016	Maps: Construction, Topographical, and Infrastructure Systems	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	PERMANENT	6/1/2023
	Last Review:	2023Q2	New schedule to standarize retention of similar records citywide.					
	23-0018	Asbestos and Hazardous Material and Environmental Remediation Case File	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	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize citywide practices.					



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New	23-0019	Maintenance, Equipment Repair, and Service Records	Documents the installation, maintenance, service and history of non-capital equipment commonly used to maintain facilities. For capital purchases, use series [insert here]. Event: Replacement of Equipment.	1		Event	Destroy	6/1/2023
	Last Review:	2023Q2	New schedule to standardize citywide retention practices.					
	23-0020	Building Lease Files	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	Event	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize Citywide retention of records.					
	23-0021	Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.		6	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize citywide retention practices.					



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
New	23-0022	Land Titles, Conveyances, and Easements	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.			Creation	Permanent	6/1/2023
			Deeds to City-owned property are also maintained by the Milwaukee County Register of Deeds.					
	Last Review:	2023Q2	New Schedule to standardize citywide retention practices.	CIMC				





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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
New	23-0023	City Property Sales Records	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. Event= Close of Sale.  Box 7: Wis. Stats. § 19.36(13)		5	Event	MPLScreen	6/1/2023
	Last Review:	2023Q2	New Schedule created to standardize citywide retention practices.	CIMC				
	23-0024	City Facility Maintenance Records	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.		6	Creation	Destroy	6/1/2023



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New	Last Review:	2023Q2	New Schedule created to standardize citywide retention practices.	CIMC				
	23-0025	Building Access and Security Records	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. Event= Rescission of access.  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.		5	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	New schedule to standardize citywide retention practices.	CIMC				



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	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
New	23-0026	Project Files--Not Approved	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	Event	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize citywide retention of records.	CIMC				
	23-0027	Parking Permit and Space Allocation Records	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. Event: Parking permit is cancelled or list is superseded. This retention matches Statewide RRDA FAC00062.  Box 16: Wis. Stat. 19.36(10).		1	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	New Schedule to standardize citywide retention practices.	CIMC				

19 New Schedules



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ASSESS-230--  
Assessor's  
Office

3 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	66-0097	Property Records Change Statement	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.		0	7	Fiscal Year End	Destroy	6/1/2023
	Last Review:	2023Q2	Updated with description and triggering date.		CIMC				

1 Amend Schedules



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ASSESS-230--  
Assessor's  
Office

3 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	62-0049	Tax Assessors Plat Books	Maps defining ownership of title parcels of the geographic area under any single ownership and its related tax parcel identifier. These maps are used by City, other governmental agencies, and the public in reviewing land divisions as they existed at certain points in time, and are distinct from plats created by the Department of Public Works in that they focus on delineating ownership and value rather than infrastructure. Assessor Plats retain their administrative value only while they are current; maps that have been superseded should be sent to City Records for imaging and archival storage.		0	0	Creation	Permanent	6/1/2029
	Last Review:	2023Q2	Retain in the department until superseded, & then send to City Records for imaging and archival storage. Schedule number to be changed to remove the M. 62-0049 Approved: CART 02/01/2019 CIMC 3/21/2019 SRB 6/10/2019  Supersede 78-0047 (Plats (Final)).		CIMC				

1 Close Schedules



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ASSESS-230--  
Assessor's  
Office

3 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
NEW									
	23-0028	Board of Review Hearing Support Materials	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 Event	Destroy	6/1/2023
	Last Review:	2023Q2	New Schedule created at request of Board of Review.			CIMC			

1 NEW Schedules



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CA-149--City  
Attorney

2 schedule(s) for review



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CA-149--City  
Attorney

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	00-0035	Computerized Print out Of Employee Telephone Record	These records consist of a computerized printout of employee telephone records	0	1	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Retain in the office for one year then DUS. This is a reduction of retention from 3 to 1 years. FOR REVIEW: CART approved 11/01/2014 CIMC canceled meeting Dec 4, 2014 SRB approved March 9, 2015 CIMC approved 3/12/2015 .  2023: Superseded by 23-0002 (Telephony Records--Non-Emergency Call Details).					CIMC
	76-9068	Real Estate Acquisition and Disposition File	This record contains all contract or condemnation documents for either acquisitions or dispositions of Real Property involving the City of Milwaukee and/or the Redevelopment Authority of the City of Milwaukee (RACM). CRC APPROVED 9/27/01.	0	25	Creation	Destroy Confidentiall y	10/1/2011
	Last Review:	2023Q2	The recommendation is to change this record from Permanent to a 25 year retention then DUS and rename it to Real Estate Acquisition and Disposition.  Supersede 23-0023 (City Property Sales Records). 8 boxes to transfer.					CIMC





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CA-149--City  
Attorney

2 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	2 Close Schedules						



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Contact City Records for assistance.

CCCC-130--  
Legislative  
Reference  
Bureau

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	11-0060	Mainstreet Milwaukee Partners Board Minutes	Agendas & minutes of the Mainstreet MKE Partners Board & Exec. Comm. The Partners Board consisted of positions outlined in Common Council File #040858 (passed 11/3/2004), which was abolished by CC File #111485 on 4/11/2012. The purpose of the Partners Board was to provide oversight over Mainstreet Milwaukee districts that were designated to receive funding for neighborhood commercial corridor revitalization. Records are MS Word & PDF in 311 files/68 folders/56.2 MB + one cubic foot of paper records.	0	0	Creation	Archives at Municipal Research Library	6/1/2023
	Last Review:	2023Q2	The request is to transfer the paper records to LRB and store the electronic version on the E-Vault Infinivault. FOR REVIEW: CART approved, 10/1/2012 CIMC approved, 12/4/2012 SRB approved, 2/25/2013.					
			Supersede 15-0007 (Meeting Minutes).					



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

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CCCC-130--  
Legislative  
Reference  
Bureau

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	72-0044	Board Of Election Commissioners Meeting Minutes	Official meeting minutes of the Board of the Election Commission. Three copies of the Board of Election Commission Meeting Minutes are submitted to the Legislative Reference Bureau for Permanent retention, in accordance with local ordinance.	0	1	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Meeting minutes will be retained in the Office for one year following meetings, then scrapped. Permanent copies can be retrieved from LRB Reviews: CRC Approved 4/13/06. SBA Approved 6/06 Supersede 15-0007 (Meeting Minutes)	CIMC				

2 Close Schedules



# Record Schedules

Filter applied  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

CCCC-133--  
Council  
Services

2 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	95-0027	Administrative Review Appeals Board Log	Assignment OF CASE NUMBERS & TRACKING OF DECISIONS. INCL CASE NUMBER, ADDRESS, TAX KEY NUMBER, APPELLANT & DECISION/DETERMINATION and DATE OF ACTION.		0	0	Creation	Permanent	3/1/2005
	Last Review:	2023Q2	Supersede 95-0029 (ARBA Case Files)			Pending			

1 Close Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
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Renew								
	95-0029	Administrative Review Board of Appeals Case Files	<p>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. Event: Final Disposition of case and all appeals.</p> <p>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.</p>	0	7	Creation	Destroy	3/1/2005



# Record Schedules

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Contact City Records for assistance.

CCCC-133--  
Council  
Services

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	Last Review:	2023Q2	Updated Description and Board Name.					Pending

1 Renew Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

CCCC-158--  
City  
Records/E-  
Vault

4 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	11-0059	Mainstreet Milwaukee Reinvestment Statistics	Reinvestment statistics from 2006-mid 2011 for the designated Mainstreet Milwaukee districts. The statistics were gathered on a monthly basis to demonstrate program investment, reinvestment progress, & challenges. Statistics include volunteer hours, private/public investment, in-kind contributions, businesses served, program resources utilized, district events & initiatives & other media used to promote the districts.		0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	The request is to maintain these records Permanently on the E-Vault Infinivault. These records are contained in 745 files in 230 folders for a total of 230 MB.  Supersede 18-A042 (Subject Files)		Pending				



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

CCCC-158-- City Records/E- Vault		4 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	11-0061	<b>Mainstreet Milwaukee Applications Results/Scores</b>	This record series contains applications, workshop information and scores related to the designation process from 2005 2011 for inclusion in the Mainstreet Milwaukee Program. This series includes both accepted and rejected applications.	0	7	Creation	Archives at Milwaukee Public Library (to be screened)	6/1/2023
	Last Review:	2023Q2	Retain for 7 yrs.. then transfer to the City Archives at MPL to be screened for historic value. This series includes 1/2 cubic foot of paper. FOR REVIEW: CART approved, 10/1/2012 CIMC approved, 12/4/2012 SRB approved, 2/25/2013 Close (No Longer Created). No records in inventory.					Pending
	11-0062	<b>Mainstreet Milwaukee Program Development &amp; Assessment Records</b>	Board records, program proposals, district photos (on disks), 2011 restructuring & planning docs, program operating budgets & Mainstreet expenditure reports from 2005-Sept. 2011, current action plans, master plans, summary reports from districts & Power Points & Training Information (CRAG=Commercial Revitalization Affinity Group). The records are on computer disk & are in 3,665 Files, 733 Folders for a total of 3.13 GB on the E-Vault Infinivault storage unit.	0	7	Creation	Archives at Milwaukee Public Library (to be screened)	6/1/2023





# Record Schedules

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Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

CCCC-158--  
City  
Records/E-  
Vault

4 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	A total of 3 cubic feet of paper records will be stored at the City Records until they are due for transfer to the City Archives at MPL. Retain 7 years & then transfer to MPLSCREEN. Supersede 18-A042 (Subject Files)					Pending
	11-0063	Mainstreet Milwaukee District Information	District MOU's, technical assistance budget updates, CDBG drawdowns, development opportunities, strategy and vision, committee workplans, agendas/ monthly reports/ quarterly reports for Partners Board, Facade/Retail Investment Fund, technical assistance requests, media/brochures/newsletters, district summary notes/ correspondence and press releases. This collection includes 1 cubic foot of paper and 1 file, 12KB on the E-Vault Infinivault storage system in the City Records Center.	0	7	Creation	Archives at Milwaukee Public Library (to be screened)	6/1/2023
	Last Review:	2023Q2	Retain for 7 years and then transfer to the City Archives at MPL to be screened for historic value. FOR REVIEW: CART approved, 10/1/2012 CIMC approved, 12/4/2012 SRB approved, 2/25/2013. Supersede 18-A042 (Subject Files)					Pending

4 Close Schedules



# Record Schedules

Filter applied  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

CCCC-199--  
Historic  
Preservation

1 schedule(s) for review



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

CCCC-199--  
Historic  
Preservation

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
NEW									
	23-0017	Section 106 Compliance Case Files	New Schedule developed at request of department. 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.			4	Event	Destroy	6/1/2023



# Record Schedules

Filter applied  
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Ascending Review Type Ascending.

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Contact City Records for assistance.

CCCC-199--  
Historic  
Preservation

1 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
NEW	Last Review:	2023Q2	Schedule language is placeholder using WHS language on their schedule of the same name. Will need to revise to be MKE-specific before submitting.					Pending

1 NEW Schedules



# Record Schedules

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to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DCD-191-- Administration		2 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	69-M031	Subdivision Plat File	*TO BE MICROFILMED		0	7	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 78-0047 (Plats(Final))						Expired
	77-0088	Project and General Material File			0	7	Creation	Archives at Milwaukee Public Library (to be screened)	6/1/2023
	Last Review:	2023Q2	Supersede 99-A030 (Special Project Files--Historically Significant)						CIMC
	2 Close Schedules								



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DEC-341--  
Department of  
Emergency  
Communications

1 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
NEW	23-0004	<b>Computer-Aided Dispatch Data--Emergency Management</b>	0	7	Event	Destroy Confidential	6/1/2023
		Box 16: Wis. Stat. 19.36(2)					
	Last Review:	2023Q2 Series created at request of Information Technology Management Division, in anticipation of moving these records under the control of the Department of Emergency Communications.					CIMC

1 NEW Schedules



# Record Schedules

Filter applied  
to report:

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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DNS-200--  
Development  
Center

10 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
09-0030	Water Service Application	Applications for installation of water taps, branches and new meter sets with all related site plans and calculations. The application includes address and site location, owners' and plumbers' names, building and water service types and specifications, as well as date of application. Site plan for water service is attached. Plans are reviewed and approved by DCD Development Center.	0	2	Creation	Destroy Confidentially	1/1/0001
Last Review:	2023Q2	These records were formerly retained in the Water Department prior to 1999. DCD took over custody of the records in 1999. REVIEWS: CART APPROVED 11/2009 CIMC APPROVED 12/7/09 SRB APPROVED 2/22/10 .  Supersede 02-0014 (Plan Review)					At Department



# Record Schedules

Filter applied  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

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DNS-200--  
Development  
Center

10 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
09-0031	Water Service Permit	Permits for installation of water taps, branches & new meter set. This permit is issued to a plumber following the review & approval of a Water Service Application (Schedule 09-0030). Permits include site location, building & service type, plumber name, date issued, connection number & connection charge (fee). Copies are distributed to customer, plumbing inspector & Water Customer Accounts. Record content is also available at DNS-Plumbing Inspection & Water Department Customer Accounts.	0	2	Creation	Destroy Confidentially	1/1/2020
Last Review:	2023Q2	These records were formerly retained in the Water Department prior to 1999. DCD took over custody of the records in 1999. REVIEWS: CART APPROVED 11/2009 CIMC APPROVED 12/7/09 SRB APPROVED 2/22/10 .  Supersede 02-0014 (Plan Review)					At Department





# Record Schedules

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Ascending Review Type Ascending.

