

City Information Management Committee Retention Schedules

December 7, 2023

#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
900--Citywide 1 Global Schedules	23-0042	Meeting Recordings-- Ad-Hoc/Operational	Recordings of meetings related to the conduct of City business facilitated by video conference platforms and related technology, but not subject to Open Meeting requirements as described by Wis. Stat. §§ 19.81-19.98. This series should be used for only those recordings for which the value of the recording is the information provided or exchanged by the participants rather than the video footage itself.	NEW	Info Extracted	120 days	Destroy	New schedule for further discussion at CIMC.	
BOZA-180--Board Of Zoning Appeals 2	14-E002	BOZA E-Books		Close				Supersede 14-E003 (Appeals Cases and Decisions)	
CA-149--Office of the City Attorney 3	00-0049	Collection Contracts		Close				Supersede 19-0021 (Agreements and Contracts)	
CA-149--Office of the City Attorney 4	10-0025	Time Keeping Records (Paper)		Close				Supersede 10-0025 (Global version)	
CCCC-129--Municipal Research Library 5	90-9005	M Collection - Microfilm Copy		Transfer	Creation		Archives at Municipal Research Library 0	Transfer to SPEC-701 to indicate archival status.	
CCCC-131--Central Administration 6	12-0017	Council Campaign Financial Reports/Bank Statements	Common Council rules require Council members to file a copy of campaign finance reports with the City Clerk. Reports include a copy of a statement from a financial institution verifying the amount listed on their campaign finance reports.	Renew	Creation		Destroy 6 Confidentially		

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					Type	Event			
7	CCCC-131--Central Administration	08-0003	Cable Tv Franchise	Consumer Protection Records	Close				Close--No Longer Created
8	CCCC-131--Central Administration	08-0001	Cable Television Franchise Renegotiation Records		Close				Supersede 19-0021 (Agreements and Contracts)
9	CCCC-133--Council Services	67-0054	Referral Notice & Report Directive	Record of official referral of items for consideration or analysis by the Common Council or a Standing Committee. Record contains cc file no. to who it is being sent; reason for referral; & name of committee.	Amend	Creation	1	Destroy	Updated description.
10	CCCC-133--Council Services	03-0037	Community Service History Files		Close				Supersede 18-A042 (Subject Files). 1 box to be transferred.
11	CCCC-133--Council Services	03-0036	Community Service Response Files		Close				Supersede 18-0038 (Service Request Files). 3 boxes to be transferred.
12	CCCC-133--Council Services	82-0016	Recordings Of Common Council & CC Committees		Close				Supersede 14-E009 (Video Recordings-Major Committees)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
13	CCCC-135--City Channel	23-0041	Video other than Public Meetings-Historical	Ongoing or named programming produced by the City Channel intended for ongoing or historical use, or footage of historical significance. This series includes both named City Channel program series such as The Vault, as well as major City events recorded and broadcasted or streamed by the City Channel not associated with public meetings, such as inaugurations or national committee footage.	NEW	Creation		3 Archives at CRC	
14	CCCC-135--City Channel	85-0154	Video Programs Other Than Public Meetings-Ephemeral or Operational	Bulletins, special events, news conferences training programs and other informational videos produced by City Clerk/City Channel staff. These videos are produced for both internal and external use and may be shared in multiple venues, including broadcast, broadcast streaming, or video sharing websites. This series also includes program work papers, visual aids, scripts, and other materials used in the production of the final video.	Amend	Event	1 month	Destroy	Updated description and split out historical videos
15	CCCC-135--City Channel	99-0138	City Channel Daily Log	Daily schedule of programming broadcasted or streamed by the City Channel, as required for production and inspection by 47 CFR § 73.1226. Retention is based on FCC requirements in 47 CFR § 73.1840.	Amend	Creation		2 Destroy	Updated description.

