

City of Milwaukee Schedule Recommendations for CIMC Approval September 3, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendations	Status
1	170	Election Commission	D06-E003	<u>Inactive Voter Registration Records (E-Vault)</u>	Delete	When a City of Milwaukee voter loses their eligibility to vote for any reason (i.e., death, committing a felony, changing residency), their registration card becomes inactive. This series includes inactive voter registration cards containing the name, address and other personally identifiable information of a voter and the reason their registration card became inactive.	4 Yrs.- E-Vault System	Purge	The Election Commission will use E-Vault as a storage/retrieval system for original voter registration applications including active and inactive voter registration cards. The State Voter Registration System database will be the Election Commission's official resource for determining the eligibility status of a voter's registration at any given time. Once a voter's registration is input into E-Vault, it will remain in E-Vault. See proposed revision to Schedule D07-E002 <u>Voter Registration Applications (E-Vault)</u> .	Approve	CART Approved
2	170	Election Commission	D07-0002	<u>Active Voter Registration Cards (Paper)</u>	Change/Renewal	This schedule is for existing <u>Active Voter Registration Cards</u> , as well as for paper-medium based <u>Active Voter Registration Applications</u> created in the future. These records are used to register eligible citizens in the City of Milwaukee to vote in partisan and non-partisan elections. The applications can include all or some of the following: name, address, date of birth, social security numbers, state driver's license and state identification card numbers, citizenship affirmation, phone number, email address, date of application, signature of voter, signature of registrar, and proof of residence documentation. All registrations for voters who are currently active in the City of Milwaukee within the State Voter Registration System (SVRS) database will be input and retained on the City of Milwaukee E-Vault System. An "active" application refers to any applications of a voter whose digital record in SVRS is active and the voter resides in the City of Milwaukee, regardless of subsequent submittal of a new registration application for address or name changes.	Event = Date of input into E-Vault, plus 2 Yrs., City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise this schedule to reflect current business practices. SVRS maintains metadata history of each voter registration application entry within an individual voter's record. The E-Vault System will be used to store and retrieve these cards; SVRS will be used by the Election Commission as the official source to determine a voter's registration eligibility status. Current retention of original, paper-based cards for 2 years following input into E-Vault, with a final disposition to destroy under supervision would remain the same.	Approve	CART Approved
3	170	Election Commission	D07-E002	<u>Voter Registration Applications (E-Vault)</u>	Change/Renewal	All registrations of active City of Milwaukee voters will be retained in the City's E-Vault System (regardless of subsequent name or address changes). They will be retained permanently on E-Vault, which will serve solely as a storage/retrieval system to locate voter applications by State Voter Registration System (SVRS) number or voter name. Application records on E-Vault may include some, but not all, inactive voter registration applications. SVRS will serve as the official record of all voter activity, history, and status for the City of Milwaukee Election Commission. See proposed revision to Schedule 07-0002 for full content description.	Permanent- E-Vault System	Permanent	The request is to revise this schedule to reflect current business practices. Inactive registration applications/cards in E-Vault would not be removed; they would be retained as part of a voter's <u>application registration history</u> . The proposal is to revise this schedule to retain all voter cards and applications entered for storage and retrieval into the City's E-Vault System permanently, rather than to purge inactive cards after 4 years, as SVRS historic metadata of a voter's application will be used to determine active eligibility status. Attempts to purge individual inactive cards within a voter's application history file would be labor intensive and risk purging active voter cards inadvertently.	Approve	CART Approved

