

City of Milwaukee Schedule Recommendations for CIMC Review, June 9, 2016

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	Municipal Records Officer Recommendation	Status
1	153	Department of Administration-Intergovernmental Relations Division (DOA-IRD)	D74-0140	<u>Equipment Requests</u>	Delete	This record series includes requests for equipment for division use, submitted to the Board of Estimates.	Current + 3 Yrs. IRD Office	Scrap	The request is to delete this record as it is no longer used by the IRD division of the Department of Administrations	Approve	CART Approved -- Pending CIMC
2	153	Department of Administration-Intergovernmental Relations Division (DOA-IRD)	D74-0195	<u>IRI Interdepartmental Requisitions and Invoices</u>	Change/Renewal	These records are <u>Interdepartmental Requisitions and Invoices</u> received from departments and issued to other departments	Current + 2 Yrs. IRD Office	Scrap	The request is to: consolidate records previously scheduled under D82-0059, which listed copies of IRIs used for billing departments along with IRIs received from other departments; change the title to <u>IRD Interdepartmental Requisitions and Invoices</u> and reduce the retention from C+9, to 2 years.	Approve	CART Approved -- Pending CIMC
3	153	Department of Administration-Intergovernmental Relations Division (DOA-IRD)	D82-0059	<u>Accounts Receivable C-79, CBP-175</u>	Delete	This record series includes <u>Accounts Receivable Invoices Form C-79</u> , which was used to bill outside agencies for services rendered by the division when charges are billed to the division, an IRI CBP-175C is completed debiting and crediting the appropriate department accounts.	Current + 9 Yrs.- IRD Office	Scrap	The request is to delete this schedule and consolidate the related records under D74-0195 (which is proposed for renewal and update). Some records under D82-0059 are obsolete. Current records will be scheduled under D74-0195.	Approve	CART Approved -- Pending CIMC
4	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D09-0029	<u>EBE Development Project Files</u>	Change/Renewal	This record series includes contracts, correspondence and reports specifically related to development projects that are originating in the Department of City Development. Reports are completed by contractors and submitted to the OSBD office. Correspondence between contractors and the OSBD office reflects any documented communication regarding City contract issues. The purpose of this series is to monitor compliance with SBE (Small Business Enterprise) or RPP (Residential Preference Program).	Current +1 Yr.- OSBD Office / 6 Yrs. City Records Center	Destroy Under Supervision	The request is to renew and update this schedule to reflect current business practices and a change to the title of the program. The request is to change the title of this schedule to <u>OSBD Development Project Files</u> to remove the old reference to EBE.	Approve	CART Approved -- Pending CIMC

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5	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D11-0052	<u>EBE Certification Denial Files</u>	Change/Renewal	This record series includes documentation regarding denials to small businesses who have sought certification from OSBD as a Small Business Enterprise, including those businesses that have exhausted appeals. EBE sunset in 2011. MBE and WBE were repealed in 2013. These previous program records are included under this schedule. Supporting documents include: birth certificate of business owner, high school transcript, business and personal tax statement (3 years), bank signature card, resume, sample company invoices and other confidential information.	3 Yrs.- OSBD Office / Current + 7 Yrs.- City Records Center	Destroy Under Supervision	The request is to renew and update this schedule to reflect current business practices. The request is to change the title of this schedule to remove the references to EBE as several other programs are relevant to the existing collection. The new title would be <u>OSBD Certification Denial Files</u> .	Approve	CART Approved -- Pending CIMC
6	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D15-0034	<u>OSBD Correspondence Files</u>	New	Correspondence including requests between the office and certified firms regarding certification contract monitoring. This series includes compliance check documentation between primary contractors and subcontractors. Records are in paper and digital format (Word, PDF).	Creation + 3 Yrs.- OSBD Office / 4 Yrs.- City Records Center	Destroy Under Supervision	The request is to create a new schedule as these records have never been scheduled before.	Approve	CART Approved -- Pending CIMC
7	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D95-0132	<u>EOEP/ Defaulted Revolving Loan File</u>	Change/Renewal	This record series includes tax returns, bank account information, pension plans, financial statements and loan guarantee documents. Correspondence relating to the default of the loan is also included.	Current + 2 Yrs.- OSBD Office / 8 Yrs.- City Records Center	Destroy Under Supervision	The request is to renew and revise this schedule to reflect current business practices and to change the record title to exclude reference to the program file. The new title would be <u>Defaulted Revolving Loan File</u> .	Approve	CART Approved -- Pending CIMC
8	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D95-0133	<u>EOEP/ Bond File</u>	Delete	This record series includes <u>Bond Application</u> , request letters to North Milwaukee State Bank seeking irrevocable letter of credit for applicant, letters of credit, payment certification, and other documentation.	Creation + 1 Yr.-OSBD Office / 14 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this program has been obsolete many years ago.	Approve	CART Approved -- Pending CIMC