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DNS-200-- Development Center		10 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
	63-0165	Pland Building Minor	Currently not available. * 6YRS and 6MO	6	0	Creation	Destroy	7/1/2010
	Last Review:	2023Q2	These records were formerly retained in the Water Department prior to 1999. DCD took over custody of the records in 1999. REVIEWS: CART APPROVED 11/2009 CIMC APPROVED 12/7/09 SRB APPROVED 2/22/10 .					At Department
			Supersede 02-0014 (Plan Review)					
	3 Schedules							



# Record Schedules

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DNS-200-- Development Center		10 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	65-0009	New Construction Reports	New Construction Reports include buildings constructed, use of buildings and the value for residential and commercial properties. DCD completes the reports on a monthly basis using data from the Neighborhood Services System database. Reports sent to F.W. Dodge and U.S. Census Bureau. Note: these records are also available on the Neighborhood Services Computer System. CRC Approved Title Change 3/28/2002.		0	1	Creation	Destroy	4/1/2012
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						At Department
	69-0003	Plans Plumbing Minor	Plans and blue prints on new construction, covering all aspects of the building and sewers connected to it.		0	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 02-0014 (Plan Review)						At Department



# Record Schedules

Filter applied  
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DNS-200-- Development Center		10 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	69-9002	Plans Plumbing Minor - Microfilm Copy	Plans and blue prints on new construction, covering all aspects of the building and sewers connected to it. Only plans relating to large land parcels, private sewers, large building complexes and code variances will be microfilmed.	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 02-0014 (Plan Review)					At Department
	69-M002	Plans Plumbing Major	Plans and blue prints on new construction, covering all aspects of the building and sewers connected to it. Only plans relating to large land parcels, private sewers, large building complexes and code variances will be microfilmed.	0	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 02-0014 (Plan Review)					At Department
	95-0125	Public Way Permit Copies	Copies of permits for construction & occupancy in the public right of way-contains name of company, person to whom permit is issued, description of work being done, location of work, permit number, issue date, number of days permit is good for, permit & inspection fees, signature of person who picked up permit. Public right of way includes street, alley and sidewalks. Data is entered by DCD into DPW computer system.	0	7	Creation	Destroy Confidentially	1/1/2020



# Record Schedules

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DNS-200-- Development Center		10 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	Public way construction permits are no longer issued and maintained by DPW. DCD Development Center has been maintaining them since 1999.  2023: Supersede 19-0072 (Project Files-Routine)					CIMC
	63-0032	Permit Plans For Work In The Right Of Way	Approved site plans submitted for obtaining permits to work in the right of way including all utility company and private projects. Plans submitted to DPW for permit to work in right of way, attached are all notes and signatures of DPW personnel who reviewed the plans.	0	7	Creation	Destroy	1/1/2020
	Last Review:	2023Q2	Plans are no longer maintained by DPW. DCD Development Center has been maintaining them since 1999. REVIEWS: CART 11/01/2009. 2023: Supersede 23-0013 (Construction Plans--Final As-Built Projects (Routine)).					CIMC
6 Close Schedules								



# Record Schedules

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DNS-200-- Development Center		10 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	95-0037	Driveway Permit Applications and Approvals	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. Copies of permits go to DPW Engineers, & Electrical Service& sometimes Council Members if driveway request is more than 30 ft. in length.		0	7	Creation	Destroy Confidentially	1/1/2020
	Last Review:	2023Q2	Applications for driveway permits are no longer issued by DPW. DCD Development Center has been maintaining them since 1999		CIMC				
	1 Renew Schedules								



# Record Schedules

Filter applied  
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DNS-360-- Administration		4 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
	80-M143	Certified Survey Maps	*MICROFILM COPY TO DEPT and SCRAP PAPER COPY		0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)						At Department
	80-M144	Planned Development Data. Drawings and Correspondence	*MICROFILM COPY TO DEPT and SCRAP PAPER COPY		0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)						At Department
	2 Schedules								



# Record Schedules

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Ascending Review Type Ascending.

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DNS-360--Administration		4 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	74-0174	Minutes Of Staff Meetings			0	4	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0028 (Meeting Minutes-Ad Hoc).						At Department
	1 Close Schedules								



# Record Schedules

Filter applied  
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Ascending Review Type Ascending.

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DNS-360-- Administration		4 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
NEW									
	69-0144	Dangerous/Prohibited Animal Violation Files	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. Event: Close of Case. Retention follows Wisconsin statewide county general schedule for animal bite records.			10	Event	Destroy	6/8/2023
	Last Review:	2023Q2	This is a reopen of a previously-obsoleted schedule at request of Marcie Otto.						At Department

1 NEW Schedules





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DNS-361--  
Plumbing

3 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
66-0081	Job Record Card Active	ALL THE INFORMATION OF THE JOB IS ON THIS CARD INCLUDING THE FIXTURES INSTALLED, THE PRICE OF THE PERMIT and THE INSPECT DATES OF INSPECTION. IT IS IN EFFECT A HISTORY OF THE PLUMBING JOB.	0	0	Creation	Permanent	1/1/0001
Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
65-0139	Plumbing Inspection Record Obsolete		0	7	Creation	Destroy	1/1/0001
Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
65-0140	Plumbing Inspection Record Suburban		0	0	Creation	Destroy	12/1/2015
Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department

3 Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DOA-155--  
ITMD

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	12-E024	Call Management Report Files	This series includes data files used to generate Call Management Reports used by Unified Call Center, Treasurer's Office and other call centers within the City. Each department has the option to generate online or hard copy reports from this system. Information contained in reports includes calls received by employees /agents and duration of calls it also reflects how idle phone lines are tracked and calls routed. System backups are conducted daily and weekly.		1	0	Creation	Destroy	5/12/2024
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records-- Non-Emergency Call Details)		CIMC				
	12-E025	Call Detail Report Files	These are records of incoming and outgoing telephone calls on land lines, duration of calls and phone numbers are tracked in these files. Routine reports are not generated. Reports are only run in response to open record requests.		0	2	Creation	Destroy	3/3/2024
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records-- Non-Emergency Call Details)		CIMC				



# Record Schedules

Filter applied  
to report:

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DOA-155--  
ITMD

6 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	12-E028	Landline City Voicemail Messages	This series includes voicemail messages received on all city phone lines regardless of whether or not messages have been retrieved or deleted by end users. All voicemail messages are immediately backed up. Messages not retrieved by end users, as well as messages saved to virtual voicemail folders by end users are included in archival backup files. Archival backup files will be saved for a maximum of 120 days. Files stored by end users in folders may be stored for longer periods of time and will be archived for 120 days from end user deletion.	4		Creation	Destroy	3/3/2024
	Last Review:	2023Q2	Supersede 04-0024 (Voice Mail Records)	CIMC				

3 Close Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DOA-155--  
ITMD

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
NEW									
	23-0002	Telephony Records-- Non-Emergency Call Details	Information automatically generated by City telephony systems and managed by Information Technology Management Division (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.		0	5	Fiscal Year End	Destroy Confidential	6/1/2023
	Last Review:	2023Q2	New Schedule created at request of ITMD to anticipate consolidation of City call services.			CIMC			



# Record Schedules

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Contact City Records for assistance.

DOA-155--  
ITMD

6 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
NEW	23-0003	Recordings of Incoming Telephone Calls (Non-emergency)	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.	1		Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	New Schedule created at request of Information Technology Management Division in preparation for management of all city call data. 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.	CIMC				
	04-0024	Voice Mail Records	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.	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Transferring schedule from MPD to ITMD to reflect current record holder.	CIMC				



# Record Schedules

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DOA-155--  
ITMD

6 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
NEW	3 NEW Schedules						



# Record Schedules

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DPW-501--Administration		1 schedule(s) for review								
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	63-0032	Plans For Permits Issued To Utilities				0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 02-0014 (Building Plan Review Files)							At Department
	1 Close Schedules									



# Record Schedules

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DPW-502--  
Special  
Assessments

3 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	89-9048	Project Control Card - Microfilm Copy		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)					At Department
	89-M048	Project Control Card	*TO BE MICROFILMED BEFORE DESTRUCTION	0	6	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)					At Department
	91-0050	Sidewalk Repair Certificate		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)					At Department

3 Close Schedules





# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	61-0121	Condition Of Equipment, Reports ME-14		0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	67-0153	Work Order Sheet - Traffic Signs, Meters, Paint	LINES - COPY ES-29 *CURRENT YEAR ONLY	0	0	Fiscal Year End	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	67-0154	Work Order Sheet - Traffic Control Signals -	CURRENT ES-29	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	67-0155	Work Order Sheet - Traffic Control Signals - Non-	CURRENT ES-29	0	10	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	69-0228	Operators Daily Report W/Equip Charge Tickets		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	74-0073	Damage Report ES-6		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	74-0269	Damaged Or Lost Tool and Equipment ES-95		0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	75-9152	Traffic Control Facilities Plans - Microfilm Copy	*SCRAP WHEN SUPERSEDED	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans--Routine Projects)					At Department
	75-9154	Traffic Engineering Maps, Graphs, and Charts -	MICROFILM COPY *RETAIN UNTIL SUPERSEDED	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	75-M152	Traffic Control Facilities Plans	*TO BE MICROFILMED	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans--Routine Projects)					At Department
	75-M153	Traffic Engineering Condition Diagrams	*MICROFILM AFTER 3Y & RETAIN MICROFILM UNTIL SUPERCEDED	0	3	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	76-0195	Service Order ES-48	*WHEN INACTIVE ATTACH TO CBP-120-A BLUE COPY	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	75-9150	Work Order Sheet and As-Built Drawing For	COMPLETED WORK ORDER ES-29 - MICROFILM COPY	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Built (Routine)					At Department
	75-M150	Work Order Sheet and As-Built Drawing For	COMPLETED WORK ORDER ES-29 *TO BE MICROFILMED BEFORE DESTRUCTION	0	3	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Built (Routine)					At Department
	75-M154	Traffic Engineering Maps, Graphs, and Charts	*TO BE MICROFILMED	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	76-0196	Field Report - Minor Vehicle Damage ES-69		0	5	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle and Heavy Equipment MaintenanceRecords)					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	76-0199	Shop Order ES-13		0	5	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	76-0204	Trouble Reports - Secondary ES-73		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	76-0205	Trouble Reports - Outages ES-41		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	76-0206	Lamp Replacement Record ES-78		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	76-0207	Trouble Reports - Traffic Control Signals ES-117		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	77-0183	Construction Records ES-121	* CONSTRUCTION COMPLETED PLUS 10 YEARS	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-0178	Location Service Request ES-123		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Close-No Longer Created					At Department
	77-0188	Motor Service Record ES-32	* LIFE OF MOTOR	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					At Department
	77-0189	Tool Loan Record ES-108	*SCRAP WHEN TOOL RETURNED *RETAIN UNTIL TERMINATION OF CONTROLS PLUS 10 YRS	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	77-0191	Transformer Service Record ES-125	* LIFE OF TRANSFORMER	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					At Department
	77-0180	Earthwork Computations ES-68		0	5	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Close-Non-Record					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-0181	Inspectors Daily Report ES-77		0	10	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	77-0182	Engineers Estimated Cost ES-79		0	5	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	78-0155	Substation Record ES-90	*RETAIN UNTIL SUBSTATION REMOVED OR REPLACED	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	77-0193	Job Order Index ES-4		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	80-0119	Work Order Sheet - Traffic Signs, Meters,	PAINT LINES	0	8	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					At Department
	77-0196	Trouble Tag - Red ES-39		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-0197	Trouble Tag - Yellow ES-38		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	78-0154	Excavation and Service Repair Record ES-89		0	5	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	78-0156	Pavement Marking - Daily Report ES-84		0	5	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	80-0137	Traffic Control Authority Record		0	0	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	82-0038	Construction Deficiency Report		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	82-0039	Construction Inspection Record		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department

39 Close Schedules



# Record Schedules

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DPW-526--  
Transportation  
Operations

40 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	75-0151	Traffic/Trail Counts & Check Files	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.		0	3	Creation	Transfer to City Archives at Municipal Research Center (E-Vault)	6/1/2023
	Last Review:	2023Q2	Amended description and title.						