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4	170	Election Commission	D09-0023	<u>Inactive Voter Registration Applications (Paper)</u>	Change/ Renewal	This schedule is used for registration applications for voters that are inactive within the State Voter Registration System for the City of the Milwaukee at the time of review of voter registration applications/cards for inclusion into the City's E-Vault system. Original paper-medium registrations for inactive records will be retained for four years following the inactivation date, but not input into the E-Vault system. After four years, the records will be destroyed under supervision. This recommendation is in keeping with Wisconsin State Statute 7.23 (1)(c). When a City of Milwaukee voter becomes inactive within the City for any reason (i.e., moving out of the City of Milwaukee, death, committing a felony, four-year voter maintenance, undeliverable mail, incompetency), their registration record in SVRS becomes "inactive".	Event = Inactivation date of voter registration/ card, plus 4 Yrs.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise this schedule to reflect current business practices related to the maintenance of paper-based and digital voter registration cards and applications. Voter registration cards/applications that are inactive at the time of review for inclusion into the City's E-Vault System would be retained for four years following inactivation of a card, then destroyed under supervision.	Approve	CART Approved
5	200	Department of City Development (DCD)	D02-0004	<u>Daily Permits (Paper)</u>	Custodial Change	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been scanned on a daily basis by the City Records Center for preservation on the City's E-Vault System. <u>Daily Permits</u> include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit authorization to proceed with improvement and modifications to properties.	Event = Input into the City's E-Vault System via scanning, plus 6 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to formally transfer custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved
6	360	Department of Neighborhood Services (DNS)	D02-0004	<u>Daily Permits (Paper)</u>	Amend/ Renew	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been scanned on a daily basis by the City Records Center for preservation on the City's E-Vault System. <u>Daily Permits</u> include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit authorization to proceed with improvement and modifications to properties.	Event = Input into the City's E-Vault System via scanning, plus 6 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to revise the retention period from dispose 6 months after scanning to dispose 3 months after scanning into E-Vault, then destroy under supervision.	Approve	CART Approved

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7	200	Department of City Development (DCD)	D02-E004	<u>Daily Permit Records (E-Vault)</u>	Custodial Change	This series is for the digital version of <u>Daily Permits</u> stored on the City's E-Vault System. The Development Center issues permits for improvements and modifications to commercial and residential properties. Paper copies of this record are scanned into the City's E-Vault System on a daily basis prior to DNS inspectors' reviews of properties. Permit includes property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The permit is originally a three part form, which is distributed as follows: 1.) to the customer 2.) to DNS and 3.) to the Document Services Center. Copies one and two have two sides. Inspectors in DNS use the reverse side to record inspection status and disposition of the permit. (See related proposed Schedule D15-E020 <u>Completed Permits (E-Vault)</u>).	3 Yrs.- E-Vault System	Destroy Under Supervision	The request is to formally transfer legal custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved
8	360	Department of Neighborhood Services (DNS)	D02-E004	<u>Daily Permit Records (E-Vault)</u>	Amend/ Renew	This series is for the digital version of <u>Daily Permits</u> stored on the City's E-Vault System. The Development Center issues permits for improvements and modifications to commercial and residential properties. Paper copies of this record are scanned into the City's E-Vault System on a daily basis prior to DNS inspectors' reviews of properties. Permit includes property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The permit is originally a three part form, which is distributed as follows: 1.) to the customer 2.) to DNS and 3.) to the Document Services Center. Copies one and two have two sides. Inspectors in DNS use the reverse side to record inspection status and disposition of the permit. The department is in the process of implementing the creation of <u>Daily Permits</u> in native digital format on its new Land Management (Information) System (LMS). When Code Enforcement Inspectors complete and approve the issuance of permits via physical reviews of properties, the final record becomes known as a <u>Completed Permit</u> . (See Schedule D15-E020). The intent is for both <u>Daily Permits</u> and <u>Completed Permits</u> created in native digital formats to be archived in the City's E-Vault System for permanent retention of these historic property records in one central location.	Permanent- E-Vault System	Permanent	The request is to change the retention of this schedule from 3 years to permanent. A permanent record of permits issued is required for administrative and historic purposes. Permanent retention of this record series is intended to facilitate checks and balances in the City's permitting process, through the completion of code inspection functions. See related proposed schedule change to D85-9082 <u>Permit, Office Copy, Daily Microfilm Jacket</u> .	Approve	CART Approved
9	221	City Treasurer	D07-0022	<u>Authorization Agreement- EFT for Property Tax Installments</u>	Delete	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Cancellation of agreement, plus 4 Yrs.- Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as all paper documentation received for new EFT, changed EFT and cancelled EFT are now being imaged and stored electronically. All prior paperwork has been imaged as well. See related schedules D15-0026 and D15-E026 that will replace this schedule.	Approve	CART Approved