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9	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D95-0135	<u>EOEP Defaulted Bond File</u>	Delete	This record series includes all bond file material and payment drawn from CBGA (Community Block Grant Administration) to Comptroller.	Creation + 1 Yr.-OSBD Office/ 14 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this bond program has been obsolete for at least 15 years.	Approve	CART Approved -- Pending CIMC
10	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D95-0137	<u>DBE Correspondence Files</u>	Delete	This record series contains correspondence between EOEP, other businesses and DBE's relating to the nature of the DBE's services or commodities offered, complaints, commendations, etc.	Creation + 2 Yrs.- OSBD Office/ 4 Yrs.- City Records Center	Destroy Under Supervision	The request to delete this schedule and change the final disposition from MPLSCREEN to Destroy Under Supervision. Records in this collection do not appear to have historic value and can be found in other sources such as resolutions. Any remaining records will be disposed of upon final approval of this request.	Approve	CART Approved -- Pending CIMC
11	159	Department of Administration-Office of Small Business Development (DOA-OSBD)	D95-0152	<u>Daily Field Monitoring Report</u>	Delete	This record series includes the form prepared by Building Inspection to monitor/confirm DBE subcontractors performance on city contracts. Includes project dates, number, bid number, prime contractor and department.	Current + 1 Yr.- OSBD Office / 4 Yrs.- City Records Center	Destroy Under Supervision	The request is to delete this schedule as these records are no longer generated. Any remaining records will be disposed of upon final approval of this request.	Approve	CART Approved -- Pending CIMC
12	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0007	<u>Business Resource Committee Records and Minutes</u>	New	This record series includes the Business Resource Committee's records and minutes of actions taken at monthly meetings for the award or denial of City-funded grants administered by DCD's Commercial Corridor Team. Grants may include, but are not limited to, grants under the Commercial Investment Program for Signage, Facade, White-Box, Retail Investment Fund "RIF" and Art and Community Resource Building Loans. This Committee is an internal committee formed by DCD. It was not created by the Common Council of the City of Milwaukee.	Creation + 5 Yrs./ DCD Office	LRB	The request is to create a new schedule for <u>Business Resource Committee Records and Minutes.</u>	Approve -- with a final disposition of "LRB", in accordance with City Ordinance 305-32, 2.a. -- Official Depository of City Documents.	CART Approved -- Pending CIMC

