

City Information Management Committee Retention Schedules

March 7, 2024

| # | Organization | Schedule | Schedule Title | Schedule Description | Review Type | Event Code | Years | Disposition | Review Notes |
|---|---------------------------------------|----------|--|---|-------------|---|-------|------------------|---------------------------------------|
| 1 | COMP-211-- Administration | 96-0052 | Industrial Revenue Bond Files | Records of Industrial Revenue Bonds issued by the Redevelopment Authority of the City of Milwaukee(RACM), Housing Authority of the City of Milwaukee (HACM), or some other entity within the City of Milwaukee and administered by the Office of the Comptroller. | Amend | Industrial bond is paid off or satisfied. | 10 | Destroy Confide | Updated series title and description. |
| 2 | COMP-211-- Administration | 08-0017 | Tax Deed Properties Annual Documentation | Annual case file of financial records for properties taken control of by the city of Milwaukee for reasons of foreclosure. Retention of these records is based on requirements for satisfying a lien of judgment under Wis. Stat. Â§ 806.15. | Renew | Fiscal Year End | 10 | Destroy Confide | Updated Description. |
| 3 | DCD-197-- Commercial Corridor | 14-A006 | Tax Incremental District Files | Tax Incremental District (TID) operating and reporting records submitted to the Department of City Development Commercial Corridor team. | Renew | | 7 | Archives at Milw | Updated Description. |
| 4 | DER-162-- Compensation Services | 75-0096 | Unemployment Compensation Record | Records received to establish a base period verification of time worked & wages paid; initial determination of benefits; notice of hearing; decisions; billing records & other minor supporting documents. | Renew | | 2 | Destroy Confide | Updated Description. |
| 5 | DER-164-- Administration | 80-0050 | CETA Program Record | | Close | | | | Supersede 19-0015 (Grant Records) |
| 6 | DNS-200-- Development Center | 09-0032 | Hydrant Permit | | Close | | | | Supersede 15-0020 (Completed Permits) |

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| | DNS-200-- 7 Development Center | 09-0033 | Concrete Contractor Bond and Insurance | | | Close | | | Supersede 74-0172 (Contractor Licensure Materials) |
| | DNS-360-- 8 Administration | 24-0001 | Condemnation Files- Restored/Rescinded | Records of properties condemned by the City of Milwaukee as allowed under Wis. Stat. Â§ 66.0413 and following procedures detailed in Milwaukee Code of Ordinances Ch. 218, but which are satisfied for reason of restoration of the property or rescission of the raze order. | NEW | Creation | 10 | Destroy | |
| | DNS-360-- 9 Administration | 70-A011 | Condemnation Records- Completed | Records of properties condemned by the City of Milwaukee as allowed under Wis. Stat. Â§ 66.0413 and following procedures detailed in Milwaukee Code of Ordinances Ch. 218. This series pertains specifically to completed condemnation cases, defined as the building having been razed and the site restored to a dust-free and erosion-free condition. Photographs and reports related to demolished properties may have long-term evidential value and should be sampled for inclusion in the City Archives. | Amend | Creation | 10 | Archives at Milwaukee Public Library (to be screened) | |

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| | | | | Records submitted to the Development Center for purposes of applying for or maintaining license to practice as an electrician, concrete contractor, plumbing contractor, or home improvement contractor within the city of Milwaukee. Information from the application is maintained in a database managed by Neighborhood Services and includes proof of state licensure (if applicable), licensee name, business name, supervising master electrician, and other supplementary material. | | | | | |
| 10 | DNS-360-- Administration | 74-0172 | Contractor Licensure Materials | | Renew | Event | 7 | Destroy | |
| | | | | Standard forms completed by city departments when seeking Budget Office and Finance & Personnel Committee approval to fill a vacancy in their department. The completed form includes information regarding the former incumbent of the position as well as justification for re-filling the position. New retention follows retention for Request to Hire statewide general schedule (HR000011) and brings the request retention in line with the retention for recruitment records (11-0029). Box 16: Wis. Stat. Â§ 19.36(10). | | | | | |
| 11 | DOA-151--Office Of Budget And Management | 61-0240 | Request To Fill Vacant Positions | | Renew | Request Approved | 4 | Destroy | Reduced retention to match state Confide schedule. |
| | | | | Record of parking citations issued by DPW Violations Bureau, including record of ticket sent (if mailed), correspondence with ticketed vehicle owner, internal comments, record of appeals, and payment plan information. | | | | | |
| 12 | DPW-501-- Administration | 72-0119 | Parking Violation Case Files | | Amend | Citation resolved or cancelled | 3 | Destroy | Updated title and description |

