

City Information Management Committee Retention Schedules

September 7, 2023

#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
1	CCCC-129--Municipal Research Library	99-9077	Clippings - UWM Urban Observatory Collection -		Close	Creation	0	Permanent	Merge with 99-9075 (Clippings-General). 56 boxes to transfer.
2	CCCC-129--Municipal Research Library	99-M075	Clippings - Original		Close	Creation	1	Destroy	Merge with 99-9075 (Clippings-General)
3	CCCC-129--Municipal Research Library	96-0060	City Of Milwaukee Purchasing Operations Manual		Close	Creation	0	MRL	Supersede 11-0026 (Employee Handbook/Work Rules)
4	CCCC-129--Municipal Research Library	80-9047	Common Council Record - Proceedings and Index		Close	Creation	0	MRL	Close-- Per Wis Stat. 19.32(2) These are available for inspection at a public library and so do not require retention schedules.
5	CCCC-129--Municipal Research Library	99-0075	Clippings File--Municipal Research Library	Annotated clippings and electronic articles maintained by the Municipal Research Library, documenting coverage in local and national media of City of Milwaukee government, city development and governance. As of 2023, the file also includes clippings from the UWM-affiliated Milwaukee Urban Observatory.	Transfer	Creation	0	Permanent	Changing from 99-9075 and added description. This series is not an official record and will not require state approval, but is being maintained as a courtesy backup for the Municipal Research Library.

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6	CCCC-129--Municipal Research Library	03-9021	EEO4 Reports -- Microfilm	State and Local Government Information Report (EEO4) is submitted to the U.S. Equal Employment Opportunity Commission (EEOC) every other year. It contains a listing of the City's workforce, by race and sex, for different functions such as "Financial Administration" and "Streets and Highways".	Transfer	Creation		Archives at Municipal Research Library	Transfer to Municipal Research Library. Moving this series to to indicate archival status.
7	CCCC-129--Municipal Research Library	95-0165	Common Council Journal of Proceedings	Official Record of the proceedings of the Milwaukee Common Council. This series will consolidate 7 time-based series of the Journal of Proceedings to serve as the series of record for this publication.	Transfer	Creation	0	Permanent	
8	CCCC-130--Legislative Reference Bureau	77-0120	Research Log		Close	Creation	4	DUS	Merge with 18-0061 (Research File--Historically Significant)
9	CCCC-130--Legislative Reference Bureau	77-0119	Policy and Directive File (LRB)		Close	Creation	0	Destroy	Supersede 11-0026 (Employee Handbook/Work Rules)
10	CCCC-130--Legislative Reference Bureau	93-0007	Budget Amendments		Close	Creation	7	Destroy	Supersede 93-0004 (Budget Review Summaries)

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11	CCCC-130--Legislative Reference Bureau	93-0008	Budget Amendment Reviews		Close	Creation	7	Destroy	Supersede 93-0004 (Budget Review Summaries)
12	CCCC-130--Legislative Reference Bureau	93-0010	Fiscal Research and Policy Development Reports		Close	Creation	0	Permanent	Supersede 18-0061 (Research Files--Historically Significant)
13	CCCC-130--Legislative Reference Bureau	73-0208	Budget Data File		Close	Creation	4	Destroy	Supersede 93-0004 (Budget Review Summaries)
14	CCCC-130--Legislative Reference Bureau	77-0116	Correspondence General		Close	Creation	7	Destroy	Supersede 20-0011 (Routine Correspondence)
15	CCCC-133--Council Services	95-M163	Common Council Meeting Records		Close	Event	3	Destroy	Supersede 95-0165 (Journal of Proceedings).
16	CCCC-133--Council Services	95-M165	Common Council Journal Of Proceedings, 1896 -1993		Close	Creation	0	Archives	Supersede 95-0165 (Journal of Proceedings). 25 Boxes to Transfer.
17	CCCC-133--Council Services	95-9163	Common Council Meeting Records (Microfilm Copy).		Close	Creation	0	Permanent	Supersede 95-0165 (Journal of Proceedings). 26 microfilm reels to transfer.
18	CCCC-133--Council Services	82-9043	Index, Common Council Files		Close	Creation	0	Permanent	Close (No Longer Created). Transfer existing records to 60-0330. 36 microfilm reels to transfer.
19	CCCC-156--Document Services	70-0043	Annual Report and Statistics		Close	Creation	1	Permanent	Supersede 19-0024 (Annual Reports). 1 Box to transfer.