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16	CCCC-135--City Channel	94-0034	Cable Television Franchise Access Channels Records		Close				Supersede 19-0021 (Agreements and Contracts)
17	CCCC-135--City Channel	94-0029	Cable Television Franchise Compliance Reports		Close				Close-No Longer Created
18	CCCC-158--City Records/E-Vault	13-0016	Sesquicentennial Planning, Grant & Financial Files		Close				Close (No Longer Created)
19	CCCC-172--Board Of Ethics	91-0134	Statements Of Economic Interest	Form and supplementary materials filed by elected officials, department heads, members of appointed boards, and other designated employees of the City of Milwaukee disclosing non-City economic interests for themselves or their immediate family, as required by Milwaukee Code of Ordinances Ch. 303-1. The statement of economic interest includes information on associated organizations, gifts and honoraria received, investment vehicles and property owned, major debts owed, interest in corporations, and other categories defined in the Milwaukee Code of Ordinances.	Amend	Creation	7	Destroy	Updated description.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
20	CCCC-172--Board Of Ethics	91-0133	Ethics Board Opinions, Complaints and Investigation Files	Complaints filed by citizens or city employees against actions taken by city employees or city officials or officials/employees requesting opinions from the Ethics Board relating to proposed actions by the employees/officials to see if they conflict w/ the ethics code.	Renew	Creation		Destroy 7 Confidentially	Updated description.
21	CCCC-172--Board Of Ethics	91-0135	Minutes- Regular Meetings		Close				Supersede 15-0007 (Meeting Minutes)
22	CCCC-172--Board Of Ethics	91-0137	Minutes, Closed Session		Close				Supersede 15-0007 (Meeting Minutes)
23	CCCC-172--Board Of Ethics	91-0138	Administrative Records		Close				Supersede 11-0029 (Recruitment Files)
24	COMP-211--Administration	77-0091	Accounting Stubs - Licenses and Permits		Close				Close-No Longer Created
25	COMP-211--Administration	81-M017	General Ledger Transactions Job 402.798, 1980-		Close				Supersede 18-0003 (Routine Fiscal Reports)
26	COMP-211--Administration	69-0071	State Legislation Studies		Close				Close-Time-Limited Series (1953-1966)
27	COMP-214--Audit Division	11-0055	Records For Cable Tv Renewal Franchise 2000-2016		Close				Close-No Longer Created
28	COMP-214--Audit Division	11-0056	Records For Cable Tv Original Franchise 1981-1999		Close				Close-No Longer Created (5 Boxes to be transferred).

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
29	DCD-198--Office Of Youth Initiatives	98-0020	Milwaukee Guarantee Program Files		Close				Close-No Longer Created
30	DCD-198--Office Of Youth Initiatives	98-0021	One On One Program Files		Close				Close-No Longer Created (1 box to be transferred).
31	DCD-198--Office Of Youth Initiatives	98-0023	Caring and Sharing Campaign Files		Close				Close-No Longer Created
32	DCD-198--Office Of Youth Initiatives	99-0130	Summer Youth Employment Program Files		Close				Supersede 19-0048 (Internship Files)
33	DEF-095--Deferred Compensation Plan	82-M057	Participant Documents		Close				Supersede 19-0090 (Deduction Authorizations and Notifications)
34	DEF-095--Deferred Compensation Plan	86-M037	TPA Quarterly Reports		Close				Supersede 19-0025 (Routine Reports)
35	DEF-095--Deferred Compensation Plan	88-M039	Deferred Compensation, Trust Account Statements		Close				Merge with 88-9039.
36	DEF-095--Deferred Compensation Plan	97-0021	Deferred Comp-Meeting Minutes		Close				Supersede 15-0007 (Meeting Minutes)
37	DEF-095--Deferred Compensation Plan	97-0023	Deferred Comp-Correspondence Files		Close				Supersede 19-0037 (Department Head Correspondence-Historic)

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					Type					
38	DEF-095--Deferred Compensation Plan	97-0024	Deferred Comp-Project Files		Close					Supersede 18-A042 (Subject Files)
39	DEF-095--Deferred Compensation Plan	85-M084	Deferred Compensation, Bi-Weekly Reports		Close					Supersede 19-0025 (Routine Reports)
40	DER-164--Administration	65-0014	Audio Record Of City Service Commission Meetings		Close					Supersede 08-0010 (Audio Recording of Official Meetings)
41	DOA-152--Purchasing Division	61-058B	Payment Certification 3-Part Carbonless Form		Close					Close-No Longer Created
42	DPW-501--Administration	63-0035	Daily Dept. Report Permits, Licenses.		Close					Supersede 19-0025 (Routine Reports)