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13	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0027	<u>BID/NID Files- Petitioned, But Not Created</u>	New	This record series includes Business Improvement District ("BID") and Neighborhood Improvement District ("NID") records for proposed BIDs or NIDs that were petitioned by the property owners of a geographic area, but were not created. BIDs and NIDs are created according to Wisconsin Statutes, Sections 66.1109 and 66.1110, respectively. Files include, but are not limited to, BID and NID initial operating plans (contains petition), assessment data and correspondence. BIDs and NIDs are geographic areas within the City of Milwaukee that are created by petition of property owners within a geographic area for the purpose of creating a funding source to provide for district improvements. Once created, BIDs and NIDs exist until dissolved by the Common Council of the City of Milwaukee.	Event = (for proposed BIDs/NIDs that were petitioned, but were not created by the Common Council, the 2 year retention period begins with either the date of the last action of the Common Council/ Standing Committee or the date that an opposing petition is deemed valid in the majority, whichever date applies and is later) + 2 Yrs./ DCD Office	Destroy Under Supervision	The request is to create a new schedule for <u>BID/NID Files- Petitioned, But Not Created</u> .	Approve	CART Approved -- Pending CIMC
14	191	Department of City Development (DCD)	D66-0041	<u>MCCR Pamphlets and Reports</u>	Delete	This record series includes official publications of human relations agencies throughout the United States to be transferred to the Municipal Library, known as the Legislative Reference Bureau (LRB), prior to destruction. MCCR= Milwaukee Commission on Community Relations.	Current + 3 Yrs. DCD Office	Transfer to City of Milwaukee LRB	The request is to delete this schedule as this is a series of publications that does not officially require a retention schedule.	Approve	CART Approved -- Pending CIMC
15	191	Department of City Development (DCD)	D70-0068	<u>MCCR Complaints</u>	Delete	This record series contains complaints submitted to the MCCR (Milwaukee Commission on Community Relations) for investigation, including, but not limited to, discrimination and housing.	Creation + 3 Yrs.- DCD Office	Destroy Under Supervision	The request is to delete this schedule as these records no longer exist.	Approve	CART Approved -- Pending CIMC
16	191	Department of City Development (DCD)	D70-0069	<u>MCCR Birth Certificate Cases File</u>	Delete	This record series includes data pertaining to the tracing of birth certificates for prospective City employees. The MCCR (Milwaukee Commission on Community Relations), which began in the late 1940's, was dissolved in the late 1980's.	Creation + 1 Yr./ City Records Center	Destroy Under Supervision	The request is to delete this schedule as these records no longer exist.	Approve	CART Approved -- Pending CIMC

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17	191	Department of City Development (DCD)	D70-0070	<u>MCCR Correspondence</u>	Delete	This records series contains copies of letters, complaint reviews and memoranda from the MCCR (Milwaukee Commission on Community Relations) office.	Current + 2 Yrs. DCD Office + 5 Yrs.- City Records Center	Destroy Under Supervision	The request is to delete this schedule as these records no longer exist.	Approve	CART Approved -- Pending CIMC
18	191	Department of City Development (DCD)	D77-0084	<u>Contracts- Other Construction and Personal Service</u>	Delete	This record series contains contract forms, addenda, specifications and change orders, guarantee bonds, special warranties and correspondence pertaining to a variety of construction-related maintenance and various personal services furnished to DCD and HACM (Housing Authority of the City of Milwaukee) and RACM (Redevelopment Authority of the City of Milwaukee) by outside vendors.	Current + 10 Yrs./ DCD Office	Destroy Under Supervision	The request is to delete this schedule, as related DCD and RACM records, were replaced by Schedules D13-0042 and D13-0049, respectively. HACM records are not under the jurisdiction of the City Information Management Committee, as determined by former City Attorney Tom Hayes, in a legal opinion issued in the late 1990's. HACM, financed with federal funding, was determined to be a "non-city entity". The HACM Board has jurisdiction over its record schedules. NIDC and RACM -- also classified by Mr. Hayes at that time to be non-city entities are now, in fact, "city components" whose budgets are subject to approval by the Common Council, in accordance with Government Accounting Standards Board rules and are therefore, according to Vincent Moschella, under the jurisdiction of the CIMC with regard to approval of record retention schedules. Chris Wanty, of the Office of the City Comptroller, concurs with Mr. Moschella.	Approve	CART Approved -- Pending CIMC

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19	191	Department of City Development (DCD)	D89-0027	<u>MCCR Subject Files (1964-1988)</u>	Delete	This record series contained a very broad categorization, covering files relating to a wide-ranging miscellany of topics from Circa 1945 - 1988. Included are MCCR (Milwaukee Commission on Community Relations) office files documenting agency activities and procedures, newsletters, reports, chronological files and project files reflecting involvement in various community relations/human rights areas such as affirmative action, comparable worth, police-community relations, hate/violence monitoring, relations training and Martin Luther King Day celebrations.	Transfer to MPL for screening	MPLSCREEN	The request is to delete this schedule as custodianship of these records were transferred to the City Archives at the Milwaukee Public Library in 1989, with the authority to weed.	Approve	CART Approved -- Pending CIMC
20	191	Department of City Development (DCD)	D89-0050	<u>MCCR Photographs and Slides</u>	Delete	This record series includes miscellaneous photographs and slides gathered by MCCR (Milwaukee Commission on Community Relations) staff from Circa 1945 - 1988.	Transfer to MPL for screening	MPLSCREEN	The request is to delete this schedule as custodianship of these records were transferred to the City Archives at the Milwaukee Public Library in 1989, with the authority to weed.	Approve	CART Approved -- Pending CIMC
21	191	Department of City Development (DCD)	D94-0022	<u>DCD Electronic Mapping of GIS Related Records</u>	Delete	This record series contains digital land use 1/4 sections, zoning, overlay files; census tract, neighborhood, special use, spot acquisition urban renewal, Tax Incremental District, Business Improvement District, development, CDBG (Community Development Block Grant) boundary, historic maps. January/July backup tapes.	Current +1 Yr.- DCD Office / Permanent	Permanent	The request is to delete this schedule as the GIS function within DCD transferred to the Department of Administration- Information Technology Management Division (DOA-ITMD) several years ago. Transfer custodianship of GIS Records to DOA/ITMD.	Approve	CART Approved -- Pending CIMC