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20	CCCC-156--Document Services	10-0016		Annual DSS Billing and Tracking Records (Paper)	Close	Creation	2	DUS	Supersede 18-0008 (Accounts Receivable). 2 boxes to transfer.
21	CCCC-156--Document Services	10-E016		Annual DSS Billing Records	Close	Creation	7	DUS	Supersede 18-0008 (Accounts Receivable)
22	CCCC-156--Document Services	76-0001		Model Cities Program & Administration Records	Close	Creation	0	Archives	Close-No Longer Created
23	CCCC-156--Document Services	98-0002		Daily Postage Transactions	Close	Creation	7	Destroy	Supersede 19-0025 (Routine Reports)
24	DEC-341--Department of Emergency Communications	23-0031	Complaint Files-- Emergency Response	Complaints, both formal and informal, received from members of the public about service received from dispatchers or other DEC personnel. Records include the complaint itself, as well as records of staff or department response, any records received or created related to the incident, and records related to any hearing or other disciplinary proceedings as a result of the complaint.	NEW	Separatio	6	DUS	
25	DEC-341--Department of Emergency Communications	23-0030	Recordings of Incoming Telephone Calls (Emergency Services)	Audio recordings of incoming calls to City of Milwaukee emergency services lines (911 and related) and assigned by dispatch to Police, Fire, Emergency Medical Services, or other public safety departments within the City of Milwaukee.	NEW	Creation	1	DUS	