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
43	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. Each property record includes tax key, legal description, amount of frontage to the project, assessment rate, assessment amount, and any notes related either to the property or the project.	NEW	Event	10	Destroy	New schedule consolidating a number of project-specific special assessment lists series. Updated to 10 years retention on advice of CIMC subject matter experts.
44	DPW-502--Special Assessments	72-0139	Assessment List		Close				Supersede 23-0033 (Special Assessment List and Property Information Report)
45	DPW-502--Special Assessments	72-0140	Special Assessments On Tax Roll		Close				Supersede 23-0033 (Special Assessment List and Property Information Report)
46	DPW-502--Special Assessments	72-9202	Special Assessment List - Lateral - Microfilm Copy		Close				Supersede 23-0033 (Special Assessment List and Property Information Report)

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					Type					
47	DPW-502--Special Assessments	72-M199	Special Assessment List - Sidewalk Rep 59 To Date		Close					Supersede 23-0033 (Special Assessment List and Property Information Report)
48	DPW-502--Special Assessments	72-M201	Special Assessment List - Sewer		Close					Supersede 23-0033 (Special Assessment List and Property Information Report)
49	DPW-502--Special Assessments	72-M202	Special Assessment List - Lateral		Close					Supersede 23-0033 (Special Assessment List and Property Information Report)
50	DPW-502--Special Assessments	72-M206	Special Assessment List - Water		Close					Supersede 23-0033 (Special Assessment List and Property Information Report)
51	DPW-502--Special Assessments	72-0156	Sewer Assessments - Worksheet (Pencil Copy)		Close					Supersede 23-0033 (Special Assessment List and Property Information Report)
52	DPW-502--Special Assessments	72-9199	Special Assessment List - Sidewalk Repair 1959-		Close					Supersede 23-0033 (Special Assessment List and Property Information Report, 5 boxes to be transferred).
53	DPW-502--Special Assessments	72-9201	Special Assessment List - Sewer - Microfilm Copy		Close					Supersede 23-0033 (Special Assessment List and Property Information Report, 20 boxes & 1 file to be transferred).

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
54	DPW-502--Special Assessments	72-9206	Special Assessment List - Water - Microfilm Copy		Close				Supersede 23-0033 (Special Assessment List and Property Information Report, 6 boxes & 1 file to be transferred).
55	DPW-502--Special Assessments	91-M051	Assessment Plans - Sewer		Close				Supersede 23-0033 (Special Assessment List and Property Information Report)
56	DPW-502--Special Assessments	91-M053	Assessment Plans - Water		Close				Supersede 23-0033 (Special Assessment List and Property Information Report)
57	DPW-502--Special Assessments	91-9051	Assessment Plans - Sewer- Microfilm Copy		Close				Supersede 23-0033 (Special Assessment List and Property Information Report 4 boxes to be transferred).
58	DPW-502--Special Assessments	91-9053	Assessment Plans - Water - Microfilm Copy		Close				Supersede 23-0033 (Special Assessment List and Property Information Report, 2 boxes to be transferred).
59	DPW-502--Special Assessments	99-8005	Special Assessment List - Street Sprinkling 1894		Close				Supersede 23-0033 (Special Assessment List and Property Information Report, 1 box to be transferred).