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| 13 | DPW-501-- Administration | 85-0040 | Special Privilege Permits Application | Permits & other applications that relate to partial use of the public right of way by abutting private property owners. | Amend | Permit Approved | 5 | Destroy | Updated Title and description. |
| 14 | DPW-501-- Administration | 95-0038 | Weight Ticket--Disposed Vehicles | Ticket Received for unclaimed towed vehicles that are crushed or snapped after the legally mandated waiting period has elapsed. | Amend | | 1 | Destroy | Updated Title, Description, and retention. |
| 15 | DPW-501-- Administration | 12-0012 | Parking Structure Access Ticket Stock | This record series includes access tickets to parking lots leased or managed by the City of Milwaukee. | Renew | | 1 | Destroy | Renew without Confide amendment. |
| 16 | DPW-543-- Infrastructure/Constr uction | 09-0020 | Inspector Daily Report | | Close | | | | Supersede 19-0072 (Routine Projects Records) |
| 17 | DPW-548-- Infrastructure Administration | 88-0038 | Transportation Aids Records | Records related to transportation aid funds received from the Wisconsin Department of Transportation (WIDOT) as part of their local roads transportation aids programs, which support local government construction or maintenance of streets and related infrastructure. | Amend | Date of Last Payment | 8 | Destroy | Updated title, description, and retention period. |
| 18 | MC-134--Municipal Court | 09-E051 | Court Proceedings-Electronic Recording | Audio or video recordings of proceedings in which testimony is taken under oath; creation of these recordings is required by Wis. Stats. § 800.13(1). Retention of the recordings follows Wisconsin Supreme Court Rule 72.01(47). | Amend | All appeals exhausted | 10 | Destroy | Updated Title and Description and changed trigger event to allow this schedule to encompass 09-E052. |
| 19 | MC-134--Municipal Court | 09-E054 | Case Records-Closed | Records of cases heard by the Municipal Court, including cases without objection, cases involving drivers license suspension, and cases with vehicle registration denials. | Amend | Final Judgment | 5 | Destroy | Updated title and description. |

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| 20 | MC-134--Municipal Court | 09-0084 | Citation Records- Unfiled | Electronic citations received by Municipal Court staff and used to initiate court cases and serve as formal charging documents. If the City opts not to prosecute or releases the citation before the initial court date, the citation is considered unfiled, at which point its administrative value is very low going forward. | Renew | Receipt of citation | 0 | Destroy | Confide Updated Title and Description. |
| 21 | MC-134--Municipal Court | 09-E052 | Court Proceedings- Electronic Recording | | Close | | | | Supersede 09-E051 (Court Proceedings Electronic Recording) |
| 22 | MC-134--Municipal Court | 13-E012 | Court Proceedings- Electronic Records (Network) | | Close | | | | Supersede 09-E051. |
| 23 | MHD-383--Consumer Environmental Health | 24-0003 | Food Inspection Placards | Record created as required by Milwaukee Code of Ordinances Ch. 68-9-5 reflecting a letter grade assigned to food establishments following a 100-point assessment against the Wisconsin Food Code. Letter grades are based on a rolling weighted average of the last three inspections of an establishment, including both routine and special inspections. | NEW | Superseded or 12 months after date of inspection, whichever is earlier | | Destroy | New Schedule created at request of CEH. |
| 24 | MPD-163--Safety Division | 65-0241 | Report Of Personnel Changes (C) | | Close | | | | Close-Non-Record (Copies) |
| 25 | MPD-163--Safety Division | 65-0242 | Request For Eligible List (C) | | Close | | | | Close-Non-Record (Copies) |
| 26 | MPD-163--Safety Division | 65-0243 | Resignation Notice (C) | | Close | | | | Close-Non-Record (Copies) |
| 27 | MPD-163--Safety Division | 65-0244 | Certification & Notice Of Appointment (C) | | Close | | | | Close-Non-Record (Copies) |