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26	MHD-382--Home Environmental Health	05-0001		Needs Assessment Surveys (Southside)	Close	Creation	7	DUS	Close--No Longer Created
27	MHD-382--Home Environmental Health	08-E005		Milwaukee Healthy Homes Demonstration Project	Close	Creation	7	DUS	Close-No Longer Created
28	MHD-382--Home Environmental Health	73-0131		Health Assessment Record H-937 - Intensive Lead	Close	Creation	7	DUS	Supersede 21-0039 (Clinic Medical Records)
29	MHD-384--Community Health	67-0074		Supervisor's Daily Report	Close	Creation	2	Destroy	Supersede 10-0025 (Dept. Timekeeping Records)
30	MHD-384--Community Health	67-0075		Work Record, Daily	Close	Creation	2	Destroy	Supersede 10-0025 (Dept. Timekeeping Records)
31	MHD-386--Communicable Disease Prev/Control	70-0164		Weekend Work Schedule	Close	Creation	7	Destroy	Supersede 10-0025 (Dept. Timekeeping Records)
32	MHD-386--Communicable Disease Prev/Control	70-0165		Master Schedule-School Clinics	Close	Creation	1	DUS	Supersede 10-0025 (Dept. Timekeeping Records)
33	MHD-386--Communicable Disease Prev/Control	73-0166		List - Immunizations Given (Proof, Mo Or Quart)	Close	Creation	0	Destroy	Supersede 19-0025 (Routine Reports)
34	MHD-386--Communicable Disease Prev/Control	74-0102		Biologicals Used On Health Mobiles - Weekly	Close	Creation	1	Destroy	Supersede 19-0025 (Routine Reports)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
35	MHD-386--Communicable Disease Prev/Control	73-0034	Tally Sheet - Injections - Rubella Measles Vaccine		Close	Creation	1	Destroy	Close-No Longer Created
36	MHD-386--Communicable Disease Prev/Control	73-0035	Tally Sheet - Injections - Rubella Vaccine		Close	Creation	4	DUS	Close-No Longer Created
37	MHD-386--Communicable Disease Prev/Control	75-0033	X-Ray Record Card - Negative Result		Close	Creation	6	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
38	MHD-386--Communicable Disease Prev/Control	75-0034	X-Ray Film and Envelope - Negative 1965-74		Close	Creation	6	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
39	MHD-386--Communicable Disease Prev/Control	75-0132	Authorization - Physical Examination Tests		Close	Creation	6	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
40	MHD-386--Communicable Disease Prev/Control	75-0032	Incomplete Exam Card (H-1104)		Close	Creation	0	Destroy	Supersede 21-0039 (Clinic Patient Medical Records)
41	MHD-386--Communicable Disease Prev/Control	75-0019	Vision Test		Close	Creation	7	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
42	MHD-386--Communicable Disease Prev/Control	75-0031	First Aid Service Card (H-1103)		Close	Creation	6	DUS	Supersede 21-0039 (Clinic Patient Medical Records)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
43	MHD-386--Communicable Disease Prev/Control	70-0147		Request For Yellow Fever Vaccine Injection	Close	Creation	10	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
44	MHD-386--Communicable Disease Prev/Control	70-0156		Lab Reports - Salmonella - Shigella - Typhoid	Close	Creation	2	DUS	Supersede 70-0160 (Communicable Disease Report)
45	MHD-386--Communicable Disease Prev/Control	72-0087		Adult Health Appraisal Clinic Patient Work Sheets	Close	Creation	1	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
46	MHD-386--Communicable Disease Prev/Control	72-0088		Adult Health Appraisal Clinic Patient Report Forms	Close	Creation	5	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
47	MHD-386--Communicable Disease Prev/Control	74-0107		Request (Physicians Prescription) & Disbursement	Close	Creation	2	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
48	MHD-386--Communicable Disease Prev/Control	75-0018		Audiogram	Close	Creation	7	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
49	MHD-386--Communicable Disease Prev/Control	73-0033		Tally Sheet - Sunday Clinic	Close	Creation	1	Destroy	Close-No Longer Created
50	MHD-386--Communicable Disease Prev/Control	75-0022		Authorization Release - Fire & Police Commission	Close	Creation	6	DUS	Supersede 21-0039 (Clinic Patient Medical Records)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
51	MHD-386--Communicable Disease Prev/Control	75-0030	Exam Record Card - Clinic Service & Blood Test		Close	Creation	1	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
52	MHD-389--Vital Statistics	95-M201	Death Certificates Indices - Cloth Bound Books		Close	Creation	0	Permanent	Close-No Longer Created
53	MHD-389--Vital Statistics	95-M202	Birth Certificate Indices- Cloth Bound Books		Close	Creation	0	Permanent	Close-No Longer Created
54	MHD-389--Vital Statistics	96-0003	Confidential Birth Report For Health Offices.		Close	Creation	1	DUS	Close-No Longer Created
55	MHD-389--Vital Statistics	96-0014	Record Of Contagious Diseases.		Close	Creation	0	Permanent	Close-No Longer Created
56	MHD-389--Vital Statistics	96-0056	Physician Registry		Close	Creation	0	Permanent	Close-No Longer Created
57	MHD-389--Vital Statistics	96-0057	Midwife Registry.		Close	Creation	0	Permanent	Close-No Longer Created
58	MHD-389--Vital Statistics	73-M254	Application For Disinterment.		Close	Creation	0	Permanent	Close-No Longer Created
59	MHD-390--Tuberculosis Prevention/Care	69-0171	Cross Index Cards		Close	Creation	7	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
60	MHD-390--Tuberculosis Prevention/Care	69-0181	X-Ray Films 14X17		Close	Creation	7	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
61	MHD-390--Tuberculosis Prevention/Care	69-0175	Tickler Card (Case Follow up)		Close	Creation	0	DUS	Supersede 21-0039 (Clinic Patient Medical Records)
62	MHD-390--Tuberculosis Prevention/Care	69-0176	Report Of Negative Sputum		Close	Creation	7	DUS	Supersede 21-0039 (Clinic Patient Medical Records)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
63	MPD---	60-0287	Daily Duty Assignment Report Pd-2		Close	Creation	2	DUS	Supersede 10-0025 (Departmental Timekeeping Records)
64	MPD-300--MPD/Global	82-0090	Criminal History Request Information and Dissemination Form	Records of officer requests for information from Criminal Investigations Bureau and National Crime Information Center databases and subsequent dissemination of that information to authorized law enforcement or criminal justice agencies. All dissemination events are logged on MPD form PI-13 (Information Service and Identification Inquiry) and include the date of the request, the nature of the shared data, and the recipients.	Amend	Creation	1	DUS	Moving series to Police Global.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
65	MPD-300--MPD/Global	15-E021	Body Worn and In-Car Camera Recordings	Digital audio & video recordings captured from police body worn cameras and in-car cameras ("Dash Cams") . Cameras are activated either manually by officers or automatically under circumstances described by Milwaukee Police Department Standard Operating Procedure (MPD SOP) 730, and thus by definition record potential or actual incidents. Data from these cameras is uploaded either automatically or at the end of each shift to the department-designated video repository, where it is auto-classified (with MPD staff verification) according to guidelines in MPD SOP 747 (Body Worn Cameras).	Amend	Event	4 mos	DUS	Updated schedule to include In-Car Cameras.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
66	MPD-300--MPD/Global	17-E036	Police Monitoring & Surveillance Recordings--Potential Incident	Surveillance video captured from MPD building security cameras and pole surveillance cameras, on which a potential incident has been identified. Recordings may be transferred to other appropriate MPD schedules if the content on the audio or video recordings is needed for evidentiary purposes to adjudicate criminal cases. This schedule should NOT be used for footage recorded by body-worn cameras, dashboard cameras, or as part of an interrogation. Box 16: Wis. Stat. § 19.36(2).	Amend	Creation	4 mos	DUS	Amended to reflect change in state policy re: surveillance recordings.
67	MPD-300--MPD/Global	93-0019	Missing Persons Report-Adult	Reports and supplementary material taken by MPD officers related to missing persons per MPD Standard Operating Procedure 180, including the Certification form, record of transfer to the National Crime Information Center, followup reports, audits, return reports (if applicable), and other records related to the missing persons case. Reports remain active until solved or evidence/declaration of subject's death. Access restricted per Wis. Stat. Â§19.36(2)	Amend	Event	10	Destroy	Converting this series to an MPD global schedule; Copy of Record is maintained in the Sensitive Crimes Confid division.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
68	MPD-300--MPD/Global	61-0043	Vicious Animal Report	Form PV-1 and supplementary material related to animal bites or other reported harmful behavior. The form itself includes information about the circumstances of the bite, including the reporting officer, the owner (if known), the location of the report, record of actions taken to subdue the animal if necessary and any other information related to the incident.	Amend	Creation	2	DUS	Moving series to Police Global.
69	MPD-300--MPD/Global	23-0034	Police Surveillance Recordings-No Incident	Monitoring and surveillance recordings created on police building cameras or pole cameras, on which no incident has been identified. If footage is determined to be relevant to a claim, it should be extracted from the main recording and maintained according to RRDAs relevant to the claim or litigation. Because of the nature of police work, the retention period on this footage has been extended from the 3-day retention on non-police recordings (RRDA 22-0006) to 10 days after creation to provide extra time for review. This schedule does not apply to footage recorded by police body cameras, dash cameras or related police devices.	NEW	Creation	0	Destroy	New Schedule to reflect changes in statewide surveillance retention practice.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
70	MPD-329--Neighborhood Task Force	60-0287		Daily Duty Assignment Report PD-2	Close	Creation	2	DUS	Supersede 10-0025 (Departmental Timekeeping Records)
71	MPD-329--Neighborhood Task Force	88-0022		Officers Activity Report, Year End	Close	Event	0	TRANSFER	Supersede 19-0025 (Routine Reports)
72	MPD-329--Neighborhood Task Force	60-0108		Daily Record Of Subpoenas, PD-29	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
73	MPD-329--Neighborhood Task Force	82-0113		Listing Of Non-Traffic Citations Issued	Close	Creation	1	Destroy	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)
74	MPD-329--Neighborhood Task Force	85-0146		Message Summary, Copy	Close	Creation	1 mo	DUS	Supersede 85-0108 (Teletype Messages-Received)
75	MPD-329--Neighborhood Task Force	88-0024		Training Bulletin, Issuance Sheet	Close	Creation	5	DUS	Close-No Longer Created
76	MPD-329--Neighborhood Task Force	93-0019		Missing Person Report.	Close	Creation	10	DUS	Supersede 93-0019 (MPD Global Missing Persons Report)
77	MPD-329--Neighborhood Task Force	86-0018		Radio Checkout Sheet	Close	Creation	1 mo	DUS	Supersede 18-0016 (Inventories)
78	MPD-330--Property Control	60-0300		Inventory - Property Inv Report PP-32 Yellow Copy	Close	Creation	1	Destroy	Close-Non-Record
79	MPD-330--Property Control	88-0024		Training Bulletin, Issuance Sheet	Close	Creation	5	DUS	Close-No Longer Created
80	MPD-331--Administration	61-0280		Annual Reports, Milwaukee Police Department	Close	Creation	0		Supersede 19-0024 (Annual Reports)
81	MPD-331--Administration	88-0022		Officers Activity Report, Year End	Close	Event	0	TRANSFER	Supersede 19-0025 (Routine Reports)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
82	MPD-331--Administration	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
83	MPD-332--Communications	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
84	MPD-332--Communications	60-0108	Daily Record Of Subpoenas, Pd-29		Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
85	MPD-333--Central Records Division	04-E023	MPD Form PD-3 Consular/Notification/Arrest/Detention Of Foreign N		Close	Creation	2 yrs 11	Destroy	Merge this series with 04-0023.
86	MPD-333--Central Records Division	95-0024	MPD Missing Report Computer Summary		Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
87	MPD-333--Central Records Division	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
88	MPD-333--Central Records Division	86-0018	Radio Checkout Sheet		Close	Creation	1 mo	DUS	Supersede 18-0016 (Inventories)
89	MPD-334--Districts	60-0216	Business Directory Index, PK-25		Close	Event	0	DUS	Close-No Longer Created
90	MPD-334--Districts	61-0043	Vicious Dog Report, Pv-1		Close	Creation	2	DUS	Close-Non-Record
91	MPD-334--Districts	93-0019	Missing Person Report		Close	Creation	10	DUS	Supersede 93-0019 (MPD Global Missing Persons Report)
92	MPD-334--Districts	82-0090	Information Svc & Identification Inquiries PI-13		Close	Creation	1	DUS	Close-Non-Record
93	MPD-334--Districts	85-0143	Follow Up Book - Complaint, Parking, Vacant House		Close	Creation	10	DUS	Close-No Longer Created
94	MPD-334--Districts	60-0287	Daily Duty Assignment Report PD-2		Close	Creation	2	DUS	Supersede 10-0025 (Departmental Timekeeping Records)