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60	DPW-502--Special Assessments	99-8006	Special Assessments - City Of Milwaukee		Close				Supersede 23-0033 (Special Assessment List and Property Information Report, 22 boxes to be transferred).
61	DPW-502--Special Assessments	99-8004	Special Assessment List - Sidewalk Repairs		Close				Supersede 23-0033 (Special Assessment List and Property Information Report, 3 boxes to be transferred).
62	DPW-531--Bridges and Buildings	97-0129	Grant Of Construction Progress Photographs To Milwaukee Art Museum		Close				Close (No Longer Created)
63	DPW-542--Infrastructure Utility & Reports	86-0077	Complaints and Alderman Svc Request, 1976-, Copy		Close				Supersede 19-0020 (External Complaints)
64	FPC-310--Fire & Police Commission	23-0032	Complaint Files-- Informal Complaints	Records related to informal complaints received by the Fire & Police Commission against Fire, Police, or Emergency Communications personnel or departments. Complaints classified as "informal" typically relate to allegations of less seriousness and are referred by the Fire and Police Commission to mediation or the Rapid Resolution Complaint Inquiry process, or dismissed altogether rather than going through formal trial.	NEW	Event		Destroy 7 Confidential	New schedule created during audit of departmental records. Records in this series may be considered under and transferred to RRDA 90-0057 at the discretion of the FPC executive director.

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65	FPC-310--Fire & Police Commission	90-0057	Complaint File-- Formal Complaints	Records related to formal complaints received by the Fire & Police Commission against Fire, Police, or Emergency Communications personnel. Formal Complaints are received by the Fire and Police Commission and evaluated under FPC Intake Investigation Guidelines, and determined to be of sufficient seriousness to refer to trial or action.	Amend	Event	45	Destroy Confidential	Amended series title and description
66	FPC-310--Fire & Police Commission	14-0005	Public Safety Exam Administration-- Candidates Hired/Promoted	This record series includes job advertisement/announcement bulletins; application sample; training and experience sample; study guides; test administration documents such as exam booklet, background investigation questionnaire, interview questions, evaluations, work simulation exercises, check-in and score sheets, passing point calculations, assessment center materials, and any other information records used in the selection process for entry-level and promotional positions in the police, fire, and emergency communication departments.	Renew	Event	12	Destroy Confidentially	Updated description. Event is Eligible List Expiration (Min. 2 years).

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
67	FPC-310--Fire & Police Commission	14-0008	Pre-Employment Background Investigation Documentation-Hired	Background investigation questionnaires &/or investigation summaries, traffic record checks, arrest & conviction records, as well as other background investigation information received or prepared in relation to candidates hired for entry-level positions in the police, fire, and emergency communications departments; and background appeal scheduling and result notices.	Renew	Creation	9	Destroy Confidentially	Updated description.
68	FPC-310--Fire & Police Commission	14-0016	Public Safety Exam Development	Request for an examination to be conducted, the job analysis, & any other materials & resources created or used in the development, updating or evaluation of examination components for entry-level & promotional positions in the police, fire, and emergency communications departments. This schedule contains mixed media and covers all media.	Renew	Event	12	Destroy Confidentially	Retain for Event (Expiration of exam eligible list) 2 Years minimum + 10 Years City Records Center. Cull for inclusion under Schedule 14-0017 Exam History Documents.

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
69	FPC-310--Fire & Police Commission	14-0018	Public Safety Exam Administration-Candidates Not Hired/Promoted	Documents such as applications/resumes including solicited but not hired, test accommodation requests, and training and experience questionnaires; exam administration documents; appeal process material for unsuccessful disqualification appeals; background investigation questionnaire and summaries, and any other information used in the selection process for entry-level and promotional positions in the police, fire, and emergency communications departments. Because of increased scrutiny on public safety hiring processes, a retention period longer than that specified in RRDA #11-0029 is warranted.	Renew	Event		Destroy 9 Confidentially	2023: Updated Description. Event is Eligible List Expiration (Min. 2 years).
70	FPC-310--Fire & Police Commission	14-0019	Medical Pre-Employment Screening-Hired	Pre-employment screening scheduling notices & results of medical exams, drug & psychological screenings for members of Public Safety departments under Fire and Police Commission jurisdiction.	Renew	Separation		Destroy 8 confidentially	Updated description.
71	FPC-310--Fire & Police Commission	11-0025	EEO/ERD Complaint Files		Close				Supersede 11-0025 (Global version)
72	MC-134--Municipal Court	09-0053	Program Files, Judges		Close				Supersede 18-A042 (Subject Files)
73	MC-134--Municipal Court	09-0083	Scanned Court Documents		Close				Close-Non-Record