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| 28 | MPD-163--Safety Division | 65-0245 | Certification & Notice Of Provisional Appointment (C) | | Close | | | | Close-Non-Record (Copies) |
| 29 | MPD-163--Safety Division | 65-0247 | Report On Probationary Service (C) | | Close | | | | Close-Non-Record (Copies) |
| 30 | MPD-163--Safety Division | 65-0253 | Request To Fill A Vacant Position (C) | | Close | | | | Close-Non-Record (Copies) |
| 31 | MPD-163--Safety Division | 65-0255 | Equipment Request - Copy | | Close | | | | Close-Non-Record (Copies) |
| 32 | MPD-163--Safety Division | 66-0091 | Accident Tabulation Sheet, 1St, 2Nd, 3Rd, Qtr. | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 33 | MPD-163--Safety Division | 66-0092 | Accident Tabulation Sheet, 4Th Qtr. | | Close | | | | Supersede 19-0024 (Annual Reports) |
| 34 | MPD-163--Safety Division | 70-0242 | Correspondence | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 35 | MPD-163--Safety Division | 70-0244 | Inter-Departmental Memos | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 36 | MPD-163--Safety Division | 74-0038 | Payment Certification CBP 120A | | Close | | | | Supersede 02-0016 (Accounts Payable) |
| 37 | MPD-163--Safety Division | 75-M001 | Minutes Of Safety Commission | | Close | | | | Supersede 23-0026 (Ad Hoc Meeting Minutes) |
| 38 | MPD-163--Safety Division | 76-0147 | Occupational Injuries and Illnesses | | Close | | | | Supersede 02-0003 (OSHA Injury Logs) |

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| 39 | MPD-163--Safety Division | 84-0066 | School Program, Weekly Report SAF-70 | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 40 | MPD-163--Safety Division | 84-0072 | Equipment Or Film Loan SAF-60 | | Close | | | | Supersede 18-0016 (inventories) |
| 41 | MPD-163--Safety Division | 84-0073 | Employee Safety - Daily Work Sheet SAF-61 | | Close | | | | Supersede 10-0025 (Dept. Timekeeping) |
| 42 | MPD-163--Safety Division | 84-0078 | Flexible Schedule Record SAF-67 | | Close | | | | Supersede 10-0025 (Dept. Timekeeping) |
| 43 | MPD-163--Safety Division | 84-0089 | Vacation Request, SAF-66 | | Close | | | | Supersede 10-0025 (Dept. Timekeeping) |
| 44 | MPD-163--Safety Division | 88-0061 | School Crossing Guard Personnel File, Inactive | | Close | | | | Supersede 11-0035 (Personnel File) |
| 45 | MPD-300--MPD/Global | 24-0002 | Citation Records--Traffic and Municipal | Citations issued by MPD personnel for violation of traffic or municipal ordinances, as well as supporting documentation. Citations are typically administered electronically via the Wisconsin TraCS system but may also be printed or handwritten using forms CBP-200 (Adult Ordinance Citation) or CBP-201 (Juvenile Ordinance Citation). | NEW | Final disposition of case | 4 | | New Schedule consolidating a number of citation-related schedules. |