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10	221	City Treasurer	D15-E026	<u>Authorization Agreement- EFT for Property Tax Installments- Electronic Image</u>	New	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Cancellation of agreement, plus 4 Yrs.- Treasurer's Server, External Hard Disks	Purge	The request is to create a new schedule for the Authorization Agreement EFT for Property Tax Installments- Electronic Image. See related Schedule D15-0026 and D07-0022. The proposed retention is Event = Cancellation of agreement plus 4 years and then purge.	Approve	CART Approved
11	221	City Treasurer	D15-0026	<u>Authorization Agreement- EFT for Property Tax Installments- Paper</u>	New	This record series includes enrollment applications of taxpayers into the ACH (Automated Clearing House) installment tax program for authorization of electronic fund transfers of tax payments as well as for accounts for which authorizations have been changed or cancelled. Application forms are kept for four years after the person cancels participation in the program. These documents are now being imaged and stored electronically.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the Authorization Agreement EFT for Property Tax Installments- Paper. This schedule would replace D07-0022. The proposed retention is 2 weeks following scanning and performance of quality control processes to preserve records on the Treasurer's external server hard disks, then destroy under supervision.	Approve	CART Approved
12	221	City Treasurer	D94-0050	<u>Customer Services Division Correspondence Files</u>	Change/ Renewal	Correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014.	Current plus 7 Yrs.- Treasurer's Office	Destroy Under Supervision	All customer correspondence letters and responses are now being imaged and stored electronically. The request is to set this schedule to expire on 12/31/2021 when the current retention is up on the last record created before the scanning process was initiated . The existing paper based collection runs from 12/1/2008 to 11/30/2014. See related schedules D15-E025 and D15-0025, which will ultimately replace this schedule.	Approve	CART Approved
13	221	City Treasurer	D15-E025	<u>Customer Services Division Correspondence Files- Electronic Image</u>	New	Correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014 with the scanning of paper based records into PDF files, organized sequentially by subject area and unique numeric identifiers on the Treasurer's Office Server.	Current plus 7 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for the Customer Services Division Correspondence Files- Electronic Images and retain records for Current plus 7 years, then purge.	Approve	CART Approved

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14	221	City Treasurer	D15-0025	<u>Customer Services Division Correspondence Files- Paper</u>	New	Original paper based correspondence from taxpayers, financial institutions, business concerns, and government agencies relating to questions about tax records or payments that require a written response which are kept for future reference. Imaging of these records was implemented on 12/1/2014. Files are saved in PDF format on the Treasurer's Server.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the paper documents which will replace Schedule D94-0050. The proposed retention is 2 weeks following scanning and quality control processes, then destroy paper originals under supervision.	Approve	CART Approved
15	221	City Treasurer	D00-0045	<u>Financial Services Operations Files</u>	Change/ Renewal	All forms, documents and correspondence relating to the daily fund accounting and financial services operations of the Investments and Financial Services Unit. Some of these records are created internally using spreadsheets, the City's FMIS/HRMS system & City Treasurer's cashier system & "SymPro", which is the investment portfolio management system. Some of the records are the source documents for data entered into the city's computerized financial systems. Records are kept in chronological sequence by business day at department.	1 Yr.- Treasurer's Office/ 6 Yrs. City of Milwaukee Records Center	Destroy Under Supervision	The request is to set this schedule to expire on 7/1/2022 when the current retention is up on the last records created prior to initiation of scanning . Proposed retention is for 1 year in the Treasurer's Office, then store for 6 years at the City of Milwaukee Records Center and destroy under supervision. This schedule will ultimately be replaced by proposed schedules D15-E024 and D15-0024.	Approve	CART Approved
16	221	City Treasurer	D15-E024	<u>Financial Services Operations Files- Electronic Image</u>	New	All forms, documents and correspondence (supporting documentation) relating to the daily fund accounting and financial services operations of the Financial Services Division. Financial Services files are now imaged and stored electronically in PDF format on the Treasurer's Server. These images will be kept for Current plus 7 years and be accessible at staff desktop computers. See Also, Schedule D15-0024.	Current plus 7 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for Financial Services Operations Files- Electronic Image. The proposed retention is Current plus 7 years, then destroyed under supervision.	Approve	CART Approved
17	221	City Treasurer	D15-0024	<u>Financial Services Operations Files- Paper</u>	New	Original, paper-based forms, documents and correspondence (supporting documentation) relating to the daily fund accounting and financial services operations of the Financial Services Division. Financial Services files are now imaged and stored electronically as PDF files on the Treasurer's server. See Schedule D15-E024.	Event = Scan onto Treasurer's Server and perform quality control processes, plus 1 Mo- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for Financial Services Operations Files- Paper. The proposed retention is one month following scanning and quality control processes then destroy under supervision.	Approve	CART Approved