1 Renew Schedules





# Record Schedules

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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	74-0056	Municipal Equipment Charge Ticket		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, and Service Records)					Pending
	77-0080	Repair Order ME-90		0	6	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, and Service Records)					Pending
	81-0037	Inspectors Daily Report BB-39		0	10	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department
	85-0087	Towed Vehicle Record (ME-42, ME-43)		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 97-0034 (Towed Vehicle Records).					Pending



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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	10-0007	Parts Order List	Used by mechanics to order parts from inventory or from a vendor. The sheet includes: part #, description, qty. & task code. Parts # are assigned by DPW System-Fleet Focus. Records include: date, equipment number for which order is being placed, repair order number, technician requesting parts, location-(Heavy, 1-ton light, Lincoln, 2nd Shift Repairs, Police, Reg cars, Northwest (Heavy Equip). Tire shop, Body shop, Field repairs, dispatch. Priority Level 3 is also marked by supervisor.	0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)	CIMC				
	66-0080	Gas, Oil & Diesel Fuel Disbursement, T A B Report		0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)	CIMC				
	67-0113	Bridgetenders Weekly Report		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)	CIMC				



# Record Schedules

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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	10-0008	Emergency Parts Pickup Cards	Cards are generated by Parts Order Request forms for parts not usually stocked. Includes equipment # for which part is being ordered, repair order #, task code, vendor ordered from, date order received, location ordered from, accounting string, technician ordering part, part # & description, invoice # & vendor contract. If the part is taken from inventory, the part is highlighted to reflect this by charge out of Fleet Focus System. Used to check parts warranties & to track invoices.	0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)	CIMC				
	10-0009	Service Orders	This record is used to order service from an outside vendor when there is not a regular contract for the type of service needed (ex, Towing). Records include the equipment #, work order #, task code, account & project #, reason code, invoice #, date processed, charged date (to repair order), description of service needed. This service order number serves as a purchase order number.	0	3	Creation	Destroy	6/1/2023



# Record Schedules

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DPW-531-- Bridges and Buildings		26 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	3 year-retention as data contained in this series is also recorded in the Fleet Focus System (10-E008) and on FMIS AP Records. Retain 3 years at Canal Street, Central Warehouse, then scrap.					CIMC
			Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					



# Record Schedules

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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	10-E007	Repair Order-Parts Record (Fleet Focus)	This series includes parts order records information from Parts Order List (10-0007) for specific vehicle & equipment repairs that is maintained on the DPW Fleet Focus System. Data includes whether or not an order is an inventory item, issuing warehouse location, Part ID#, vendor, quantity, unit price and brief description of item. Overhead parts related to an order, such as nuts and bolts, are not entered into Fleet Focus. Cost information & dates of repair are included.	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Retain for 7 yrs../on the DPW Fleet Focus System, then purge. Recalled parts issued & the life of the vehicle after it is sold by the city may present legal liabilities, which can be proved or disproved with records stored in this series.  Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					



# Record Schedules

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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	10-E008	Services Records (Fleet Focus)	This series includes service order records for specific vehicle and equipment repairs that are maintained on the DPW Fleet Focus System. The request is to create a new schedule for this series of Services Records on the Fleet Focus System.	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Retain for 7 yrs../DPW Fleet Focus System, then purge. The City may be required to produce evidence regarding the maintenance & service of vehicles and equipment in response to litigation.  Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC
	64-0103	Gas and Oil Record		0	2	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	66-0071	Job Orders - Completed Work		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records)					CIMC
	66-0078	In & Out Report		0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 18-0016 (Capital/Noncapital Inventories)					CIMC



# Record Schedules

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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	67-0125	Equipment Usage Report		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					CIMC
	67-0127	Equipment In-Out Report BME		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 18-0016 (Capital/Noncapital Inventories)					CIMC
	67-0129	Bridgetenders Inspection Report		0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					CIMC
	70-0191	Equipment Leased To Departments		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 18-0016 (Capital/Noncapital Inventories)					CIMC
	70-0193	Service Order		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records)					CIMC
	70-0198	Rented Equipment Work Record		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					CIMC



# Record Schedules

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	86-M058	Contract Drawings and Tracings	*MICROFILM Original Tracings of construction plans for the construction of City of Milwaukee bridges and public buildings. 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.	0	0	Event	Permanent	6/1/2023
	Last Review:	2023Q2	Supersede 23-0012 (Construction Plans: Final As Built (Historically Significant))	CIMC				
	86-M059	Contract Drawings and Tracings - Microfilm Copy	*ORIGINAL IN RECORDS CENTER AS A VITAL RECORD	0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Supersede 23-0012 (Construction Plans: Final As Built (Historically Significant))	CIMC				
	86-M060	Contract Shop Drawings and Submittals	*TO BE MICROFILMED and ORIGINALS RETURNED TO DEPARTMENT FOR SCRAPPING	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0012 (Construction Plans: Final As Built (Historically Significant))	CIMC				





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-531-- Bridges and Buildings		26 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	86-M061	Contract Shop Drawings and Submittals - Microfilm	*KEEP MICROFILM AS LONG AS BRIDGE OR BLDG. IS IN SERVICE THEN SCREEN FOR ARCHIVES and SCRAP	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0012 (Construction Plans: Final As Builts (Historically Significant))	CIMC				
	95-0177	MCMS Daily Reports.	Maintenance Control & Management SYSTEM DAILY REPORTS INCLUDING FUEL TRANS-ACTIONS; PARTS RECEIPTS & DISBURSEMENTS; REPAIR ORDERS; LABOR JOURNAL; INVENTORY ACTIVITIES. CRC 10/95. SRB APPROVED 5/15/96.	0	3	Creation	Destroy	6/1/2006
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records)	At Department				
	97-0032	Equipment Condition Report Bfd 2000	The purpose of this form is to improve communication concerning needed equipment repairs between the operator who uses the vehicles and the vehicle service technician who is responsible for repair. Record includes equipment#, problem description, This is a 3-part form. The original is used for data entry, the 2nd copy is returned to the vehicle operator after repairs are made; the 3rd copy is for the vehicle operator.	0	0	Creation	Destroy	6/1/2023



# Record Schedules

Filter applied  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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DPW-531--  
Bridges and  
Buildings

26 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	The form to be retained until it is entered into the Maintenance Control & Management System (MCMS) of DPW. See Schedule #97-E035 Vehicle History Record Series. STATE BOARD APPROVED 2/98.					Pending
			Supersede 23-0019 (Maintenance, Equipment Repair, and Service Records).					

26 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-542--  
Infrastructure  
Utility &  
Reports

4 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	79-0155	Correspondence - SSM Projects			0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)						At Department
	80-0116	City Engineer Paving Letter - Project Review			0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)						At Department
	88-9004	Easements - City Owned Property 1956-			0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0022 (Land Titles, Conveyances, Easements)						At Department
	88-M004	Easements - City-Owned Property, 1956-	*TO BE MICROFILMED BEFORE DESTRUCTION		0	4	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0022 (Land Titles, Conveyances, Easements)						At Department

4 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-543-- Infrastructure/ Construction		3 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	70-0181	Pavement Construction Work Folder			0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Close-Non-Record						At Department
	78-0032	Statement Of Expenses Incurred For City Of Milwaukee			0	5	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 18-0008 (Accounts Receivable)						Pending
	78-0035	Service Order E-53			0	10	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records)						At Department
	3 Close Schedules								



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
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# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	09-0062	Manhole Rehab Contracts	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.		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Should be maintained separately from other contract folders unless scanning is indicated.			At Department			



# Record Schedules

Filter applied  
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Ascending Review Type Ascending.

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DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	00-0032	Sewer Exam Inspection Report File	Written inspection reports of sewer examinations conducted on a regular basis, including supporting video recordings as required. The inspection report contains a brief description of the sewer & appurtenances, their size, type & material of construction, & indicates their structural condition, depth of sewage flow, need for cleaning, etc. Revised retention reflects retention of Sewer Inspection records in the statewide general schedule for municipal records.	0	1	Creation	Destroy	7/1/2010
	Last Review:	2023Q2	Updated language and retention to reflect Statewide General Schedule for Sewer Inspections.					At Department

2 Amend Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	76-0112	Tracing For Public Hearing Drawing, Project	APPROVED		0	3	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Builts (Routine)		CIMC				
	76-0113	Tracing For Public Hearing Drawing, Project Not	APPROVED * SCRAP WHEN OBSOLETE OR SUPERSEDED		0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0026 (Project Files-- Not Approved)		CIMC				





# Record Schedules

Filter applied  
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Contact City Records for assistance.

DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-0078	Sewer Plan Index Cards	4x6 paper index cards continuously updated with the filing location of all sewer construction plans & survey notes for the City. Location info re: sewer construction plans & survey notes available in computer databases accessible on GIS & DPW networks. This info is also located on computer databases accessible through the GIS and DPW networks, however, the computer data is not as comprehensive as the card system. Reviews: CRC Approved 6/29/00.  Retain index cards of sewer plans, which are continuously updated, as the official Permanent record for this information. Review to determine if the data can be stored comprehensively in the computer databases & a security copy in another medium.	0	0	Creation	Permanent	7/1/2010
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					CIMC



# Record Schedules

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Ascending Review Type Ascending.

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DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-M075	Sewer Contract Folders	Plan, reports & other documents for sewer construction contracts. This record is currently held in the department for 5 years, stored at the Record Center for 5 years, then culled by department staff prior to microfilming CRC.	0	5	Creation	Destroy	7/1/2010
	Last Review:	2023Q2	Superseded by 77-0075 (Sewer Contract Folders).					At Department
	80-M047	House Sewer Record Books	Plat page mylar drawings showing locations, size & date of installation of house sewer services, connecting laterals & information relative sewer changes outstanding. Changes, updates, additions are drawn on pages as they occur. This record now includes manhole location numbers. See Also: 80-9047 House Sewer Record Books (Film Version); 84-M036 Manhole Number Drawing; & 91-0139 Sewer Record 1/4 Plat Page.	0	0	Creation	Permanent	7/1/2010



# Record Schedules

Filter applied  
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DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	*To be microfilmed as revisions occur under schedule 80-9047. Original drawings are to be retained Permanently & re-filmed as they are updated. Previous filmed versions are then discarded. Close-No Longer Created in this form. No records in inventory.					CIMC
	76-0116	Time Operation Chart		0	3	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	83-0027	Sewer Construction Plan Tracings	Construction plan tracings are the originals from which prints can be made. A typical tracing has a plan view which locates the sewers and appurtenances with respect to street and property lines, and a profile which shows the elevation of the sewer, the established street grade, etc. In some cases "as-built" elevations are also shown. Tracings are 24 inches long by 12, 18, 24, or 36 inches wide.	0	45	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 77-0075 (Sewer Project Documentation Files). No boxes in inventory.					CIMC

7 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Contact City Records for assistance.

DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
NEW	77-0075	<b>Sewer Project Documentation Files</b>	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 Event	Destroy	6/1/2023
	Last Review:	2023Q2	New schedule to reflect plans for scanning application.		CIMC		

1 NEW Schedules



# Record Schedules

Filter applied  
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DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Transfer									
	77-0175	Reply Deferred Sewer Charge Outstanding Copy	Request on letter form from various attorneys, real estate offices and title offices, requesting information relative to outstanding deferred sewer charges against a specific property. Answer ,imprinted on request.		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 18-0008 (Accounts Receivable).		CIMC				

1 Transfer Schedules



# Record Schedules

Filter applied  
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DPW-544--  
Infrastructure/  
Environmental  
Eng.