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| 46 | MPD-300-- MPD/Global | 24-S006 | Milwaukee Police Information System Input Forms | Paper records used by individual Milwaukee Police Department squads officers for administration, law enforcement, and documentation of other activities, but which are intended to ultimately be tracked in the MPD Records Management System (RMS), Incident Based Reporting System (IBRS), Jail Management System, TraCS traffic reporting, or other information system managed by the Milwaukee Police Department. | NEW | Confirmed scanned into MPD info system | | Destroy | Confide records. New Schedule discovered during audit of department |
| 47 | MPD-300-- MPD/Global | 82-0116 | Property Inventories- Districts | Records of seizure, receipt, transfer, or disposition of property by MPD District Personnel, including Property Inventories (PP-32), Property disbursements (PP-24), Orders for Property (PO-5), Property Receipts (PP-32), and disposition orders. | Amend | | 4 | Destroy | Changed schedule to reflect department copies of property records. |
| 48 | MPD-329-- Neighborhood Task Force | 73-0153 | Time Record | | Close | | | | Supersede 10-0025 Time Keeping Records (Paper). |
| 49 | MPD-329-- Neighborhood Task Force | 86-0014 | Gang Crimes Unit - General File | | Close | | | | Supersede 18-A042 (Subject File) |
| 50 | MPD-329-- Neighborhood Task Force | 92-0028 | Overtime Report, Year End Summary, 113.642 | | Close | | | | Supersede 19-0094 (HRMS Reports) |

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| 51 | MPD-330--Property Control | 76-0079 | Property Inventory Files-Property Control | Official record of property taken into Milwaukee Police Custody for purposes of use as evidence, confiscated as contraband, or maintained temporarily for safekeeping. This series is for the version of the inventory file generated programmatically by entry into the electronic inventory report system and maintained by Property Control Division for the extended retention period. | Amend | Property Cleared/Returned/Disposed | 7 | Destroy | Updated description and records retention |
| 52 | MPD-330--Property Control | 61-0334 | Inventory Of Section Equipment (Print out) | | Close | | | | Supersede 18-0016 (inventories) |
| 53 | MPD-330--Property Control | 76-9079 | Property Inventory PP32 - Cleared 1976 - Microfilm | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 54 | MPD-330--Property Control | 76-M079 | Property Inventory PP-32 - Cleared 1976- | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 55 | MPD-330--Property Control | 84-9027 | Property Inventory PP 32 - Property To Courts - | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 56 | MPD-330--Property Control | 84-M027 | Property Inventory PP-32 - Property To Courts | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 57 | MPD-330--Property Control | 85-9119 | Property Inventory Record - Microfiche | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 58 | MPD-331--Administration | 58-0035 | Contract File | | Close | | | | Supersede 19-0021 (Contracts) |

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| 59 | MPD-331-- Administration | 61-0207 | Minutes Of Captains Meetings | | Close | | | | Supersede 23-0026 (Ad Hoc Meeting Minutes) |
| 60 | MPD-331-- Administration | 80-0034 | Minutes, Supervisors Staff Meeting | | Close | | | | Supersede 23-0026 (Ad Hoc Meeting Minutes) |
| 61 | MPD-331-- Administration | 85-0075 | Chief Of Police Correspondence File | | Close | | | | Supersede 19-0037 (Dept. Head Correspondence) |
| 62 | MPD-331-- Administration | 86-0025 | Control Account Activity Report, Job 402.325 | | Close | | | | Supersede 18-0003 (Fiscal Reports) |
| 63 | MPD-333--Central Records Division | 04-0023 | PD-3 Consular/Notification/Arrest/Detention/Of Foreign National | | Close | | | | Supersede Police Global |
| 64 | MPD-333--Central Records Division | 58-0007 | Property Inventory (Dupl. Pink) | | Close | | | | Supersede 76-0079 (Property Inventory) |
| 65 | MPD-333--Central Records Division | 58-0012 | Field Interrogation Report (Hold Up) | | Close | | | | Supersede 88-0077 |
| 66 | MPD-333--Central Records Division | 64-0066 | Auto Theft Statistics, Weekly and Monthly (Copy) | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 67 | MPD-333--Central Records Division | 64-0073 | Supervisory Officers' Weekly Meeting-Minutes | | Close | | | | Supersede 23-0026 (Ad Hoc Meeting Minutes) |