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18	221	City Treasurer	D92-0036	<u>Lottery and Gaming Credit Program</u>	Delete	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form.	4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as Lottery and Gaming Credit Program documentation is now kept electronically. See related schedules D15-0027 and D15-E0027. Digitization of these records began on 2/1/2009.	Approve	CART Approved
19	221	City Treasurer	D15-E027	<u>Lottery and Gaming Credit Program- Electronic Image</u>	New	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form. Lottery and Gaming Program applications and cancellation requests are now being imaged and stored electronically in PDF format on the City of Milwaukee Treasurer's Server.	Current plus 4 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Lottery and Gaming Credit Program- Electronic Images</u> . The proposed retention is Current plus 4 years on the Treasurer's Server, then purge.	Approve	CART Approved
20	221	City Treasurer	D15-0027	<u>Lottery and Gaming Credit Program- Paper</u>	New	City tax payers may claim Wisconsin State Lottery Credit to be applied to their property tax accounts (SEC.79.10, WIS. STATS.). Form Ct-206 provides for a means to apply for and claim this credit. Supporting documentation may be attached to the form. This series includes the original paper based lottery and Gaming Program applications and cancellation requests. Records are now stored digitally. See Schedule D15-E027.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Lottery and Gaming Credit Program- Paper</u> documents to replace Schedule D92-0036. The proposed retention is 2 weeks following scanning and quality control processes, then destroy under supervision.	Approve	CART Approved
21	221	City Treasurer	D12-0011	<u>Property Tax Account Transaction Documents</u>	Amend/ Renew	This record contains all supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date. These supporting documents are the basis for entries made to the N275 tax collection system.	4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as these documents are now being imaged and stored electronically. See related Schedules D15-0029 and D15-E029. This schedule would be set to expire on 12/31/2018 when retention on the last records prior to the scanning process expires.	Approve	CART Approved
22	221	City Treasurer	D15-E029	<u>Property Tax Account Transaction Documents- Electronic Image</u>	New	This record contains all supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date and stored in PDF format. These supporting documents are the basis for entries made to the N275 tax collection system. Imaging of these documents was implemented on 1/2/2015.	Current plus 3 Yrs. - Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Property Tax Account Transaction Documents- Electronic Images</u> . The proposed retention is current plus 3 years on the Treasurer's server, then destroy under supervision.	Approve	CART Approved

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23	221	City Treasurer	D15-0029	<u>Property Tax Account Transaction Documents- Paper</u>	New	This record contains all paper based supporting documentation for mailing address change requests, contemplated special assessments and charges added to the tax roll, bank lock box returned items, NSF payments, and property tax refunds. Documents are kept in tax key number order by date. These supporting documents are the basis for entries made to the N275 tax collection system. Imaging of these documents was implemented on 1/2/2015.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Property Tax Account Transaction Documents-Paper</u> to replace previous Schedule D12-0011. These records would be retained for 2 weeks following scanning and quality control processes, then destroyed under supervision.	Approve	CART Approved
24	221	City Treasurer	D94-0053	<u>Return Remittance Bill Payment Envelopes</u>	Delete	These records include return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes	1 Yr. - Treasurer's Office	Destroy Under Supervision	The request is to delete this schedule as these documents are now being imaged and stored electronically. See related Schedules D15-0028 and D15-E028.	Approve	CART Approved
25	221	City Treasurer	D15-E028	<u>Return Remittance Bill Payment Envelopes- Electronic Image</u>	New	These records include the digitized version of return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes.	Current plus 1 Yr.- Treasurer's Office Server	Purge	The request is to create a new schedule for <u>Return Remittance Bill Payment Envelopes- Electronic Images</u> . The proposed retention is current plus 1 year, then purge.	Approve	CART Approved
26	221	City Treasurer	D15-0028	<u>Return Remittance Bill Payment Envelopes- Paper</u>	New	These records include original, paper-based, return remittance bill payment envelopes to prove the timeliness of delinquent payments. Envelopes, which had contained a tax payment, postmarked after the end of the previous month and received after the 5th of the current month. The envelopes are kept in case a question arises as to the timeliness of a tax payment as defined by Wisconsin State Statutes. These records are now being imaged and stored electronically.	Event = Scan on to Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Return Remittance Bill Payment Envelopes- Electronic Images</u> . These records would be retained for 2 weeks following scanning and quality control processes, then destroyed under supervision.	Approve	CART Approved