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95	MPD-334--Districts	60-0225	Official Department Orders		Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
96	MPD-334--Districts	60-0298	Patrol Sergeants Special Report, PS-26		Close	Creation	7	DUS	Close-No Longer Created
97	MPD-334--Districts	60-0300	Inventory - Property Inv. Report, PP-32		Close	Creation	1	Destroy	Close-Non-Record
98	MPD-334--Districts	61-0043	Vicious Dog Report, Pv-1		Close	Creation	2	DUS	Close-Non-Record
99	MPD-336--Medical Section	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
100	MPD-339--Auto Data Processing	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
101	MPD-339--Auto Data Processing	93-0019	Missing Person Report.		Close	Creation	10	DUS	Supersede 93-0019 (MPD Global Missing Persons Report)
102	MPD-340--Traffic Division	60-0300	Inventory - Property Inv. Report, PP-32, Pink Copy		Close	Creation	1	Destroy	Close-Non-Record
103	MPD-340--Traffic Division	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
104	MPD-340--Traffic Division	88-0022	Officers Activity Report, Year End		Close	Event	0	TRANSFER	Supersede 19-0025 (Routine Reports)
105	MPD-342--Training Bureau	60-0225	Official Department Orders		Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
106	MPD-343--Vice Control	60-0108	Daily Record Of Subpoenas, PD-29		Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
107	MPD-343--Vice Control	72-0100	Labor Cost By Purpose		Close	Creation	1	DUS	Supersede 19-0094 (HRMS Reports)
108	MPD-343--Vice Control	95-0024	MPD Missing Report Computer Summary. Monthly Run		Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)