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| 68 | MPD-333--Central Records Division | 76-9090 | Miscellaneous Folder - Microfilm Copy | | Close | | | | Supersede 76-0090 (Special Investigation-Statutorily Limited) |
| 69 | MPD-333--Central Records Division | 77-9160 | Correspondence 1978- Microfilm Copy | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 70 | MPD-333--Central Records Division | 77-M159 | Correspondence 1978- | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 71 | MPD-333--Central Records Division | 82-9112 | Daily Duty Assignment Report | | Close | | | | Supersede 10-0025 (Dept. Timekeeping) |
| 72 | MPD-333--Central Records Division | 82-M112 | Daily Duty Assignment Report | | Close | | | | Supersede 10-0025 (Department Timekeeping Records) |
| 73 | MPD-334--Districts | 87-0006 | Restraining Order Or Injunction | Record maintained by District offices of temporary restraining orders or injunctions initiated by a petitioner residing in that district and/or enforced against a resident of that district. The version of the report maintained at Police District offices is used for reference and enforcement purposes; it has no enduring value once the order expires or is vacated. | Amend | Order expires | 0 | Destroy Confide | Updating description and confidentiality citation |
| 74 | MPD-334--Districts | 97-0050 | Official Discipline Form (District, Bureau Copy) PD40 | | Close | | | | Supersede IAD version of record |

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| 75 | MPD-339--Auto Data Processing | 65-0075 | Tab Card Ledger - Traffic Citation | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 76 | MPD-339--Auto Data Processing | 86-0072 | Main Computer Record, Disc File | | | | | Close | Close-Non-Record (Copies) |
| 77 | MPD-339--Auto Data Processing | 93-0015 | Monthly Burglary Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 78 | MPD-339--Auto Data Processing | 93-0016 | Juvenile Referral Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 79 | MPD-339--Auto Data Processing | 93-0017 | Traffic Summary. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 80 | MPD-339--Auto Data Processing | 93-0018 | Weekly Burglary Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 81 | MPD-339--Auto Data Processing | 93-0020 | Sexual Assault Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 82 | MPD-339--Auto Data Processing | 93-0021 | Arson Summary. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 83 | MPD-339--Auto Data Processing | 93-0022 | Weekly Detective Bureau Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 84 | MPD-339--Auto Data Processing | 93-0023 | Metcalf Park Crime Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |
| 85 | MPD-339--Auto Data Processing | 93-0024 | Aldermanic Tract Report. | | | | | Close | Supersede 19-0025 (Routine Reports) |

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| 86 | MPD-339--Auto Data Processing | 93-0025 | Arrest Summary. | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 87 | MPD-339--Auto Data Processing | 93-0027 | Parking Checker Activity. | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 88 | MPD-339--Auto Data Processing | 93-0028 | District Tract Report. | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 89 | MPD-339--Auto Data Processing | 93-0029 | Special Tract Report. | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 90 | MPD-340--Traffic Division | 60-0284 | Cash Register Daily Audit Sheet (Tape) Report | | Close | | | | Supersede 18-0010 (Cash Management) |
| 91 | MPD-340--Traffic Division | 62-0039 | Correspondence, General | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 92 | MPD-340--Traffic Division | 72-0121 | Wisconsin Uniform Citation - Violation Released | | Close | | | | Supersede 24-0002 (Citation Records) |
| 93 | MPD-340--Traffic Division | 72-0122 | Wisconsin Uniform Citation - Voided | | Close | | | | Supersede 24-0002 (Citation Records) |
| 94 | MPD-340--Traffic Division | 72-0123 | Wisconsin Uniform Citation - Cases Disposed Of | | Close | | | | Supersede 24-0002 (Citation Records) |
| 95 | MPD-340--Traffic Division | 72-0124 | Wisconsin Uniform Citation - Cases To Court - | | Close | | | | Supersede 24-0002 (Citation Records) |