12 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
91-0139	Sewer Record-1/4 Plat Page	Cloth & ink drawings of the city's sewers & bldg. services. Heavy manila paper 1/16 plat pages (27.5"x30") redrawn on mylar sheets. Obsolete when it was replaced by mylar drawings under schedules 80-M047 & 80-9047 House Sewer Record Books. CRC approved with the qualification that the final disposition be changed from scrap to MPLSCREEN. NOTE: There are currently 12 rolls of microfilm stored in CRC dated 3/7/95 - 10/21/96. Reviews: CRC Approved 6/29/00	0	5	Creation	Archives at Milwaukee Public Library (to be screened)	6/1/2007
Last Review:	2023Q2	Delete- information is included in House Sewer Records Books Set to expire in November of 2001, when retention has expired on the last existing record.					Pending

1 Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-545-- Infrastructure Major Projects		7 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	69-M205	State Div Of Highway Paving Plans	*TO BE MICROFILMED FOR LONGER RETENTION		0	8	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 99-A030 (Special Project Files--Historically Significant)						CIMC
	81-M044	Design Plans - Local Streets 1920-	*TO BE MICROFILMED		0	8	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)						At Department
	86-9006	Expressway Construction File, 1950- - Microfilm	COPY		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 99-A030 (Special Project Files--Historically Significant)						At Department
	69-9206	Bridge Structure Plans Along Discontinued Electric	RAILROAD LINES - MICROFILM COPY		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Built (Routine)						At Department
	97-0036	Highway/Bridge Project Photos/Negatives	PENDING DEPARTMENTAL AUTHORIZATION		0	0	Creation		6/1/2007
	Last Review:	2023Q2	Supersede 99-A030 (Special Project Files--Historically Significant)						At Department



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-545--  
Infrastructure  
Major Projects

7 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	97-0039	Paving Project Encroachments	PENDING DEPARTMENTAL AUTHORIZATION	0	0	Creation		6/1/2007
	Last Review:	2023Q2	Supersede 23-0022 (Land Titles, Conveyances, Easements)					At Department
	81-9044	Design Plans - Local Streets - 1920 - Microfilm	COPY	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department

7 Close Schedules





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-546--  
Infrastructure  
Central  
Drafting

2 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
C									
	72-M169	House Number Pages - Present & Prior Numbers	*KEEP ORIGINALS PERM IN RECORDS CENTER and DEPT RETAIN AN APERTURE CARD COPY		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)		CIMC				
	72-M171	Quarter Sections - Milwaukee County - Obsolete	FILMS, SEPIAS and NEGATIVES - MICROFILM COPY *KEEP MICROFILM Permanent IN RECORDS CENTER, and SCRAP ORIGINAL MATERIAL AFTER MICROFILMING MICROFILM APERTURE CARDS 420 SERIES		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)		CIMC				

2 C



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-547-- 9 schedule(s) for review

Infrastructure  
Estimating/Ass  
essments

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	63-0044	Estimate Of Street Or Alley Work		0	3	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Close-Non-Record (Indicated as copy of contract record in card file)					CIMC
	63-0046	Work Order Diary - Yearly		0	4	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine)					CIMC
	63-9047	Plat Plan Grade File - Microfilm Copy		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)					CIMC
	69-9207	Paving Plans (Measured Plans) - Microfilm Copy	*JACKET COPY IN DEPARTMENT and ROLL FILM COPY IN THE RECORDS CENTER	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					CIMC
	63-M047	Plat Plan Grade File	*TO BE MICROFILMED	0	5	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)					CIMC



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-547--  
Infrastructure  
Estimating/Ass  
essments

9 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	78-0183	Pavement Record		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files-Routine). Data from cards is derived from paving certificates, paving plans, and Roadlife file.					CIMC
	69-M207	Paving Plans (Measured Plans)	*TO BE MICROFILMED	1	3	Event	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)					CIMC
	78-0184	Sidewalk Repairs - Maps	A TEMPORARY HOLD HAS BEEN PUT ON THESE RECORDS, PENDING A REVIEW WITH THE DEPARTMENT's RECORDS COORDINATOR. JB 10/17/94.	0	3	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC
	78-9184	Sidewalk Repairs - Maps - Microfilm Copy		0	30	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC

9 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-548--  
Infrastructure  
Administration

4 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	69-0202	Labor Distribution - Work Sheets		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Close-Non-Record					CIMC
	78-0185	Work Order E-62 - Closed Out		0	11	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC
	83-0017	Cda Block Grant Project File	* UNTIL PROJECT COMPLETION **PROJECT COMPLETION PLUS 4 YEARS	0	0	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0072 (Project Files (Routine))					CIMC
	84-0048	Service Order Request, E-53		0	4	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC

4 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-549-- Infrastructure Design/Field Engineering		5 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	76-0111	Paving Plan Work Folder			0	4	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)						CIMC
	76-0174	Public Hearing Folder			0	5	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0026 (Project Files-- Not Approved)						CIMC
	77-M171	Profile Books	*TO BE MICROFILMED		0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)						CIMC
	88-M090	Profile Of Streets and Alleys	*MICROFILM AFTER 3 YR and SCRAP ORIGINAL, KEEP MICROFILM COPY Permanent		0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)						CIMC
	77-9171	Profile Books - Microfilm Copy			0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 99-0027 (Grade and Profile Data)						CIMC
	5 Close Schedules								



# Record Schedules

Filter applied  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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DPW-565--  
Sanitation

1 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	74-0157	Morning Report - Men & Equip Assignments (SS-10)		0	5	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC

1 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	61-0090	Pavement Cut Report (Street Permit)		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	61-0099	Work Order		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC
	63-0163	Request For Post &/Or Perm Barricades		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	STREETS Supersede 23-0015 (Street and Sidewalks Operations File).					CIMC
	67-0143	Complaint Record Book		0	25	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0020 (External Complaints)					CIMC
	67-0145	Operator's Mun Equip Report Daily		0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Superseded by 19-0025 (Routine Reports). No Records in Inventory.					CIMC
	70-0200	Service Order		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC



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DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	70-0202	Inspector's Daily Report		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	70-0213	Pavement Cut Inspectors Daily Report. Lists Public	WORKS INSPECTORS' INSPECTION. INCLUDES INSPECTOR NAME, CAR NO., DIST. NO., and PAY PERIOD. AMT. OF TIME TO INSPECT CERTAIN ASPECTS OF WORK, I.E., PHONES, WATERWORKS, GAS LINES, ETC. SRFB 11/21/94.	0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	70-0208	Emergency Services		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Close-No Longer Created					Pending
	70-0216	Asphalt Plant Tonnage Production		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Supersede 18-0016 (Capital/Non-Capital Inventories). No Boxes in inventory.					CIMC





# Record Schedules

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DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	70-0223	Defective Sidewalks, Curbs, Pavements Req Repairs	Legal Record that the City was notified of damages.	0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Supersede 19-0066 (Public Notice/Affidavits of Publication)					CIMC
	73-0085	Record Of Events Street Maintenance SSM 206		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	73-0086	Request For Temporary Repairs		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records).					Pending
	92-0028	Hydrant Usage	FORM SSM-47, FOR WATER DEPT. CHARGES	0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Superseded by 19-0025 (Routine Reports). No Boxes in inventory.					CIMC
	85-0166	Diggers Hotline Notification, SSM-94		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	STREETS Superseded by 96-0059 (Diggers Hotline Requests). No boxes in inventory.					CIMC



# Record Schedules

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DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	83-0018	Inventory Disbursement By Account No. & Purpose, C		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports). No records in inventory.	CIMC				
	89-0143	Lateral Inspection Tape (Video)	*ERASE and REUSE	0	1	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 00-0032 (Sewer Inspections Video). No boxes in inventory.	CIMC				
	89-0144	Sewer Inspection Tape (Video)	*ERASE and REUSE	0	5	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 00-0032 (Sewer Inspections Video). No boxes in inventory.	CIMC				
	66-0083	Sewer Construction (Prints)		0	10	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 77-0075 (Sewer Project Documentation Files). No boxes in inventory.	CIMC				



# Record Schedules

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DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	75-0058	Daily Work Assignments SSM-223		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	STREETS Superseded by 10-0025 (Timekeeping Records). No boxes in inventory.					CIMC
	75-9169	Plat - Catch Basin Location - Aperture Card Copy	*UNTIL REPLACED	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 78-0047 (Plats(Final))					CIMC
	75-0060	Labor Pool Assignment SSM-135		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	STREETS Superseded by 10-0025 (Timekeeping Records). No boxes in inventory.					CIMC
	82-0031	Equipment In-Out Report ME-16		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 18-0016 (Capital and Non- Capital Inventories)					CIMC

23 Close Schedules



# Record Schedules

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Ascending Review Type Ascending.

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Contact City Records for assistance.

DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Transfer								
	73-0088	Roadway Maintenance Record		0	25	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	STREETS Supersede 23-0015 (Street and Sidewalk Operations File)					CIMC
	81-0049	Sewer Structure Construction and Alteration	ESTIMATE SSM-48	0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 77-0075 (Sewer Contract Folders). No boxes in inventory.					CIMC
	78-0037	Sewer Examination Request SSM-11		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Transfer to DPW-544 and close as needed					CIMC

3 Transfer Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

DPW-570-- Sewer Maintenance		29 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	67-0144	Complaints - Backwater	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.		0	50	Creation	Destroy	8/1/2008
	Last Review:	2023Q2	Transfer to DPW-544. Still Created?						Pending
	75-0057	Asphalt Plant Traffic Record SSM-226	Used to keep track of trucks and time they spent at plant to load up. Also keeps track of mixes being used.		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	STREETS Is this series still used?						Pending



# Record Schedules

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Contact City Records for assistance.

DPW-570--  
Sewer  
Maintenance

29 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	67-0142	Sewer Examination Baseline Inspections	Baseline information on the condition of sewer lines or sections used to compare against future inspections, including information about the sewer construction type. The information in these files leads to programmed sewer repairs or reconstruction.  Retention is based on the "inspections" series in the statewide general schedule for municipal records, but is not permanent to allow for information about sewer sections no longer in use to be destroyed after a suitable period of time.	0	75	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Transfer schedule to DPW-544. Updated to reflect statewide general schedule language and retention.					At Department

3 Renew Schedules



# Record Schedules

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Contact City Records for assistance.

DPW-581--  
Forestry

3 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	61-0022	Service Report	0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2					At Department
	69-0210	Equipment Usage Report	0	1	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)				At Department
	70-0189	Parking Lot Maintenance Report	0	1	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0024 (City Facility Maintenance Records)				At Department

3 Close Schedules



# Record Schedules

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Contact City Records for assistance.

DPW-661--  
Tow  
Lot/Parking/Str  
eetcar

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	97-0033	Abandoned Vehicle JBID Folders	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.		0	7	Creation	Destroy	5/1/2007
	Last Review:	2023Q2	Need more information on this one.		CIMC				

1 Renew Schedules





# Record Schedules

Filter applied  
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Contact City Records for assistance.

DPW-683--  
Sewer  
Environmental  
Services

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
TRANSFER										
	13-0024	Sewer Contract Financial Documents	Payments to contractor, contract copy, change orders which reflect additional work not documented in original contract. Other docs may include C507 (Transfer Form) & C508 (Green Form) for transfer of funds related to project. The records are organized by a naming convention as of 2013. The naming convention distinguishes financial contracts from official sewer drawings & inspection reports. Sewer contracts start C683 followed by a 2 digit yr. & a 4 digit sequence number.			0	7	Event	Destroy Confidentially	7/1/2025
	Last Review:	2023Q2	Records previously included under Schedule 77-M075 & culled before transfer to 77-9075 for filming. 77-M075 & 77-9075 need review. Event (Closure of Contract) + 2 yrs../Office + 5 yrs../CRC  2023: Transfer to DPW-544. 77-0075 replaces 77-M075 and 77-9075 but remains distinct from this series.			Approved				

1 TRANSFER Schedules



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	99-0134	Office Business Records (Routine)	Routine office business records: payment certifications, interdepartmental requisitions & invoices, commodity service requests, phone records and cash receipts. CRC approved 9/2/99. CRC APPROVED 3/22/04. Additional records to be retained under this title as requested on 03/22/04 include: ERS expenses paid from Security Lending Fund, Medical Council and Medical Panel Invoices, Capital Automation Invoices, Vendor Invoices, FMIS Invoices and notes attached to the above items.	0	7	Creation	Destroy	10/1/2009
	Last Review:	2023Q2	Amend title of this record from: "ERS ROUTINE OFFICE BUSINESS RECORDS" to "OFFICE BUSINESS RECORDS (ROUTINE)", to change the description as noted above, and to increase the retention from the current plus two years to seven years.  2023: Supersede 20-0011 (Routine Correspondence).					At Department