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review Type	Event	Years	Disposition	Review Notes
74	MC-134--Municipal Court	09-E071	Municipal Court	Statistical Reports	Close				Supersede 18-A042 (Subject Files)
75	MHD-381--Administration (Hr And Finance)	69-0177	Notifiable Disease Report	Data received by Milwaukee Health Department from local health care providers and reported to the Department of Health Services under Wis. Admin Code. Ch. 145.04 and Wis. Stats. §§ 252.03 and 252.05. Data may be entered directly into the Wisconsin Electronic Disease Surveillance System (WEDSS) or submitted via State form F-44151 (Acute and Communicable Disease Reporting).	Amend	Creation		Destroy 7 Confidentially	Updated Title and Description and designated as Health Department Global.
76	MHD-381--Administration (Hr And Finance)	05-0002	FIMR (Fetal Infant Mortality Review) Case Files and Data	Data and abstracted personal medical and social service records collected as part of the Milwaukee Health Department Fetal and Infant Mortality Review program, originally a state-funded grant project now conducted in conjunction with the UW-Milwaukee Zilber School of Public Health. Records and data collected for this series are summarized and analyzed in periodic Fetal Infant Mortality Reports.	Renew	Event		Destroy 4 Confidentially	2023: Updated Title, description, and retention period to decouple from study duration.
77	MHD-381--Administration (Hr And Finance)	00-0016	Grant Contracts and Billing Records		Close				Supersede 19-0021 (agreements and contracts)
78	MHD-381--Administration (Hr And Finance)	05-E002	FIMR Statistics		Close				Merge with 05-0002

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79	MHD-381-- Administration (Hr And Finance)	13-0009	Billings-Medicaid STD		Close				Supersede 18-0008 (Accounts Receivable)
80	MHD-382--Home Environmental Health	01-E021	Child Blood Lead Test Results	Forms containing data collected by Milwaukee Health Department personnel related to primary testing of child blood lead levels. The records include name, date of birth, address, phone number & parent name; listing of child's blood lead tests and/or Hematocrit & Erythrocyte Protoporphyrin results, date, testing site & sample type. Extended retention of the forms themselves is requested by the department due to the ongoing interest in the status of the MHD Lead program.	Renew	Creation	25	Destroy Confidentially	2023: Updated series description.
81	MHD-382--Home Environmental Health	01-0025	Petit Reimbursement Grants		Close				Supersede 19-0015 (Grant Files)
82	MHD-382--Home Environmental Health	01-0027	Leadworks Reimbursements		Close				Supersede 19-0015 (Grant Files). (1 box to be transferred)
83	MHD-382--Home Environmental Health	02-0025	Lead Medical Record Requests		Close				Supersede 96-0002 (Medical Records Request Response Matter)

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84	MHD-383-- Consumer Environmental Health	23-0040	Asbestos Remediation Case Files--Commercial	Records related to Milwaukee Health Department efforts to identify and abate or remediate asbestos in non-city owned buildings, as authorized by Milwaukee Code of Ordinances Ch. 66-10. Case files may include, but are not limited to, records of initial complaint and investigation, orders to remediate, project plan for remediation, applications and permits for asbestos abatement by third-party contractors, and records related to plan review, monitoring, and penalty enforcement. Also included in this series are exposure records of contractors and/or complainants or building occupants.	NEW	Creation		Destroy 30 Confidential	
85	MHD-384-- Community Health	11-0003	Milwaukee Healthy Homes Project Records		Close				Close-No Longer Created. (5 boxes to be transferred to 18-A042).
86	MHD-384-- Community Health	11-E003	Milwaukee Healthy Homes Project Records		Close				Close-No Longer Created
87	MHD-389--Vital Statistics	96-0012	Alphabetical Death Index		Close				Supersede 95-0189 (Death Certificates)
88	MHD-389--Vital Statistics	95-9202	Birth Certificate Indices		Close				Supersede 95-0188 (Birth Certificates). 4 reels to transfer
89	MHD-389--Vital Statistics	73-0260	Correspondence - Req For Copy Of Records		Close				Supersede 07-0001 (Public Records Requests)