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| 96 | MPD-340--Traffic Division | 72-0129 | Wisconsin Uniform Citation Court Disposition | | Close | | | | Supersede 24-0002 (Citation Records) |
| 97 | MPD-340--Traffic Division | 72-9128 | Traffic Citation Dispositions Listing and Open | | Close | | | | Supersede 24-0002 (Citation Records) |
| 98 | MPD-343--Vice Control | 65-0099 | City Directory | | Close | | | | Close-Non-Record (Copies) |
| 99 | MPD-343--Vice Control | 65-0103 | Captain's Meetings - Minutes | | Close | | | | Supersede 23-0026 (Ad Hoc Meeting Minutes) |
| 100 | MPD-343--Vice Control | 65-0115 | General Information File | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 101 | MPD-343--Vice Control | 65-0117 | General Information Index | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 102 | MPD-343--Vice Control | 65-0125 | Property Disbursement, PP-24, Copy | | Close | | | | Close-Non-Record (Copies) |
| 103 | MPD-343--Vice Control | 65-0126 | Property Inventory (Copy), PP-32 | | Close | | | | Close-Non-Record (Copies) |
| 104 | MPD-343--Vice Control | 65-0132 | Statute Book, Wisconsin State | | Close | | | | Close-Non-Record (Copies) |
| 105 | MPD-343--Vice Control | 89-0022 | Major Crimes, Daily Summary, Copy | | Close | | | | Supersede 19-0025 (Routine Reports) |
| 106 | MPD-346--Open Records | 85-0007 | Open Records Request, 1983- | | Close | | | | Supersede 07-0001 |
| 107 | MPD-346--Open Records | 85-0008 | Index Card - Open Records Request, 1983- | | Close | | | | Supersede 07-0001 |

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| 108 | MPD-346--Open Records | 85-0009 | Memo Book Of Open Records Requests | | | Close | | | Supersede 07-0001 |
| 109 | MPD-347--District 1 | 60-0274 | Supplies Received Register | | | Close | | | Supersede 19-0025 (Routine Reports) |
| 110 | MPD-347--District 1 | 60-0290 | Major Crimes Daily Flasher From Detective Bureau | | | Close | | | Supersede 19-0025 (Routine Reports) |
| 111 | MPD-347--District 1 | 60-0305 | Missing Person's - Mo Summary Of Those Still Msg | | | Close | | | Supersede 19-0025 (Routine Reports) |
| 112 | MPD-347--District 1 | 87-0006 | Restraining Order Or Injunction, Copy | | | Close | | | Supereade District Version |
| 113 | MPD-350--Printing And Stores | 78-0104 | Kardex - Disbursement | | | Close | | | Close-No Longer Created |
| 114 | MPD-352-- Community Services | 92-0011 | Division Activity Report, Weekly | | | Close | | | Supersede 19-0025 (Routine Reports) |
| 115 | MPD-355-- Management, Analysis, And Planning | 61-0028 | Annual Report | | | Close | | | Supersede 19-0024 (Annual Reports) |
| 116 | MPD-359-- Intelligence Fusion Center | 14-E004 | Automated License Plate Reader Records | Automated License Plate Reader (ALPR) is a system consisting of one or more cameras & related equipment that automatically & without human control locates, focuses on, & photographs license plates & vehicles that come into range of the device. This series includes a geographic tracking file associated with each record capture. | Renew | | 1 | Destroy Confide | Renew without amendment. |
| 117 | MPD-370--Human Resources | 13-E028 | Employee Summary Report | | | Close | | | Supersede 11-0035 (Personnel File) |