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	08-0012	<b>Text Of The Act-Police and Annuity Benefit Fund</b>	These are original books from 1924 and 1947 relating to the Act of the Policemen's Annuity and Benefit Fund of Milwaukee.	0	0	Creation	Permanent	9/1/2009
	Last Review:	2023Q2	Close--No Longer Created. BH confirmed that the Municipal Research Library maintains a copy of this record for permanent preservation.					At Department
	08-0013	<b>Fire and Police Commission Rule Book 1948</b>	This book is the original 1948 Rules and Regulations of the Fire and Police Commission. Photocopies of the entire contents are being furnished to the Legislative Reference Bureau and ERS will maintain a copy on CD Rom in their office.	0	0	Creation	Permanent	9/1/2009
	Last Review:	2023Q2	Close--No Longer Created. BH confirmed that the Municipal Research Library maintains a copy of this record for permanent preservation.					At Department



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	08-0014	<b>Firemen's Annuity and Benefit Fund Rule Books</b>	Original books- 1904, 1907, 1917 Firemen's Pension Fund- Law, 1928 Text of the Act relating to the Firemen's Annuity & Benefit Fund, 1948 Firemen's Annuity & Benefit Fund Summary of Benefits, 1954 Amendments to Firemen's Annuity Benefit Fund. Photocopies of entire contents are being furnished to LRB & ERS will maintain a copy of each book on CD Rom in their office.	0	0	Creation	Permanent	9/1/2009
	Last Review:	2023Q2	Close--No Longer Created. BH confirmed that the Municipal Research Library maintains a copy of this record for permanent preservation.					At Department
	08-0015	<b>Rules and Regulations Of Fire and Police Pensions</b>	This booklet is the original 1891 Rules and Regulations of the Firemen's and Policemen's Pension Fund. The request is to have the original 1891 rule book transferred from ERS to the Milwaukee Police Academy for historical preservation.	0	0	Creation	Permanent	9/1/2009



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	<p>A paper photocopy of the entire contents are being furnished to the Legislative Reference Bureau and ERS will also maintain a copy of the contents on CD Rom in their office. FOR REVIEW CART MAY 2009 CIMC JUNE 17, 2009 SRB AUGUST 24, 2009 .</p> <p>2023: Close--No Longer Created. BH confirmed that the Municipal Research Library maintains a copy of this record for permanent preservation.</p>					Pending

5 Close Schedules



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
TRANSFER							
08-0011	<b>Policemen's Annuity &amp; Benefits Fund Historical Records Collection</b>	Policemen's Annuity & Benefits Fund was completely dissolved as of 12/31/2005. In January of 2006, ERS took over administering of the fund. Any records needed to administer the current fund are held in the custodianship of ERS. This schedule pertains only to historic documents related to the entire creation and administration of the fund from 1899-2006. 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. ERS is requests collection to be transferred to the Police Academy for historic preservation.	0	0	Creation	Permanent	9/1/2009



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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
TRANSFER	Last Review:	2023Q2	Transfer to Department SPEC-701 (Archives Holding). This series is no longer created but existing records should be maintained for ongoing administrative and historical value.					At Department
	99-0136	Town Of Lake Historical Pension Records	Historical records of Town of Lake pensions for Town of Lake employees and firefighters. CRC approved 9/2/99. Records pertaining to City of Milwaukee and State of Wisconsin pensions for these employees after annexation by Milwaukee as well as the Town of Lake pension fund for these employees	0	0	Creation	City Records Archives	6/1/2023
	Last Review:	2023Q2	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.					Approved



# Record Schedules

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ERS-287--  
Employees  
Retirement  
System

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
TRANSFER	99-0137	Town Of Lake Firefighters Benefit Calculations	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. Records will be transferred to MPR 2 years after termination of benefits to member and survivor. CRC approved 9/2/99.	0	2	Creation	City Records Archives	6/1/2023
	Last Review:	2023Q2	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.	Approved				

3 TRANSFER Schedules





# Record Schedules

Filter applied  
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Order by Organization Quick Description  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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ERS-440--  
Police And  
Annuity  
Benefits

4 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
TRANSFER									
	64-0050	Police A& B Fund Annuity Payment Rolls 1962-	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).		0	7	Creation	City Records Archives	6/1/2023
	Last Review:	2023Q2	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.			Approved			

1 TRANSFER Schedules



# Record Schedules

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Contact City Records for assistance.

ERS-440--  
Police And  
Annuity  
Benefits

4 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	07-9034	Historical PABF Files, Microfilm	0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Close-No Longer Created				At Department
	07-M034	Historical PABF Files	0	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Close-No Longer Created				At Department

2 Close Schedules



# Record Schedules

Filter applied  
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ERS-440--  
Police And  
Annuity  
Benefits

4 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	89-0001	PABF Application For Pension	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		0	10	Event	Destroy Confidentially	12/12/2019
	Last Review:	2023Q2	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. then DUS. CRC approved 6/29/00 transfer from ERS to PABF		At Department				

1 Renew Schedules



# Record Schedules

Filter applied  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

FPC-310--Fire  
& Police  
Commission

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	90-0057	Citizen Complaint File	Documents relating to complaints of citizens heard by the Fire and Police Commission against Fire and Police personnel. The request is to renew this schedule and clarify that the retention period begins when the case is initiated. 45 years pending recommendation from city attorney. Intent is to begin a		0	45		Destroy	8/1/2008
	Last Review:	2023Q2	separate schedule for complaints starting from the year 2009 to differentiate informal complaints from formal complaints and to shorten the retention schedule to date of closure plus seven years for informal complaints. Review in 2014.		Pending				

1 Renew Schedules



# Record Schedules

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MC-134--  
Municipal  
Court

4 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	09-E061	Case Management Information System Reports	Reports, both case-specific and statistical, generated from the Court Case Management Information System during its overnight batch process will be retained for an active period of 7 years. See Evault for full description and review/approval status		0	7	Creation	Destroy Confidentially	10/1/2019
	Last Review:	2023Q2	This schedule replaces routine financial and administrative reports historically distinguished on 47 different retention schedules. SRB APPROVED 11/16/09. SRB approval 2/22/2010 with amendment approved by CIMC on 12/7/2009.  2023: Supersede 18-0003 (Routine Status and Activity Reports)						At Department
	13-0011	Teller Work	These records consist of paperwork generated by the Municipal Court tellers when preparing the daily deposit and processing of incoming payments from MPD districts. This schedule is established in accordance with record retention requirements set forth in the Wisconsin Municipal Records Manual for accounts receivable paperwork.		0	7	Creation	Destroy Confidentially	5/1/2023



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MC-134--  
Municipal  
Court

4 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	Retain the records at the Municipal Court for one year and at the City Records Center for 6 years, then DUS. Access is restricted to Municipal Court Staff. FOR REVIEW: CART approved March 2013 CIMC approved 3/18/2013 SRB approved May 13, 2013  2023: Supersede 18-0010 (Cash Management Records)					At Department



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

MC-134--  
Municipal  
Court

4 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	13-0019	Mail Payment Enclosures	Paperwork enclosed in the envelopes w/ mail payments often assists in determining to which cases the payment should be applied but is frequently a copy of a notice or other document that was previously provided to the payer by the Court & does not need to be scanned as part of the case record. These documents should be retained for recordkeeping purposes & in the event of a financial audit since it may provide documentation as to the way the payments were processed.	0	7	Event	Destroy Confidentially	10/1/2023
	Last Review:	2023Q2	Retain for 1 yr./Office + 6 yrs../CRC, then destroy under supervision. Access is restricted to department management. FOR REVIEW: CART approved 8/1/2013. CIMC approved 9/11/2013. SRB approved 11/11/13.  2023: Supersede 18-0008 (Accounts Receivable)					At Department



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MC-134--  
Municipal  
Court

4 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	13-E021	Payment and Refund Processing Reports	Accounting reports & supporting docs assist in processing refunds & payments to defendants & witnesses, & serve as record of: returned checks, monthly adjustments made to the Comptroller, monthly audits, monthly cash variances, and bi-weekly notification of anticipated ACH deposits. These documents should be retained for record keeping purposes & in the event of a financial audit will provide background information for some financial transactions as well as internal control practices.	0	7	Creation	Destroy Confidentially	10/1/2023
	Last Review:	2023Q2	The recommendation is to maintain these records for 1 year while active and 6 years inactive and then DUS. FOR REVIEW: CART approved 8/1/2013 CIMC approved 9/11/2013 SRB approved 11/11/2013 .  2023: Supersede 18-0003 (Routine Status and Activity Reports).					At Department

4 Close Schedules





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MFD-328--Fire Department			1 schedule(s) for review						
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	18-0031	CAD Data For Calls Dispatched To Private Ambulance	CAD (Computer Aided Dispatch) record of Calls for Service for emergency and non-emergency incidents for which MFD dispatched to a private ambulance company. Access to these records is restricted per Public Law 104-191 HIPAA (Health Insurance Portability and Accountability Act) of 1996 and Wis. Stat. 146.82(1).		0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Retain records for Creation + 7 Yrs. and then destroy under supervision. FOR REVIEW: CART approved 6/01/2018 CIMC approved 6/14/2018 SRB approved 8/27/2018 . Supersede 23-0004 (CAD Data Records--Emergency Communications).		Pending				

1 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-381--  
Administration  
(Hr And  
Finance)

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	19-0071	Environmental Investigation Log Entries	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. & then DUS. Public health information protected under HIPAA.		0	7	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Amending at request of Environmental Health to more clearly define differences from 19-0005 records.		CIMC				

1 Amend Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-383--  
Consumer  
Environmental  
Health

2 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	19-0005	Industrial Hygiene Case Files	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. Records series contains content that is confidential or access is protected per Wis. Stat. 146.83. Retain for Event (Inspection Complete) + 20 Yrs.		0	20	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Amending at request of Environmental Health to more clearly differentiate from records under 19-0071 (Environmental Investigation Logs).		CIMC				

1 Amend Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-383--  
Consumer  
Environmental  
Health

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	77-0133	Citizens Complaint H-339		0	5	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0020 (External Complaints)					CIMC

1 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-384--  
Community  
Health

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	11-0002	Home Environmental Health (HEH) Program Intervention Project Records	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. Access should be restricted to HEH Staff of the Disease Control and Environmental Health Division of the City of Milwaukee Health Department.		0	7	Event	Destroy Confidentially	8/1/2021
	Last Review:	2023Q2	Event (Completion of study) +7 Years. FOR REVIEW: CART approved 6/01/2011 CIMC approved 6/6/2011 SRB approved August 22, 2011		CIMC				

1 Renew Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-386--  
Communicable  
Disease  
Prev/Control

2 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close							
	70-0166	Monthly and Annual Reports	0	10	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0024 (Annual Reports)				CIMC
	73-0040	Communicable Disease By County Weekly Summ Copy	0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)				CIMC

2 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-390--  
Tuberculosis  
Prevention/Care

4 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
CLose	69-0169	Correspondence	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 21-0011 (Routine Correspondence)				CIMC
	69-0172	Clinic Chart Sheets; Face Sheet & Clinic Record Sheet	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 21-0039 (Clinic Patient Health Records)				CIMC
	69-0173	Chemo Chart Sheets	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 21-0039 (Clinic Patient Health Records)				CIMC
	69-0182	Subject File	0	10	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)				CIMC

4 CLose Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MHD-391--  
Policy/Innovati  
on/Engagemen  
t

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	72-0074	General Subject File				0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)			CIMC				

1 Close Schedules





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD---		1 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	20-0014	Vehicle Use Records	Documentation assignment and use of MPD vehicles to MPD personnel. Records may include, but are not limited to, documentation on pool car reservation, individual trips, sign-out/sign-in logs and vehicle use agreements. Retention based on Wisconsin General Records Schedule for Motor Vehicle Control and Assignment FLEET012		0	1	Creation	Destroy Confidentially	3/1/2031
	Last Review:	2023Q2	Supersede 23-0011 (Motor Vehicle Control and Assignment Records)			CIMC			
	1 Close Schedules								



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-163-- Safety Division		1 schedule(s) for review								
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	84-0079	Telephone Record - Daily Calls SAF-68				0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)							CIMC
	1 Close Schedules									



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300--  
MPD/Global

9 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
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# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

Amend



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

Amend	76-0096	<b>Special Investigation Files-Homicide or Critical Incident</b>	<p>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.</p> <p>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.</p> <p>Box 16: Wis. Stat. § 19.36(2).</p>	0	75	Creation	Destroy Confidential	6/1/2023
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# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300-- MPD/Global		9 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	Last Review:	2023Q2	Amended description to reflect SOP 700 procedures in anticipation of large transfer of files to storage in City Records.					CIMC
	76-0090	Special Investigation Files--Statutorily-Limited Cases	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.  Box 16: Wis Stat. § 19.36(2).	0	30	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Updated title and description to clarify purpose of series.					CIMC