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109	MPD-343--Vice Control	93-0019	Missing Person Report.		Close	Creation	10	DUS	Supersede 93-0019 (MPD Global Missing Persons Report)
110	MPD-343--Vice Control	82-0090	Information Svc & Identification Inquiries PI-13		Close	Creation	1	DUS	Close-Non-Record
111	MPD-343--Vice Control	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
112	MPD-343--Vice Control	82-0113	Listing Of Non-Traffic Citations Issued		Close	Creation	1	Destroy	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)
113	MPD-343--Vice Control	85-0146	Message Summary, Copy		Close	Creation	1 mo	DUS	Supersede 85-0108 (Teletype Messages-Received)
114	MPD-343--Vice Control	86-0018	Radio Checkout Sheet		Close	Creation	1 mo	DUS	Supersede 18-0016 (Inventories)
115	MPD-344--Juvenile/Sensitive Crimes	60-0108	Daily Record Of Subpoenas, PD-29		Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
116	MPD-344--Juvenile/Sensitive Crimes	60-0298	Patrol Sergeants Special Report, PP-4		Close	Creation	7	DUS	Close-No Longer Created
117	MPD-346--Open Records	88-0024	Training Bulletin, Issuance Sheet		Close	Creation	5	DUS	Close-No Longer Created
118	MPD-347--District 1	60-0216	Business Directory Index, PK-25		Close	Event	0	DUS	Close-No Longer Created
119	MPD-347--District 1	82-0090	Information Svc & Identification Inquiries PI-13		Close	Creation	1	DUS	Close-Non-Record
120	MPD-347--District 1	85-0143	Follow Up Book - Complaint, Parking, Vacant House		Close	Creation	10	DUS	Close-No Longer Created
121	MPD-347--District 1	60-0287	Daily Duty Assignment Report PD-2		Close	Creation	2	DUS	Supersede 10-0025 (Departmental Timekeeping Records)