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90	MPD-163--Safety Division	75-9001	Minutes Of Safety Comm, Fatal Accident Inspection		Close				Supersede 15-0007 (Meeting Minutes)
91	MPD-334--Districts	04-E025	Milwaukee Police Department E-Mail Messages		Close				Close-- this should never have been scheduled as such. Use function-based records-schedules.
92	MPD-339--Auto Data Processing	93-0026	Vice Squad Statistics.		Close				Supersede 19-0025 (Routine Reports)
93	MPD-343--Vice Control	58-0017	Speeches Given By Vice Squad		Close				Supersede 20-0011 (Routine Correspondence)
94	MPD-343--Vice Control	65-0102	Captain's Book - Complaints Against Members		Close				Supersede 61-0250 (Resident Complaints-Police Department)
95	MPD-343--Vice Control	65-0106	Complaints - Daily Log		Close				Supersede 61-0250 (Resident Complaints-Police Department)
96	MPD-343--Vice Control	72-0133	Patrol Sgts Special Report		Close				Supersede 19-0025 (Routine Reports)
97	MPD-343--Vice Control	72-0136	Detective Service Report, PD-22		Close				Supersede 19-0025 (Routine Reports)
98	MPD-347--District 1	86-0013	Radar Certification Report, PR-35		Close				Supersede 19-0025 (Routine Reports)
99	MPD-355--Management, Analysis, And Planning	95-0022	Weekly Periodic Summary Of Major Offenses.		Close				Supersede 19-0025 (Routine Reports)

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100	MPD-355-- Management, Analysis, And Planning	95-0023	Weekly Crime Analysis By Districts.		Close				Supersede 19-0025 (Routine Reports)
101	MPD-370--Human Resources	61-0307	United Fund, Police Members		Close				Supersede 91-0043 (Deduction Registers)
102	MPD-370--Human Resources	88-0007	Civilian Employees Not Hired.		Close				Supersede 11-0029 (Hiring Documentation-Not Hired)
103	MPD-370--Human Resources	88-0067	Applicant Investigative Report-Not Hired		Close				Supersede 11-0029 (Hiring Documentation-Not Hired)
104	PORT-429--Port Of Milwaukee	90-0008	Harbor Commission Minutes		Close				Supersede 15-0007 (Meeting Minutes)
105	RACM-193-- Redevelopment Authority	13-0037	Grant Files - CDGA		Close				Supersede 19-0016 (Grant Files- City Administered)
106	RACM-193-- Redevelopment Authority	13-0038	Grant Files- Federal		Close				Supersede 19-0015 (Grant Files)
107	RACM-193-- Redevelopment Authority	13-0039	Grant Files- WI- DNR Site Assessment Grant (SAG)		Close				Supersede 19-0015 (Grant Files)
108	RACM-193-- Redevelopment Authority	13-0040	Grant Files- State		Close				Supersede 19-0015 (Grant Files)
109	RACM-193-- Redevelopment Authority	13-0041	Grant Files - Various Grantors		Close				Supersede 19-0015 (Grant Files)

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110	RACM-193-- Redevelopment Authority	13-0049	Contracts		Close				Supersede 19-0021 (Contracts and Agreements (Non-Purchasing))
111	RACM-193-- Redevelopment Authority	13-0051	Procurement Files		Close				Supersede 19-0021 (Agreements and Contracts)
112	RACM-193-- Redevelopment Authority	13-0052	CDGA Agreements		Close				Supersede 19-0021 (Contracts and Agreements (Non-Purchasing))
113	RACM-193-- Redevelopment Authority	13-0053	Non-Procured Agreements		Close				Supersede 19-0021 (Contracts and Agreements (Non-Purchasing))
114	WATER-641--Water Department	03-E022	Water Quality Data	Records of water quality tests conducted by laboratories at Milwaukee Water Works purification plants. Records include measurements of coliform organisms using raw, applied, filtered, plant effluent & tap membrane filter technics. The records also include analysis of physical water condition and presence of chemical elements.	Amend	Creation	10	Destroy	Retention period increased to 10 years following 40 CFR 141.33 requirements.
115	WATER-641--Water Department	03-0022	Daily Lab Reports -- Linnwood Water Plant		Close				Supersede 03-E022 (Water Quality Data)
116	WATER-641--Water Department	03-0023	Monthly Bacteriological Reports--Linnwood Plant		Close				Supersede 03-E022 (Water Quality Data)