# Record Schedules

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300--  
MPD/Global

9 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	88-0077	Enforcement Action/Citizen Contact Record-- No Arrest	<p>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.</p> <p>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.</p> <p>Box 16: Wis Stat. 19.36(2).</p>	0	4	Creation	Destroy Confidentiall y	6/1/2023



# Record Schedules

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to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

MPD-300-- MPD/Global		9 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	Last Review:	2023Q2	Amending schedule to reflect new language and procedures in MPD SOP 85.					CIMC
	60-0233	Arrest List (Blotter), Daily	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.  Box 16: Wis. Stat. §§ 48.396 and 938.396  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.	0	1	Fiscal Year End	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Transferring schedule to MPD Global and amending retention period to reflect technology changes.					CIMC





# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300-- MPD/Global		9 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	86-0051	Arrestee History File	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 (Arrest Report and Supplemental Files) and may be used to populate the Daily Arrest Blotter (RRDA 60-0233). Event: Individual is confirmed 70 years of age or deceased, OR Individual is confirmed 18 years of age if Juvenile.  Box 16: Wis. Stat. §§ 19.36(2) and 938.396.	0	7	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Moving schedule to MPD Global.	CIMC				



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300--  
MPD/Global

9 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	89-0055	Roll Call Information	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.	0	1	Creation	Destroy Confidentially	6/1/2023
			Box 16: Wis Stat. § 19.36(2).					
	Last Review:	2023Q2	Transfer Schedule to MPD Global	CIMC				

6 Amend Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300--  
MPD/Global

9 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	76-0107	Cell Block Check Records	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.	6	0	Creation	Destroy	6/1/2023
			Box 16: Wis. Stat. §§ 49.396 and 938.396.					
	Last Review:	2023Q2	Transfer to MPD Global	CIMC				



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300--  
MPD/Global

9 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	92-0014	Prisoner Medical Intake Screening Records	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.  Box 16: Wis. Stat. § 146.83.			3 Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Transfer schedule to MPD Global.	CIMC				



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	86-0073	Arrest/Detention Report and Supplements	<p>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 RMS. Event for Open Records: release of arrestee from MPD custody.</p> <p>The records will be maintained electronically for the duration of their retention period in MPD information systems. 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. 30 days after verification of the quality and retention of the images, the imaged records will be destroyed.</p>	0	7	Event	Destroy Confidentially	6/1/2023



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-300-- MPD/Global		9 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Renew	Last Review:	2023Q2	Revision to convert schedule to MPD Global.					CIMC
	3 Renew Schedules							



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-329--  
Neighborhood  
Task Force

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	76-0109	Roll Call, Daily Pd-17				0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)			CIMC				

1 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-330--  
Property  
Control

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	76-0109	Roll Call, Daily PD-17				0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)			CIMC				

1 Close Schedules





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-331-- Administration		16 schedule(s) for review							
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	60-0096	Dance Application and Report, PD-7			3	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						CIMC
	60-0108	Daily Record Of Subpoenas, PD-29			0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						CIMC
	73-0234	Field Supervisory Officers Report To Inspector	and CHIEF OF POLICE		0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						CIMC
	61-0261	Pedestrian Ord & Ped ROW, Summary Of Arr.& Warnings			0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						CIMC
	87-0012	Performance Measure, Missing Unit Report -	489.838 COPY		0	1	Creation	Destroy	6/1/2023
Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)						CIMC	



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-331--  
Administration

16 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	87-0013	Performance Measure Reports, PRD-1, PRD-2, Data,	489.460, 489.470, 489.840 COPY	0	3	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	88-0054	Inspectional Services Daily Report To Asst and	DEPUTY CHIEFS, COPY PI-17	1	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	94-0006	Photocopier Usage Report	A Report Compiled On A MONTHLY BASIS TO DETERMINE USAGE OF EACH PHOTO- COPIER, & ASSIST IN VERIFYING THE ACCURACY OF CHARGES BY THE PHOTOCOPIER VENDORS. STATE APPROVAL RECEIVED ON 5-18-94.	0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC



# Record Schedules

Filter applied  
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MPD-331--  
Administration

16 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	97-0055	Complaints Against Members (Monthly Report PC-49)	This record is to keep the Chief of Police abreast of any complaint and their dispositions against members of the police department on a monthly basis. All district & bureau commanders are required to submit this report on a monthly basis. The report form, PC-49 is available as an electronic document. Content of reports includes: location of district or bureau, month and year of incident, name of member, payroll number, allegations, investigation status, commander's signature	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)	CIMC				
	88-0055	Inspection Report, Inspectional Services		6	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)	CIMC				
	88-0057	Inspectional Services Daily Report To Chief Of Police		0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)	CIMC				



# Record Schedules

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MPD-331-- Administration		16 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-0052	Activity Reports, Districts/Bureaus, PI-4, PS-4		0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	76-0109	Roll Call, Daily Pd-17		0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					CIMC
	85-0125	Uniform and Equipment Orders, Historical Report,	750.209	0	2	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	73-0232	Work Unit Report Quarterly C93A		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	89-9061	Department Orders - Microfilm Copy		0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Supersede 60-0225 (Department Orders)					CIMC

16 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-332--  
Communicatio  
ns

6 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-0019	Telephone System Call Distribution and Activity	This record contains documentation and statistics relating to telephone system traffic and efficiency of employees performing call-taking task. These statistics relate to 911 emergency telephone number and the administrative contact umbers for the Communications Division of MPD. Series in 1989.	4	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)					
	99-0131	TTY/TDD Telephone Contact Print out	Documents contact and content of calls for police service via TTY (formerly known as TELECOMMUNICATIONS DEVICES FOR THE DEAF) processed by the Milwaukee Police Department. This represents calls placed to 911 and 765-0100 (non-emergency TTY contact telephone number) via TTY devices. CRC approved 7/22/99.	4	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)					



# Record Schedules

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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-332--Communications		6 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	61-0217	Telephone Calls - Long Distance		6	0	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)					CIMC
	76-0109	Roll Call, Daily Pd-17		0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					CIMC
	90-0103	Dispatch Data (CAD System) - Disk + Magnetic Tape		0	10	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 23-0004 (CAD Records--Emergency Communications). No boxes in inventory					CIMC
	5 Close Schedules							



# Record Schedules

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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MPD-332--  
Communicatio  
ns

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Renew									
	66-0060	Dispatchers Log Slip	These records are periodically created to document dispatch events and calls for service when the Computer Aided Dispatch System is temporarily out of service. The data is entered into the C.A.D.S. when the capability is restored. Previously, these "form cards" were used as the primary medium for storage of records; now these cards function as notes taken during C.A.D.S. downtime and have no further administrative use after the content is entered into the computer system.		1	0	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	This schedule is being renewed to accommodate situations in which the main CAD/Records Management System is unavailable for immediate entry. For these cases, the log slips should be kept for 30 days for quality assurance purposes after entered into the system, then destroyed.		CIMC				

1 Renew Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-333--  
Central  
Records  
Division

20 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	77-0064	Correspondence 1970-Index	0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)		CIMC		
	64-M071	Major Crime Report, Daily	0	0	Event	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports).		CIMC		
	72-0136	Detective Service Report, PD-22	0	7	Creation	Destroy Confidentially	12/1/2015
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports).		CIMC		
	60-0292	Motor Vehicle Service Daily Report	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)		CIMC		





# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

MPD-333--  
Central  
Records  
Division

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	76-9091	Miscellaneous Folder - Index, Alpha - Microfilm	COPY	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 76-0090 (Special Investigation Files--Statutorily-Limited Cases)					CIMC
	76-M091	Miscellaneous Folder - Index, Alpha	*TO BE MICROFILMED	0	0	Event	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 76-0090 (Special Investigation Files--Statutorily-Limited Cases)					CIMC
	76-M096	Homicide Folder - Closed	*TO BE MICROFILMED. DESTROY ORIGINAL 2 YEARS AFTER JUDICIAL PROCESS IS COMPLETED.	0	2	Event	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 76-0096 (Special Investigation Files-Homicide, Sexual Assault, or Other Critical Incident)					CIMC
	76-M097	Homicide Folder - Index, 1922-1976	*TO BE MICROFILMED FOR Permanent RETENTION and ORIGINAL DESTROYED	0	0	Event	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 76-0096 (Special Investigation Files-Homicide, Sexual Assault, or Other Critical Incident)					CIMC



# Record Schedules

Filter applied  
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MPD-333--  
Central  
Records  
Division

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	61-0325	Writs Issued Daily Summary		0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports).					
	64-0072	Major Crime Report, Statistics		0	3	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports).					
	76-0109	Roll Call, Daily PD-17		0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					
	76-0118	Miscellaneous Folder - Register		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 76-0090 (Special Investigation Files--Statutorily-Limited Cases)					



# Record Schedules

Filter applied  
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MPD-333--  
Central  
Records  
Division

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	83-0012	Major Crime Reference File, PR-32	A 4 x 6" card containing information regarding Robberies and Attempt Robberies that have been reported to our Department.	0	2	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 76-0081 (Arrest and Detention Reports)					
	76-0098	Homicide Register, 1922 -		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 76-0096 (Special Investigation Files-Homicide, Sexual Assault, or Other Critical Incident)					
	85-0089	Common Council Proceedings and Index - Copy		0	2	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Close-Non-Record					
	91-M056	Homicide Folder - Open	*TO BE MICROFILMED AFTER 20 YEARS	0	20	Event	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 76-0096 (Special Investigation Files-Homicide, Sexual Assault, or Other Critical Incident)					



# Record Schedules

Filter applied  
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MPD-333--  
Central  
Records  
Division

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	93-0001	Computer Records Of Field Interrogations.	THE SOURCE OF THESE RECORDS IS THE FI CARD WHICH IS SCHEDULED AS 88-0077.	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 88-0077 (Citizen Contact/Enforcement Action Files)					
	93-9050	Daily Roll Call Sheet	REPORT USED TO KEEP TRACK OF ALL OFF DAYS, SICK DAYS, VACATION DAYS, BY PAY PERIODS.	0	5	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					
	93-M050	Daily Roll Call Sheet	REPORT USED TO KEEP TRACK OF ALL OFF DAYS, SICK DAYS, VACATION DAYS, BY PAY PERIODS. THIS IS THE PAPER VERSION OF THIS RECORD, TO BE MICROFILMED.	0	2	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					
	91-9056	Homicide Folder - Open - Microfilm Copy		0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 76-0096 (Special Investigation Files-Homicide, Sexual Assault, or Other Critical Incident)					

20 Close Schedules



# Record Schedules

Filter applied  
to report:

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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Amend										
	04-0020	City Of Milwaukee Parking Permit Files	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.			0	2	Creation	Destroy Confidentially	6/1/2007
	Last Review:	2023Q2	Updated title and language.			CIMC				

1 Amend Schedules



# Record Schedules

Filter applied  
to report:

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MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	04-0021	City Of Milwaukee Application For Daytime Commuter Impacted Parking Permit	This form has been established in accordance with Section 101-27.7 Milwaukee Code of Ordinances. It includes the "Commuter Impacted Area Name", the parking applicant's name, driver's license, expiration date of the license, applicant's address, phone and vehicle information and signature. The permit number, expiration date and authorizing signature is also included on this form. CRC approved 3/22/04. SBA approval pending.	0	2	Creation	Destroy Confidentiall y	6/1/2007
	Last Review:	2023Q2	Supersede 04-0020 (City Parking Permit Files)	CIMC				



# Record Schedules

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MPD-334-- Districts		22 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	13-0001	Squad Damage Diagram	Document completed by personnel after observation of vehicle damage to squad or wagon. Document to show where damage is located & to list all vehicle information, such as squad number, license plate number, year/make of vehicle, & color of vehicle. Police officers conduct daily vehicle inspection prior to start of shift. Major damage is then reported on PV-18 form and municipal garage then picks up car for repairs.	0	0	Event	Destroy Confidentially	2/1/2024
	Last Review:	2023Q2	*Destroy after EVENT = Vehicle is destroyed or dismantled. CART Approved 11/1/13. CIMC Approved 12/13/2013. SRB Approved 3/18/14.  Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)	CIMC				
	13-0005	Vehicle Service Report PV-18 -- Districts	This form is completed by personnel after observation of a mechanical failure, missing and/or faulty equipment, or vehicle damage. Upon notification of squad issue maintenance services retrieves vehicle and corrects the problem. Vehicle is then returned to the fleet. White copy of the PV-18 is filed at Maintenance Services. (See Schedule (349) 13-0004).	0	0	Event	Destroy Confidentially	2/1/2024