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122	MPD-347--District 1	61-0043		Vicious Animal Report, PV-1	Close	Creation	2	DUS	Close-Non-Record
123	MPD-347--District 1	95-0024		MPD Missing Person Report Computer Summary.	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
124	MPD-347--District 1	60-0108		Daily Record Of Subpoenas, PD-29	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
125	MPD-347--District 1	60-0298		Patrol Sergeants Special Report, PP-4	Close	Creation	7	DUS	Close-No Longer Created
126	MPD-347--District 1	60-0300		Inventory - Property Inv. Report, PP-32	Close	Creation	1	Destroy	Close-Non-Record
127	MPD-347--District 1	82-0113		Listing Of Non-Traffic Citations Issued	Close	Creation	1	Destroy	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)
128	MPD-347--District 1	88-0077		Field Interrogation Report PF-4	Close	Event	0	DUS	Supersede 88-0077 (Enforcement Action/Citizen Contact Report)
129	MPD-349--Maintenance Services	60-0225		Official Department Orders	Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
130	MPD-349--Maintenance Services	72-0102		Labor Cost By Purpose	Close	Creation	7	Destroy	Supersede 19-0094 (HRMS Reports)
131	MPD-350--Printing And Stores	88-0024		Training Bulletin, Issuance Sheet	Close	Creation	5	DUS	Close-No Longer Created
132	MPD-351--Internal Affairs	88-0006	Use Of Specialized Equipment	Form documenting use of non-standard issue equipment by an officer, including but not limited to firearms, batons, bomb equipment, tactical equipment, and scuba equipment. Box 16: Wis. Stat. Â§19.36(2).	Renew	Creation	10	DUS	