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117	WATER-641--Water Department	03-0024	Monthly Chemical Reports-- Linnwood Water Plant		Close				Supersede 03-E022 (Water Quality Data)	
118	WATER-641--Water Department	03-0041	O & M - Howard - Daily Lab Reports (22.4)CD-ROM		Close				Supersede 03-E022 (Water Quality Data)	
119	WATER-641--Water Department	03-9022	Daily Lab Reports -- Linnwood Water Plant - Film		Close				Supersede 03-E022 (Water Quality Data)	
120	WATER-641--Water Department	03-9023	Monthly Bacteriological Reports--Linnwood Plant		Close				Supersede 03-E022 (Water Quality Data)	
121	WATER-641--Water Department	03-9024	Monthly Chemical Reports-- Linnwood Water Plant		Close				Supersede 03-E022 (Water Quality Data)	
122	WATER-641--Water Department	03-9041	O & M Howard Daily Lab Reports (22.4) Film		Close				Supersede 03-E022 (Water Quality Data)	
123	WATER-641--Water Department	03-E023	Monthly Bacteriological Reports--Linnwood Plant		Close				Supersede 03-E022 (Water Quality Data)	

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					Type	Event	Years	Disposition		
124	WATER-641--Water Department	03-E024	Monthly Chemical Reports-- Linnwood Water Plant		Close					Supersede 03-E022 (Water Quality Data)
125	WATER-641--Water Department	03-E041	O & M Howard Daily Lab Reports (22.4) CD Rom		Close					Supersede 03-E022 (Water Quality Data)
126	WATER-641--Water Department	07-T020	Full Back up (9)		Close					Per Wisconsin Public Records Board guidance, backups do not themselves constitute a records series and must be retained for the length of the longest retention among series contained on the backup if used in this manner. Recommending therefore this schedule be closed.
127	WATER-641--Water Department	12-E014	IT-Video Surveillance (9)		Close					Supersede 19-0065 (Incident) or 22-0006 (Non-Incident)
128	WATER-641--Water Department	70-0237	Meter Reader Route Book		Close					Supersede 23-0016 (Maps: Construction and Topographical)
129	WATER-641--Water Department	96-0064	General-Contracts-Utility/Service (7)		Close					Supersede 19-0021 (Contracts and Agreements (Non-Purchasing))

City Information Management Committee Retention Schedules

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#	Organization	Schedule No.	Schedule Title	Schedule Description	Review				
					Type	Event	Years	Disposition	Review Notes
130	WATER-641--Water Department	97-0012	Misc-Reports-Annual (65)		Close				Supersede 19-0024 (Annual Reports)
131	WATER-641--Water Department	97-0077	O & M - T & D - Pipelines and Equipment (23.3)		Close				Supersede 23-0019 (Maintenance and Service Records)
132	WATER-641--Water Department	97-0078	O & M - T & D - Data and Reports (23.3)		Close				Supersede 23-0024 (City Facility Maintenance Records)
133	WATER-641--Water Department	97-0117	Purchasing - Inventory Of Material (44)		Close				Supersede 18-0016 (Inventories)
134	WATER-641--Water Department	97-0119	Misc-Internal Statistics (61)		Close				Supersede 19-0025 (Routine Reports)
135	WATER-641--Water Department	97-0122	Treasury - Statement Of Funds (58)		Close				Supersede 18-0010 (Cash Management)
136	WATER-641--Water Department	97-0124	Misc-Administrative Correspondence (63)		Close				Supersede 19-0037 (Department Head Correspondence-Historic)
137	WATER-641--Water Department	97-0125	Misc-General Correspondence (63)		Close				Supersede 20-0011 (Routine Correspondence)
138	WATER-641--Water Department	97-0127	Misc - Hazardous Waste (65)		Close				Supersede 17-0052 (Hazardous Disposal Global)
139	WATER-641--Water Department	97-0130	Accounting - Journal Entries (12)		Close				Supersede 97-0131 (General Ledger)