# Record Schedules

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MPD-334-- Districts		22 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	Last Review:	2023Q2	*Destroy after EVENT (Vehicle no longer in the fleet). Cart Approved, 11/1/13. CIMC Approved 12/13/2013. SRB Approved 3/18/14.  Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC
	60-0108	Daily Record Of Subpoenas, PD-29		0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	93-0038	Teletype CIB NCIC Positive Hit	Teletype Response RECEIVED UPON MAKING A WANTED CHECK ON PERSONS, AUTOS OR ARTICLES W/CIB (MADISON) OR NCIC. ORIGINAL IS RETAINED UNDER 82-0100. RETENTION TO RUN OUT AFTER THIS CYCLE. CRC 3-10-94.	0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 85-0108 (Teletype Messages-Received).6 boxes to be transferred.					CIMC





# Record Schedules

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MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	95-0024	MPD Missing Report Computer Summary	Monthly Run OF ALL MISSING PERSONS. RACE, NAME, AGE and DATE MISSING. MISSING BY DISTRICTS, MONTH & YEAR. ORIGINAL #93-0019 KEPT 10 YEARS IN DATA PROCESSING CRC 1/95. STATE APPROVED 5/95.	0	1	Creation	Destroy Confidentially	6/1/2005
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	82-0113	Listing Of Non-Traffic Citations Issued		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)					CIMC
	85-0146	Message Summary, Copy		1	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 85-0108 (Teletype Messages-Received)					CIMC
	86-0003	Log Of Police Calls Received By Office Personnel		0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)					CIMC



# Record Schedules

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MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	86-0004	Night Parking Permit Renewal, PN-7		3	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 04-0020 (City Parking Permit Files)					CIMC
	86-0018	Radio Checkout Sheet		1	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 18-0016 (Inventories)					CIMC
	60-0290	Major Crimes Daily Flasher From Det. Bur.		0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC
	60-0292	Motor Vehicle Service Daily Report		0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC
	60-0305	Missing Persons-Mo. Summary Of Person Still Missing		3	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 19-0025 (Routine Reports)					CIMC



# Record Schedules

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MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	85-0142	Captain's General File, Group 3	*DESTROY WHEN NO LONGER OF ADMINISTRATIVE VALUE PUT ON HOLD PER AL SALINAS 3/16/01. Hold removed per Laura Kraemer 11/06/2013. DSM to work with MPD to update and renew schedule.	0	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 18-0043 (Transitory Correspondence)					
	61-0025	Drunken Driver's - Memo Bk With Case Nos.		0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)					
	66-0063	Telephone Reports, Hourly		0	1	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 23-0002 (Telephony Records--Non-Emergency Call Details)					
	67-0101	Night Parking Requests, Daily Report		3	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 04-0020 (City Parking Permit Files)					
	72-0100	Labor Cost By Purpose		0	1	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 19-0094 (HRMS Reports)					



# Record Schedules

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MPD-334--  
Districts

22 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	88-0077	Field Interrogation Report PF-4	*DATA ENTRY TO COMPUTER and CONFIRMATION	0	0	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)	CIMC				
	91-0018	Prisoner Medical Intake Screening Report	Original USED BY ARRESTING OFFICER TO ASSESS POTENTIAL INMATE's HEALTH and POSSIBLE NEED FOR TREATMENT. CRC ON 3-10-94 RULED RECORD BE KEPT C+6YRS DUE TO POTENTIAL CIVIL LITIGATION. STATE APPROVED 5-18-94	0	6	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 92-0014 (Prisoner Medical Intake Screening Files, Global Version)	CIMC				

21 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-335--  
Identification  
Section

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Amend									
	61-0320	Latent Fingerprint File-- No Prints	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.		1	0	Event	Destroy Confidentiall y	6/1/2023
			Box 16: Wis. Stat. 19.36(2).						
	Last Review:	2023Q2	Revised on advice of David Wagoner, MPD Forensics Division.		CIMC				



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
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MPD-335--  
Identification  
Section

6 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	85-0100	<b>Latent Fingerprint File-- Homicide, Sexual Assault, or Critical Incident</b>  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.  As there is effectively no statute of limitations on homicide cases, these files should be maintained for 75 years after creation or until death of identified persons, whichever comes first. It may be desirable to print electronic reports for preservation.  Box 16: Wis. Stat. § 19.36(2).	0	75	Creation	Destroy Confidentiall y	6/1/2023
Last Review:	2023Q2	Revised at request of David Wagoner, MPD Forensics. Will need to be reapproved.					CIMC



# Record Schedules

Filter applied  
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Find all Department Schedule Review  
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Order by Organization Quick Description  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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MPD-335--  
Identification  
Section

6 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	85-0101	Latent Fingerprint File-- All other cases	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). For all other files, maintain until statute of limitations has expired, then destroy. Box 16: Wis. Stat. §19.36(2).	0	7	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Revising at request of David Wagoner per 2/9/23 email.					CIMC



# Record Schedules

Filter applied  
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MPD-335--  
Identification  
Section

6 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Amend	96-0007	<b>Reference Fingerprint File-- Applicants and Criminal</b>  Fingerprint cards or electronic records for individuals positively identified by Milwaukee Police Department(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 until 75 years after the subject's recorded date of birth, or 7 years after the disposition of a related criminal case, whichever comes latest.  Box 16: Wis. Stat. 19.36(2).	0	75	Event	Destroy Confidentially	6/1/2023
Last Review:		2023Q2	CIMC				

4 Amend Schedules





# Record Schedules

Filter applied  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

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Contact City Records for assistance.

MPD-335--  
Identification  
Section

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	86-0044	Reference Fingerprint File(Criminal)	CARDS ARE USED TO IDENTIFY PERSONS ARRESTED. *RECORDS SHOULD BE RETAINED IN DEPT UNTIL AGE 70 OR DEATH. MAINTAIN AT RECORDS CENTER 5 YRS THEN DUS AT AGE 75 OR DEATH. CRC APPROVED 1/25/96.		0	75	Event	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Superseded by 96-0007 (Fingerprint Reference Files). 3 boxes to be transferred.			CIMC			

1 Close Schedules



# Record Schedules

Filter applied  
to report:

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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MPD-335--  
Identification  
Section

6 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
NEW									
	23-0009	Fingerprint Reference File--Database Record	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. Triggering date is close of any related file or confirmed death of subject, whichever comes first.			10	Event	Destroy Confidential	6/1/2023
			Box 16: Wis. Stat. 19.36 (10)						
	Last Review:	2023Q2	New Schedule created after audit of department records.		CIMC				

1 NEW Schedules



# Record Schedules

Filter applied  
to report:

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Ascending Review Type Ascending.

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Contact City Records for assistance.

MPD-340--  
Traffic Division

2 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	76-0109	Roll Call, Daily PD-17		0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)					
	86-0004	Night Parking Permit Renewal, PN-7		3	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 04-0020 (City Parking Permit Files)					

2 Close Schedules



# Record Schedules

Filter applied  
to report:

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where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-342--  
Training  
Bureau

2 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	76-0109	Roll Call, Daily PD-17			0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)		CIMC				
	86-0069	Video Tapes - Training and Roll Call Information			0	3	Creation		1/1/0001
	Last Review:	2023Q2	Supersede 89-0055 (Roll Call Information)		CIMC				

2 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-343-- Vice Control		2 schedule(s) for review								
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	76-0109	Roll Call, Daily PD-17				0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)			CIMC				
	65-0104	Arrest Report - Daily				0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)			CIMC				
	2 Close Schedules									



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-344--  
Juvenile/Sensit  
ive Crimes

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	60-0254	Juvenile Arrest Register, PJ-6				0	3	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)			CIMC				

1 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-346-- Open Records		1 schedule(s) for review								
	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	76-0109	Roll Call, Daily PD-17				0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)			CIMC				
	1 Close Schedules									



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-347--  
District 1

20 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	58-0046	Order For Detention, PO-3	0	2	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)				CIMC
	58-0047	Order For Release, PO-4	0	2	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)				CIMC
	60-0173	Prisoners Injured In Cell Block	0	7	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 76-0107 (Cell Block Check Records, MPD Global Version).				CIMC
	60-0225	Official Department Orders	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 60-0225 (Department Orders-- Global Version)				CIMC
	60-0233	Arrest List Blotter, Daily	0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 60-0233 (Global Version)				CIMC





# Record Schedules

Filter applied  
to report:

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MPD-347--  
District 1

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	60-0254	Juvenile Arrest Register, PJ-6		0	3	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)					CIMC
	60-0264	Orders & Instructions Issued To Members - Register		0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 60-0225 (Department Orders-- Global Version)					CIMC
	61-0039	Summary Of Arrest Reports (Daily Splits)		0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)					CIMC
	61-0216	Squad Car Arrest Activity Monthly Report		0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Arrest and Detention Report)					CIMC
	67-0101	Night Parking Requests, Daily Report		3	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 04-0020 (City Parking Permit Files)					CIMC



# Record Schedules

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MPD-347--  
District 1

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	72-0100	Labor Cost By Purpose		0	1	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Supersede 19-0094 (HRMS Reports)					CIMC
	76-0107	Cell Block Checks, Daily PD-4		6	0	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Supersede 76-0107 (Cell Block Check Records, MPD Global Version).					CIMC
	86-0016	Motorcycle Maintenance and Repair Record	*UNTIL CYCLE DISPOSED OF PLUS 7 YEARS	0	0	Event	Destroy Confidentiall y	1/1/0001
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC
	85-0138	General File, Group 2		0	1	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)					CIMC
	91-0018	Prisoner Medical Intake Report 1990. Original	RECORD PREPARED TO ASSESS MEDICAL/MENTAL HEALTH OF POTENTIAL INMATES FOR POSSIBLE TREATMENT.	0	6	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Supersede 92-0014 (Prisoner Medical Intake Screening Files, Global Version)					CIMC



# Record Schedules

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MPD-347--  
District 1

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	92-0014	Prisoner Medical Intake Screening.	Copy Of Record PREPARED TO ASSESS MEDICAL/MENTAL HEALTH OF POTEN TIAL INMATE FOR POSSIBLE TREATMENT. THIS SCHED. T O RUN OUT AFTER CURRENT RETENTION CYCLE. ORIGINAL RECORD #SCHED. 91-0018 = C+6YRS.; CRC 3-10-94.	6	0	Creation	Destroy Confidentially	6/1/2023
	Last Review:	2023Q2	Supersede 92-0014 (Prisoner Medical Intake Screening Files, Global Version)					
	93-0038	Teletype CIB NCIC Positive Hit	RESPONSE FROM INQUIRIES TO EITHER THE CRIME INFO BUREAU OR THE NATIONAL CRIME INFO CENTER ORIGINAL IS RETAINED UNDER 82-0100	0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 85-0108 (Teletype Messages-Received). No boxes in inventory.					
	85-0146	Message Summary, Copy		1	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 85-0108 (Teletype Messages-Received).					
	86-0003	Log Of Police Calls Received By Office Personnel		0	1	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 23-0002 (Phone Usage Records)					



# Record Schedules

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MPD-347--  
District 1

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	86-0018	Radio Checkout Sheet		1	0	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Supersede 18-0016 (Inventories					CIMC

20 Close Schedules



# Record Schedules

Filter applied  
to report:

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-349--  
Maintenance  
Services

3 schedule(s) for review

Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
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# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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MPD-349--  
Maintenance  
Services

3 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	13-0004	Vehicle Service Report PV-18 - Maintenance	Document completed by personnel after observation of a mechanical failure, missing and/or faulty equipment, or vehicle damage. Upon notification of squad issue, maintenance services retrieves vehicle and corrects the problem. Vehicle is then returned to the fleet. The white copy of this two-part form (PV-18) is filed at Maintenance Services. The yellow copy is to be kept by the districts. (See Schedule (334) 13-0005).		0	0	Creation	Destroy Confidentially	2/1/2024
	Last Review:	2023Q2	* Retain copy for one year after vehicle is destroyed or dismantled, the destroy under supervision. Cart Approved, 11/1/2013. CIMC Approved, 12/13/2013. SRB Approved 3/3/2014.  Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)		CIMC				
	60-0188	Squad Cards Inspection & Lost Equipment Report			0	7	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)		CIMC				



# Record Schedules

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MPD-349--  
Maintenance  
Services

3 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	60-0292	Motor Vehicle Service Daily Report, PM-17		0	7	Creation	Destroy Confidentiall y	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC

3 Close Schedules



# Record Schedules

Filter applied  
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Find all Department Schedule Review  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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MPD-350--  
Printing And  
Stores