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133	MPD-352--Community Services	88-0024		Training Bulletin, Issuance Sheet	Close	Creation	5	DUS	Close-No Longer Created
134	MPD-352--Community Services	60-0225		Official Department Orders	Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
135	MPD-355--Management, Analysis, And Planning	95-0024		MPD Missing Person's Report Computer Summary.	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
136	MPD-355--Management, Analysis, And Planning	60-0108		Daily Record Of Subpoenas, PD-29	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)
137	MPD-355--Management, Analysis, And Planning	88-0024		Training Bulletin, Issuance Sheet	Close	Creation	5	DUS	Close-No Longer Created
138	MPD-355--Management, Analysis, And Planning	60-0225		Official Department Orders	Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
139	MPD-355--Management, Analysis, And Planning	61-0280		Annual Report	Close	Creation	0	Permanent	Supersede 19-0024 (Annual Reports)
140	MPD-355--Management, Analysis, And Planning	72-0100		Labor Cost By Purpose	Close	Creation	1	DUS	Supersede 19-0094 (HRMS Reports)
141	MPD-357--Court Administration	60-0108		Daily Record Of Subpoenas, PD-29	Close	Creation	1	DUS	Supersede 19-0025 (Routine Reports)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
142	MPD-357--Court Administration	60-0225	Official Department Orders		Close	Creation	0	Permanent	Supersede 60-0225 (Department Orders-Global Version)
143	MPD-370--Human Resources	72-0102	Labor Cost By Purpose		Close	Creation	7	Destroy	Supersede 19-0094 (HRMS Reports)
144	MPD-371--License Investigation Unit	13-0002	Licensing Investigation Files	Milwaukee Police Department form PA-33AE and related documentation used for routine and incident-based investigations of licensed persons or premises. Files may also include supplementary documentation, such as incident reports (Licensed Premises Report), correspondence, images, or audio/video recordings.	Amend	Event	7	DUS	Updated to reflect new MPD SOP 390 procedures and forms.
	DPW-502--Special Assessments	23-0033	Special Assessment Lists and Property Information Report	Records documenting the amount of work assessed against properties affected by major infrastructure projects in the City of Milwaukee. Projects subject to special assessment include contemplated sewer, water, laterals, street and alley paving, sidewalk repair, Kline Law assessments, current year police-ordered board-ups, hazardous tree removals, solid waste and recycling, skid referrals, and apartment garbage billing.	NEW	Event	2	Destroy	New Schedule consolidating program-specific special assessment lists.
	DPW-502--Special Assessments	72-0139	Assessment List		Close	Creation	6	Destroy	Supersede 23-0033 (Special Assessment Lists).

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
	DPW-502--Special Assessments	72-0140	Special Assessments On Tax Roll		Close	Creation	6	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-9202	Special Assessment List - Lateral - Microfilm Copy		Close	Creation	50	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-M199	Special Assessment List - Sidewalk Rep 59 To Date		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-M201	Special Assessment List - Sewer		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-M202	Special Assessment List - Lateral		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-M206	Special Assessment List - Water		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-0156	Sewer Assessments - Worksheet (Pencil Copy)		Close	Creation	1	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	72-9199	Special Assessment List - Sidewalk Repair 1959-		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 5 microfilm reels to transfer.
	DPW-502--Special Assessments	72-9201	Special Assessment List - Sewer - Microfilm Copy		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 20 microfilm reels to transfer.
	DPW-502--Special Assessments	72-9206	Special Assessment List - Water - Microfilm Copy		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 6 microfilm reels to transfer.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
	DPW-502--Special Assessments	91-M051	Assessment Plans - Sewer		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	91-M053	Assessment Plans - Water		Close	Creation	2	Destroy	Supersede 23-0033 (Special Assessment Lists).
	DPW-502--Special Assessments	91-9051	Assessment Plans - Sewer- Microfilm Copy		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 4 microfilm reels to transfer.
	DPW-502--Special Assessments	91-9053	Assessment Plans - Water - Microfilm Copy		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 2 microfilm reels to transfer.
	DPW-502--Special Assessments	99-8005	Special Assessment List - Street Sprinkling 1894		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 1 box to transfer.
	DPW-502--Special Assessments	99-8006	Special Assessments - City Of Milwaukee		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 22 boxes to transfer.
	DPW-502--Special Assessments	99-8004	Special Assessment List - Sidewalk Repairs		Close	Creation	0	Destroy	Supersede 23-0033 (Special Assessment Lists). 3 boxes to transfer.

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#	Organization	Schedule			Review				
		No.	Schedule Title	Schedule Description	Type	Event	Years	Disposition	Review Notes
	Major Department	Schedules Reviewed							
	Common Council-City Clerk								
	Close	20							
	Transfer	3							
	Department of Emergency Communications								
	NEW	2							
	Health Department								
	Close	37							
	Police Department								
	Amend	6							
	Close	74							
	NEW	1							
	Renew	1							
	Department of Public Works								
	Close	18							
	NEW	1							
	Grand Total	163							