



**Office of the Common Council - City Clerk  
City Records Center**

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To: City Information Management Committee  
From: Brad Houston, City Records Officer  
Re: Public Records Board Changes to 2023Q2 Schedules

Good morning,

The amount and nature of the changes requested by the Public Records Board (PRB) for the 2023 Q2 schedules are such that it seemed advisable to document them in written format. In addition to the usual technical changes, PRB requested a number of functional and/or retention changes to schedules to bring them in line with state practice and administrative rule. The substantive changes are as follows:

- 23-0019 (Maintenance: Equipment Repair and Service Record): Description was update to clarify examples of covered records.
- 04-0024 (Voice Mail Records—Transitory): Schedule was updated to indicate that it specifically referred to transitory voice mails (i.e. those not otherwise identified as associated with an existing functional records series).
- 60-0233 (Police Blotters): Trigger date was changed to “Date of Blotter” to ensure that all records in this series were held for a minimum of 1 year before destruction.
- 88-0046 (Fingerprint Reference Files-Criminal): the triggering event was changed at request of PRB to creation and the “or until death of subject” was struck from the retention definition, in order to clarify retention rules and prevent the necessity of creating two schedules. All reference files will now have a minimum retention of 75 years after creation; MPD Identification staff may choose to retain reference fingerprints beyond that date if administratively valuable.
- 85-0100 (Fingerprint Files—Homicide Cases): the triggering event was changed at request of PRB to creation and the “or until death of subject” was struck from the retention definition, as above.
- 86-0051 (Arrestee Histories): the triggering event was changed at request of PRB to “death of subject”.
- 76-0096: The retention period was changed at request of PRB from 75 years to 100 years, to encompass all likely life expectancies (the previous retention period was based on actuarial

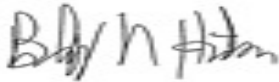


tables reflecting a 26% one-year survival rate of interested parties at age 94, or 18+75 years). Triggering event was kept as creation date.

- 76-0090 (Special Investigation Files): Triggering event was changed at request of PRB to “statute of limitations expiration”.
- 76-0107 (Cell Block Check): Triggering event was changed at request of PRB to “audit or inspection completed”, and description update to reflect audit frequency as suggested in WILEAG standards.
- 23-0018 (Asbestos and Environmental Remediation): Description was updated to verify that health records were included in the series and that it was therefore protected by Wis Stat. 146.83.

Please let me know if you have any questions about these changes ahead of the CIMC’s September 7, 2023 meeting.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Brad Houston", is positioned above the typed name.

Brad Houston, CRM, City Records Officer