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires	
Close										
	76-0109	Roll Call, Daily PD-17				0	7	Creation	Supersede 14-E015 (Time Owed and Allowed Reports)	6/1/2023
	Last Review:	2023Q2	Supersede 10-0025 (Departmental Timekeeping Records)			CIMC				

1 Close Schedules





# Record Schedules

Filter applied  
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Find all Department Schedule Review  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-357--  
Court  
Administration

1 schedule(s) for review

	Series	Title	Description and Review Notes		Months	Years	Event	Disposition	Expires
Close									
	86-0073	Arrest Report, Non C.I.B., PA-45 and PA-45 -B	*RETAIN FOR 15 DAYS ONLY		0	0	Creation	Destroy Confidentially	1/1/0001
	Last Review:	2023Q2	Supersede 86-0073 (Global Version)			CIMC			

1 Close Schedules



# Record Schedules

Filter applied  
to report:

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Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPD-370--  
Human  
Resources

1 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	61-0052	Standard Vehicle Equipment Check List Report		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					CIMC

1 Close Schedules



# Record Schedules

Filter applied  
to report:

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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPL-861--  
Milwaukee  
Public Library

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close								
	72-0091	City Vehicle Sign Out Sheet PI-117		0	1	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0011 (Motor Vehicle Control and Assignment Records)					At Department
	73-0138	Job Order - Custodial Maintenance Work PI-259		0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	74-0214	Internal Fire Alarm Box Locations PI-210	*SCRAP WHEN SUPERCEDED	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0011 (Motor Vehicle Control and Assignment Records)					At Department
	76-0247	Key Control Card PI-88		0	1	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0025 (Building Access and Security Records)					At Department
	78-0013	Vehicle Use Report PI-159		1	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0011 (Motor Vehicle Control and Assignment Records)					At Department



# Record Schedules

Filter applied  
to report:

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Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

MPL-861--  
Milwaukee  
Public Library

8 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	80-0028	Key Control Card Lockers PI 88-1	*AFTER FINAL ENTRY PLUS 2 YEARS	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0025 (Building Access and Security Records)					At Department
	87-0100	Daily Maintenance Work Sheet, PI-53		0	2	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department
	87-0101	Preventive Maintenance Record, PI-55-1	*RETAIN UNTIL EQUIPMENT IS DISPOSED OF	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0019 (Maintenance, Equipment Repair, Service Records)					At Department

8 Close Schedules



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-9101	Contracts and Correspondence, Misc. #2 - Microfilm	COPY	0	50	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 19-0021 (Agreements and Contracts). No boxes in inventory.					At Department
	89-9114	Correspondence File - Permits, U.S. Portwork -	MICROFILM COPY	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	89-0014	Leases, Expired 1927-		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 19-0021 (Agreements and Contracts). No boxes in inventory.					At Department
	89-9116	Correspondence File - Vacated Canals & Waterways-	MICROFILM COPY	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
where Review Cycle Contains '2023Q2'  
Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-0099	Pilferage		0	7	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	89-M114	Correspondence File - Permits, U.S. Portwork	*TO BE MICROFILMED BEFORE DESTRUCTION	0	10	Event	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	89-0111	Correspondence File - Rates, Tariffs		0	2	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	89-0113	Correspondence File - Permits, Use Of Facilities		0	6	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department



# Record Schedules

Filter applied  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-0120	Correspondence File - Moorings		0	6	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	89-9100	Contracts - Miscellaneous #1 - Microfilm Copy		0	50	Creation	Destroy	6/1/2023
	Last Review:	2023Q2	Superseded by 19-0021 (Agreements and Contracts). No boxes in inventory.					At Department
	89-9115	Correspondence File - Dredging & Filling -	MICROFILM COPY	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Supersede 18-A042 (Subject Files). 2 boxes to be transferred.					At Department
	89-9123	Correspondence File - Vessels 1920-Microfilm Copy		0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department



# Record Schedules

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PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	89-9125	Vessels - Microfilm Copy		0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	90-9015	Dock, Road, Work Equipment - Owned and In Use	1927 - MICROFILM COPY	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Supersede 97-0035 (Motor Vehicle/Heavy Equipment Maintenance Records)					At Department
	90-9030	Correspondence File - Real Estate, 1913 -	MICROFILM COPY	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department





# Record Schedules

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PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	90-9032	Correspondence File - Yard Lights, Rr Crossing	and TRACTS, 1925- MICROFILM COPY OF HISTORIC & REFERENCE MATERIAL	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	94-9038	Municipal Port Tariffs (Film Record). Valuable	RECORD OF PORT CHARGES ASSESSED THROUGH THE YEARS. ACTUAL PORT TARIFFS WHICH HAVE BEEN ISSUED and CORRESPONDENCE RELATING THERETO.	0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	94-9039	Correspondence On Mooring In Port In Winter (Film	RECORD). LISTS OF VESSELS IN WINTER MOORINGS AT PORT OF Milwaukee. IMPORTANT FOR HISTORIC/LEGAL PURPOSES TO KNOW WHICH VESSELS WERE IN PORT DURING WINTER LAY-UP.	0	0	Creation	Permanent	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department



# Record Schedules

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PORT-429--  
Port Of  
Milwaukee

20 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	90-9013	Correspondence File - Port Facilities 1918- -	MICROFILM COPY OF SELECTED HISTORIC and REFERENCE MATERIAL	0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department
	90-9029	Port Auto Parking Lot 1959-80 - Microfilm Copy		0	0	Creation	Archives at Milwaukee Public Library	6/1/2023
	Last Review:	2023Q2	Superseded by 18-A042 (Subject Files). No boxes in inventory; some series captured on Microfilm in collection.					At Department

20 Close Schedules



# Record Schedules

Filter applied  
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Schedules with expiration date on pink background are expired and should be renewed or closed.  
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WATER-641--  
Water  
Department

10 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	72-9174	Plant-Maps-Water Service Applications (35) Film.	This is the microfilm version of 92-M174. This record series includes permits for an extension to Milwaukee Water Works mains or an extension of an existing service. CRC APPROVED 9/4/97.	0	0	Creation	Permanent	10/1/2007
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	72-9175	Plants - Maps - Plats (35) - Microfilm Copy	Contains plat pages (sixteenth sections) which are drawings showing mains, hydrants, values, services, street names, etc. These maps indicate location, dimension, and installation information. It requires four plat pages to cover one quarter section. CRC APPROVED 10/7/97.	0	0	Creation	Permanent	11/1/2007
	Last Review:	2023Q2	Supersede 78-0047 (Plats(Final))					At Department



# Record Schedules

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WATER-641-- Water Department		10 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	72-M174	Plant - Maps - Water Service Applications (35)	This record is a permit for an attachment to Milwaukee Water Works mains or an extension of an existing service. CRC APPROVED 9/4/97.	0	1	Creation	Destroy	10/1/2007
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	72-M175	Plats - Water Main Hydrant & Svc Loc	See Schedule #72-9175 for a description. This is the paper version of the record to be microfilmed. CRC APPROVED 10/7/97.	0	1	Creation	Destroy	11/1/2007
	Last Review:	2023Q2						At Department
	75-9155	Plant - Maps - Books (1863-1957) (35) Microfilm.	Microfilmed draftsman drawings which provide the location of Milwaukee Water Works water mains and customer services. These records have been superseded and are not in general use. However, they are a valuable reference as they contain notes and abandoned mains and services which are not carried forward in our present active books. CRC APPROVED 9/4/97.	0	0	Creation	Permanent	10/1/2007
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department



# Record Schedules

Filter applied  
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WATER-641--  
Water  
Department

10 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	81-9053	Plant - Maps - As Builts (35) Microfilm Copy.	This is the microfilm version of 81-M053. This record series includes meter & water services drawings, specifications, bills of materials for projects & inspectors notes. The lines on the drawings indicate actual construction & progress at different points in time. These records are used to locate installations and determine necessary modifications. CRC APPROVED 9/4/97.	0	0	Creation	Permanent	10/1/2007
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	81-M053	Plant - Maps - As Builts (35)	This record series includes meter and water services drawings, specifications, bills of materials for projects and inspectors notes. The lines on the drawings indicate actual construction and progress at different points in time. These records are used to locate installations and determine necessary modifications. CRC APPROVED 9/4/97.	0	1	Creation	Destroy	10/1/2007
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department



# Record Schedules

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WATER-641--  
Water  
Department

10 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	96-0055	<b>General - Organize - Easements (6)</b>	Contains description and location of water main easements of the Water Works.	0	0	Creation	Permanent	11/1/2006
	Last Review:	2023Q2	Supersede 23-0022 (Land Titles, Conveyances, Easements)					At Department
	96-0065	<b>General-Contracts-Lease (7)</b>	This series includes leases pertaining to rentals of property from the City Water Department to or from other agencies or organizations.	0	3	Event	Destroy	6/1/2007
	Last Review:	2023Q2	Supersede 23-0020 (Building Lease Files)					At Department
	97-0080	<b>O &amp; M - Maintenance Work Orders (26)</b>	These records contain work order sheets that are posted in detail. The entries are for labor, equipment, material, and other charges in connection with maintenance, and other work pertaining to utility operations. CRC APPROVED 6/26/97.	0	6	Creation	Destroy	7/1/2007
	Last Review:	2023Q2	Retain these records for 6 years; then scrap as recommended by the Public Service Commission guidelines, June, 1992. STATE BOARD APPROVED 2/98.  Supersede 23-0024 (City Facility Maintenance Records)					CIMC

10 Close Schedules



# Record Schedules

Filter applied  
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Order by Organization Quick Description  
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Contact City Records for assistance.

WATER-643--  
Water  
Engineering

13 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	99-8040	Drawings - On 35Mm Microfilm	*NEED TO BE SCHEDULED	0	0	Creation	UNSCHED	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Builts (Routine)					At Department
	92-9037	Pipe, Hydrant, Gate Record, Microfilm		0	0	Creation	Destroy	12/1/2015
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	78-9046	Plan - Water Main - Microfilm Copy	*KEEP UNTIL FACILITY REPLACED	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Builts (Routine)					At Department
	78-M045	Plan - Water Main	*TO BE MICROFILMED. RETAIN ORIGINAL UNTIL FACILITY IS REPLACED.	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Builts (Routine)					At Department
	80-9117	Distribution Quarter Section Drawings - Microfilm	APERTURE CARD COPY *RETAIN UNTIL SUPERSEDED	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department



# Record Schedules

Filter applied  
to report:

Find all Department Schedule Review  
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Order by Organization Quick Description  
Ascending Review Type Ascending.

Schedules with expiration date on pink background are expired and should be renewed or closed.  
Contact City Records for assistance.

WATER-643--  
Water  
Engineering

13 schedule(s) for review

	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	82-0027	Project File - Mains A-50		0	10	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0013 (Construction Plans: Final As-Builts (Routine)					At Department
	92-9038	Pipe, Hydrant, Gate Index-Aperture Card	RETAIN UNTIL FACILITY REPLACED	0	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files--Routine)					At Department
	92-9039	Pipe Distribution-Microfilm	MAPS OF INSTALLED WATER MAINS 1872-1950 KEEP UNTIL REPLACED	0	0	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0016 (Maps: Construction, Topographical, Infrastructure)					At Department
	92-M037	Pipe, Hydrant and Gate Record	* TO BE FILMED-APERTURE CARDS-3 SETS	0	0	Creation	Permanent	1/1/0001
	Last Review:	2023Q2	Supersede 19-0072 (Project Files--Routine)					At Department
	91-0104	Correspondence - Mains		0	7	Creation	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 20-0011 (Routine Correspondence)					At Department
	91-0107	Inspector Daily Report - Mains	*RETAIN UNTIL MAIN REPLACED, THEN SCRAP	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0021 (Physical Plant Monitoring/Inspection Reports)					At Department





# Record Schedules

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Contact City Records for assistance.

WATER-643-- Water Engineering		13 schedule(s) for review						
	Series	Title	Description and Review Notes	Months	Years	Event	Disposition	Expires
Close	91-0108	Easements	*WHEN SUPERSEDED SCRAP	0	0	Event	Destroy	1/1/0001
	Last Review:	2023Q2	Supersede 23-0022 (Land Titles, Conveyances, Easements)					At Department
	91-0110	Shop Drawing - Plant Facility	*RETAIN FOR LIFE OF FACILITY, THEN SEND TO ARCHIVES	0	0	Event	Archives at Milwaukee Public Library (to be screened)	6/1/2023
	Last Review:	2023Q2	Supersede 23-0012 (Construction Plans: Final As Builts (Historically Significant))					CIMC
	13 Close Schedules							
Total	415 Schedules							

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