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27	221	City Treasurer	D00-0046	<u>Revenue Collection Operations Files</u>	Amend/ Renew	All forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day at the department. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports.	Current plus 4 Yrs. - Treasurer's Office	Destroy Under Supervision	The request is to set this schedule to expire on 12/31/2018 when the current retention is up on the last records created prior to initiation of scanning. Retention would remain at Current plus 4 years, then destroy under supervision.	Approve	CART Approved
28	221	City Treasurer	D15-E023	<u>Revenue Collection Operations Files- Electronic Image</u>	New	This series includes the digital version of all forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day received. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports. Imaging of all paper documentation processed through the teller stations was implemented on 1-2-2014. See Schedules D15-0023 and D00-0046.	Current plus 4 Yrs.- Treasurer's Office Server	Purge	The request is to create a new schedule for the <u>Revenue Collection Operation Files- Electronic Image-</u> records. Retain files for Current plus 4 years on Treasurer's Server, then purge.	Approve	CART Approved
29	221	City Treasurer	D15-0023	<u>Revenue Collection Operations Files- Paper</u>	New	This series includes all original, paper-based forms, documents and correspondence relating to the daily teller operations of the Revenue Collection Unit. Records are kept in chronological sequence by business day at the department. Reports are generated from the FMIS/HRMS financial system of the City and the cashier system in the Office of the City Treasurer. Some of the records are the source documents for data entered into the City's computerized financial systems. This series includes Tellers' end of day reports. Imaging of all paper documentation processed through the teller stations was implemented on 1-2-2014. See Schedules D00-0046 and D15-E023.	Event = Scan onto Treasurer's Server and perform quality control processes plus 2 Weeks- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for the <u>Revenue Collection Operation Files- Paper-</u> records. The proposed retention is Event = completion of scanning and quality control processes, then destroy under supervision.	Approve	CART Approved
30	221	City Treasurer	D15-0030	<u>USPS Returned Mail Bills</u>	New	These records include returned property tax bills/installments/delinquent bills that are returned by the USPS. They are then counted, researched and resent out with change of address request forms.	1 Yr.- Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>USPS Returned Mail Bills</u> . The proposed retention is one year, then destroy under supervision.	Approve	CART Approved