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| 118 | MPD-370--Human Resources | 61-0279 | Shorthand Notes, Personnel Actions | | Close | | | | Close (Non-Record). No boxes in inventory. |
| 119 | MPD-370--Human Resources | 62-0019 | Memoranda Index | | Close | | | | Supersede 60-0224 (Memoranda Global) |
| 120 | MPD-370--Human Resources | 73-0149 | Back Pay Calculation | | Close | | | | Supersede 19-0094 (HRMS Reports) |
| 121 | MPD-370--Human Resources | 73-0150 | Ordinances, Salary & Position | | Close | | | | Close-Non-Record (Copies) |
| 122 | MPD-370--Human Resources | 73-0236 | Personnel Listing By Location & Title | | Close | | | | Close-Non-Record (Copies) |
| 123 | MPD-370--Human Resources | 85-0010 | Injury Pay Report, Biweekly, 101.385 | | Close | | | | Supersede 19-0094 (HRMS Reports) |
| 124 | MPD-370--Human Resources | 85-0120 | Correspondence | | Close | | | | Supersede 20-0011 (Routine Correspondence) |
| 125 | MPD-370--Human Resources | 87-0011 | Appropriation Accounts - BCU 489.340 Copy | | Close | | | | Supersede 18-0010 (Cash Management) |
| 126 | MPD-370--Human Resources | 87-0014 | Statement Of Departmental Expenditures and | | Close | | | | Supersede 19-0094 (HRMS Reports) |
| 127 | MPD-370--Human Resources | 87-0015 | O&M Expenditures By BCU, Du Objective, Fund - | | Close | | | | Supersede 19-0094 (HRMS Reports) |

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| 128 | MPD-370--Human Resources | 89-9059 | Department Memorandum - Microfilm Copy | | Close | | | | Supersede 60-0224 (Memoranda Global) |
| 129 | MPD-370--Human Resources | 89-M059 | Department Memorandum | | Close | | | | Supersede 60-0224 (Memoranda Global) |
| 130 | MPD-370--Human Resources | 89-M061 | Department Orders | | Close | | | | Supersede 60-0225 (Orders Global) |
| 131 | MPD-370--Human Resources | 92-0009 | Future Applicant File | | Close | | | | Supersede 11-0029 (Recruitment and Hiring) |
| 132 | WATER-641--Water Department | 23-0038 | Meter Reading and Billing Records | Records of all readings of meters used to determine charges to customers, billed quarterly as allowed by Wis. Admin. Code PSC 185.32. This schedule consolidates schedules for Meter Reading Investigations, Collection records, and adjustment records to reflect collocation of account billing data in MWW systems. | New | | 6 | | New Schedule to consolidate functionally related records. |
| 133 | WATER-641--Water Department | 23-0039 | Meter Testing and History Records | Record of water meter testing records as required by Wis. Admin. Code 185.46 and containing all information specified therein, including meter identification, installed address, date of test, name of tester, and meter condition/function before and after the test and any repairs deemed necessary. | New | Meter is decommissioned | 6 | Destroy | New Series to reflect statutory requirements. |

City Information Management Committee Retention Schedules

March 7, 2024

| # | Organization | Schedule | Schedule Title | Schedule Description | Review Type | Event Code | Years | Disposition | Review Notes |
|-----|-----------------------------|----------|--|--|-------------|--|-------|------------------|--|
| 134 | WATER-641--Water Department | 96-0053 | Public Service Commission Orders and Documentation | Formal orders served upon the Water Works by the Public Service Commission, used to enforce actions permitted by Wis. Stats. Â§Â§ 196.02 and 227.11. In addition to the order itself, this series may include supporting documentation, such as correspondence, certifications, or any information requested of Milwaukee Water works by PSC. | Amend | Creation | 3 | Archives at Milw | Updated title and description. |
| 135 | WATER-641--Water Department | 97-0076 | Production/Pumpage Records--Monthly Summaries | Records created by purification and pumping facilities owned by Milwaukee Water Works. This series specifically covers retention of summary reports required by Wis. Admin. Code Ch. PSC 185.45; for daily reports, use RRDA #19-0024 (Routine Reports). | Amend | 3 years after source decommission (if earlier) | 15 | Destroy | Updated title, description, and retention period to reflect PSC guidelines (2009). |
| 136 | WATER-641--Water Department | 97-0079 | Customer Service/Account Files | Records relating to service provided to and interactions with individual customer accounts. Documents include, but are not limited to, system usage reports, inquiries, complaints, records of inspection of premises, customer deposit records, individual billing records, and other records not otherwise captured by a customer-focused retention schedule. Retention of this series follows Wis. Admin. Code PSC 185.19(d). | Amend | | 6 | Destroy | Updated Series Title and Description. |

City Information Management Committee Retention Schedules

March 7, 2024

| # | Organization | Schedule | Schedule Title | Schedule Description | Review Type | Event Code | Years | Disposition | Review Notes |
|-----|-----------------------------|----------|---|--|-------------|------------|-------|-------------|---|
| | | | | Detail records, analysis sheets, and computation worksheets used for segregating the accumulated provision for depreciation and depletion extent according to the treatment plant functional classification. This series also includes longitudinal data such as life and salvage studies. Retention period follows advice in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities", as adopted by the Public Service Commission 3/19/09 to supplement Wis. Admin. Code Ch. PSC 185.19. | | | | | |
| 137 | WATER-641--Water Department | 97-0115 | Accumulated Depreciation Records-- Treatment Plants | | Amend | | 25 | Destroy | Amended series title and description |
| | | | | Records related to the annual Payment in Lieu of Taxes (PILOT) made to the City of Milwaukee by Milwaukee Water Works (MWW) for MWW-owned tax-exempt properties, as permitted by Milwaukee Code of Ordinances 307-7. Records may include, but are not limited to, the PILOT agreement, rate calculations, correspondence with other City departments, record of payment, and other related documentation. | | | | | |
| 138 | WATER-641--Water Department | 97-0121 | Payment in Lieu of Taxes (PILOT) files | | Amend | | 7 | Destroy | Updated schedule title and description. |

City Information Management Committee Retention Schedules

March 7, 2024

| # | Organization | Schedule | Schedule Title | Schedule Description | Review Type | Event Code | Years | Disposition | Review Notes |
|-----|-----------------------------|----------|------------------------------------|---|-------------|-------------------------|-------|-------------|---|
| 139 | WATER-641--Water Department | 98-0009 | Connection/Disconnection Orders | Records related to disconnection or reconnection of water service due to any condition allowed in Wis. Admin. Code Ch. PSC 185.37(2) or (3). Order files should include any required notice or explanation as stipulated in the enabling regulations, as well as record of any dispute/appeal to either Milwaukee Water Works or the Public Service Commission affecting implementation of the disconnect order. Retention follows Wis. Admin. Code Ch. PSC 185.19(d)(1). | Amend | Creation | 3 | Destroy | Amended to expand description and update statutory authority. |
| 140 | WATER-641--Water Department | 98-0011 | Revenue Summaries | Summaries of monthly operating revenues according to classes of service, including summaries of forfeited discounts and penalties. Retention is based on guidance from the Wisconsin Public Service Commission, Wis. Admin. Code Ch. PSC 185.19(d)(4). | Amend | | 6 | Destroy | Revised to include 2023 PSC citation. |
| 141 | WATER-641--Water Department | 97-0120 | Rate Schedules | Water rate schedules and supporting documentation, which are required to be filed with the Public Service Commission under Wis. Admin. Code Ch. PSC 185.21 and made available for public inspection. | Renew | Superseded by new rates | 0 | Destroy | Updated title and description |
| 142 | WATER-641--Water Department | 97-0001 | Revenue - Adjustments (55) | | Close | | | | Supersede 23-0038 (Meter Reading Records) |
| 143 | WATER-641--Water Department | 97-0075 | O & M - Prod - Water Supply (22.4) | | Close | | | | Supersede 97-0076 (Pumpage/Production Records) |

City Information Management Committee Retention Schedules

March 7, 2024

| # | Organization | Schedule | Schedule Title | Schedule Description | Review Type | Event Code | Years | Disposition | Review Notes |
|-----|-----------------------------|----------|-----------------------------------|----------------------|-------------|------------|-------|-------------|-------------------------|
| 144 | WATER-641--Water Department | 97-0126 | Cost of Services Increase Filings | | Close | | | | Close-No Longer Created |
| 145 | WATER-641--Water Department | 98-0008 | Revenue-Meter Reading-Cards (48) | | Close | | | | Close-No Longer Created |