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31	230	Assessor's Office	D15-0022	<u>Exemption Reports- Bi-annual</u>	New	Wisconsin Department of Revenue form PC-220 "Tax Exemption Report" needs to be filed bi-annually (every even numbered year) by properties that are exempt from property taxes in the City of Milwaukee, per State Statute 70.337, for the purpose of updating the City Assessor's office of any of the current status of the exemption and report any possible changes. The City of Milwaukee retains this form, there is no requirement for us to forward copies of the report to the Wisconsin Department of Revenue. This record includes the name, purpose and address of the organization, the location of the property/governing entity, parcel number, legal description, exemption status, estimated fair market value, whether or not the property is leased, percentage of property leased, any portions of the property that are used for taxable enterprises; and the name, title, telephone, address, city, state and zip code of the owner or owner's representative, as well as date of form completion.	3 Yrs.- Assessor's Office	Destroy Under Supervision	The request is to create a new schedule for <u>Exemption Reports- Bi-annual</u> . The proposed retention is 3 years, then destroy under supervision.	Approve	CART Approved
32	300	Milwaukee Police Department-Wide Schedules	D15-E021	<u>Body Worn Camera Recordings</u>	New	This record series includes digital audio and video recordings captured from police body worn cameras. Police officers place their camera into an evidence transfer module to download all recorded data at the end of each shift. All recordings will be categorized in accordance with MPD SOP's for Body Worn Cameras (BWC'S) and uploaded to Evidence.com, a vendor-hosted site, currently under contract with the City of Milwaukee. The primary purpose for body worn camera deployment is in the interest of officer/public safety for evidentiary purposes. Digital recordings will be retained in accordance with standard police schedules, based on the nature of the data captured, as defined and referenced in MPD SOP BWC (747). Recordings showing no discernible and/or legible incidents will be destroyed upon determination by authorized MPD command personnel.	Event = Retain until expiration of MPD SOP BWC (747) related category - Evidence.com - vendor-hosted site under contract with City of Milwaukee	Destroy Under Supervision	The request is to create a new schedule for <u>Body Worn Camera Recordings</u> . Recordings will be uploaded to a vendor-hosted site at the end of each officer's shift. Recordings will be stored in category files based on evidentiary values as defined in <u>MPD Standard Operating Procedures for Body Worn Cameras - 747</u> and in accordance with relevant statutory requirements for law enforcement records. Records will be purged in accordance with retention periods set for each category.	Approve	CART Approved
33	200	Department of City Development (DCD)	D73-M101	<u>Premises Record- Original Copy</u>	Delete	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DCD for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property. These records were then microfilmed for retention for the life of the property plus 25 years under Schedule D73-9101. This series began in 1888. Paper original records were discarded 6 months following microfilming.	Event = Microfilm record, plus 6 Mo.- City of Milwaukee Records Center	Scrap	The request is to remove this schedule as <u>Premises Records</u> aka <u>Completed Permits</u> , stopped being microfilmed in the year 2000. Currently these records are scanned into the City's E-Vault System. See Schedules 15-E020 <u>Completed Permit Records (E-Vault)</u> and D15-0020 <u>Completed Permit Records (Paper)</u> .	Approve	CART Approved

City of Milwaukee Schedule Recommendations for CIMC Approval September 3, 2015

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommend- ations	Status
34	200	Department of Neighborhood Services (DNS)	D73-9101	<u>Premises Record-Original Microfilm Copy</u>	Custodial Change	This series includes Premises Records, aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by the Development Center for Plumbing, Electrical, New Construction, etc. and are used by DNS personnel to conduct inspections and code enforcement. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property preserved on microfilm. This historic collection includes records on microfilm dating from 1888 to circa 2000. The City began digitizing rather than filming these records in the year 2000. See proposed renewal of Schedule D15-E020 <u>Completed Permits</u> (E-Vault).	Event = Retain until building removed, plus 25 years, Development Center	Destroy Under Supervision	The request is to transfer legal custodianship from the Department of City Development to the Department of Neighborhood Services as this function was shifted in the 2013 City Budget from DCD to DNS.	Approve	CART Approved
35	360	Department of Neighborhood Services (DNS)	D73-9101	<u>Premises Record-Original Microfilm Copy</u>	Amend/ Renew	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by the Development Center for Plumbing, Electrical, New Construction, etc. and are used by DNS personnel to conduct inspections and code enforcement. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property preserved on microfilm. This historic collection includes records on microfilm dating from 1888 to circa 2000. The intent is to digitize this collection for permanent preservation on the City's E-Vault System under Schedule D15-E020 <u>Completed Permits (E-Vault)</u> . DNS is in the process of implementing a new Land Management System (LMS) to be used for the creation of permits in native digital format. The intent is to archive <u>Completed Permits</u> generated in LMS into the City's E-Vault System for permanent archival retention of the entire collection of property records from 1888 to the present.	Event = Retain until building removed, plus 25 years, Development Center	Destroy Under Supervision	The proposal is that this collection, which begins in 1888 and ends circa 2000 be retained as a finite series until it is scanned into the City's E-Vault System under Schedule D15-E020 <u>Completed Permit Records (E-Vault)</u> . NOTE: The original retention on this series was Event = Retain until building removed, plus 25 years. The request is to change the retention to permanent as this series has long-term administrative and historic value. Permanent retention of this finite film series will be reviewed after all film has been digitized and captured into the City's E-Vault System.	Approve	CART Approved
36	200	Department of City Development (DCD)	D85-9082	<u>Permit, Office Copy, Daily, Microfilm Jacket</u>	Custodial Change	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been preserved on microfilm with the collection of related <u>Premises Records</u> dating back to 1888 and ending in 1999 as far as being preserved in microfilm format. Permits include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit.	Event = Completion of Code Enforcement Inspection	Scrap	The request is to formally transfer custodianship from DCD to DNS as the permit process shifted departments in the 2013 budget.	Approve	CART Approved

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37	360	Department of Neighborhood Services (DNS)	D85-9082	<u>Permit, Office Copy, Daily, Microfilm Jacket</u>	Amend/ Renew	Daily building permits issued by the Development Center for improvements and modifications to commercial and residential properties have been preserved on microfilm with the collection of related <u>Premises Records</u> dating back to 1888 and ending in 1999 as far as being preserved in microfilm format. Permits include property address, name of contractor or party performing work, nature of improvement or modification and fee charged for permit. The City's intent is to ultimately retain the entire collection of each "generation" of property records in a permanent archival collection in digital format on the City's E-Vault System. The City's E-Vault System contents is replicated at a Disaster Recovery Site and stores records in encrypted, unalterable digital image formats.	Permanent- E-Vault System	Permanent	The request is to revise the retention period to reflect current business practices. While the original schedule for these records provided for the purge of <u>Daily Permits</u> following the completion of code enforcement inspection, the oversight and administration of the permit issuing and inspection process has involved the business practice of maintaining <u>Daily Permits</u> on a permanent basis to ensure a system of checks and balances in the event code inspection processes are not completed in a timely fashion or paper work is lost. The original "Daily Permit" issued to a citizen serves as evidence of city-authorized permission to proceed with a project and as receipt of payment for receiving permission to initiate the project. Permanent retention of these records will be reviewed after they have been scanned into the City of Milwaukee E-Vault System.	Approve	CART Approved
38	360	Department of Neighborhood Services (DNS)	D15-0020	<u>Completed Permits (Paper)</u>	New	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DNS for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. Inspection notes and final approvals are included on these records.	Event = Input into the City's E-Vault System via scanning plus 3 Mo.- City of Milwaukee Records Center	Destroy Under Supervision	The request is to create a new schedule for original paper-based records of <u>Completed Permits</u> , which were previously scheduled under the Department of City Development, under a different schedule which specified the transfer of these paper records to microfilm and digital formats. See related proposed Schedule D15-E020 for the digital version of this record.	Approve	CART Approved

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39	360	Department of Neighborhood Services (DNS)	D15-E020	<u>Completed Permits (E-Vault)</u>	New	This series includes <u>Premises Records</u> , aka, <u>Completed Permits</u> , for residential and commercial properties. Permits are issued by DNS Development Center for Plumbing, Electrical, New Construction, etc. and are inspected by DNS personnel. After DNS personnel complete their inspections, a record of the inspection which is recorded on the reverse side of the original permit becomes part of the premises record for an individual property. These records are then scanned for permanent retention on the City's E-Vault System. DNS is in the process of implementing a new Land Management System (LMS) to be used for the creation of permits in native digital format. The intent is to ultimately archive <u>Completed Permits</u> generated in LMS into the City's E-Vault System for permanent retention of the entire comprehensive collection of property related permit records which dates back to 1888.	Permanent- E- Vault System	Permanent	The request is to create a new schedule for the <u>Completed Permit Records</u> series, which was previously scheduled under the Department of City Development. This newly proposed schedule, under the Department of Neighborhood Services (DNS), will include 1.) <u>Completed Permit</u> records in paper form that are scanned into the City's E-Vault System and 2.) <u>Completed Permits</u> in native digital format generated in the DNS Land Management System (LMS) and captured into the City's E-Vault System to be archived for permanent retention. See related Schedules D15-0020 Completed Permit Records (Paper) and D73-9101 <u>Premises Record- Original Microfilm Copy.</u>	Approve	CART Approved