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22	215	City Comptroller/ Financial Advisory Division	D16-0020	<u>Police Trust Fund Activity Records</u>	New	This record series includes Deposits from the Police Inventory/Property Division to the Police Trust Fund (FMIS FUND 0613) by the City Treasurer and Refunds submitted for payment processing by the Comptroller's Accounting Division. The detail of all Deposits and Refunds including Prisoner ID numbers are tracked in MS-Excel spreadsheets by Comptroller's Financial Advisory Division. This series includes monthly reconciliation reports showing the monthly ending balance of the Police Trust Fund in MS-Excel agrees with the ending balance of the Police Trust Fund (0613) in FMIS. The balance of the Unclaimed Funds in the Police Trust Fund of the oldest, active, two years is electronically transferred biennially to Milwaukee County Treasurer in July of the odd numbered year (2006-2007 in 2009, 2008-2009 in 2011, etc.) This series includes letters sent to Milwaukee County Treasurer, State Secretary of Department of Financial Institutions and Milwaukee Police Inventory/Property Division with copies of detailed reports of Police Trust Fund Unclaimed Balance that was transferred to the County Treasurer. Wisconsin State Statutes Chapter 59.66.	Current + 2 Yrs. Comptroller's Office/ 7 Yrs. - City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Police Trust Fund Activity Records</u> .	Approve	CART Approved -- Pending CIMC
23	215	City Comptroller/ Financial Advisory Division	D16-0021	<u>Mobile Home Parks Billing & Collection Records</u>	New	This record series includes a master list of Mobile Homes in the City of Milwaukee, monthly invoices, monthly statements of parking permit fees based on City Tax Assessments, distribution rate worksheet, payments, deposits forms and documentation of monthly changes in ownership, fee or occupancy provided by the City Assessor. Statutes and Ordinances covering mobile home park fees are as follows: City of Milwaukee Code of Ordinance, Volume 2, Chapter 246 Wisconsin Statutes, Chapter 66-Municipal Law. Non-park-owned mobile homes are required to pay a monthly parking permit fee which is considered a property tax replacement. The City Assessor provides the initial data and updated documentation of changes throughout the year, including any lottery credits added. Comptroller's Financial Advisory Division prepares the monthly billings, receives and processes payments for the City of Milwaukee, collected by the Mobile Home Park owners/operators.	Creation + 2 Yrs.- Comptroller's Office/ 5 Yrs. - City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Mobile Home Parks Billing and Collection Records</u> .	Approve	CART Approved -- Pending CIMC

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24	215	City Comptroller/ Financial Advisory Division	D16-0022	<u>Care of Prisoners Cost Records</u>	New	This record series includes billings from the House of Correction in Franklin and Milwaukee County Sheriff for the City of Milwaukee's share of the costs for the Care of Prisoners in accordance with the Wisconsin Statutes 66.12 and 59.28 for prisoners convicted of City violations. This record series can include Audit Work Papers, County Financial Statements, correspondence with Municipal Court, analysis of calculations: "out of pocket expenses", "Carry over Fund" and new year budget estimating work papers, and Annual Review of Per Diem billing rates.	Creation + 2 Yrs.- Comptroller's Office/ 5 Yrs. - City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Care of Prisoners Cost Records</u> .	Approve	CART Approved -- Pending CIMC
25	221	City Treasurer	D16-0023	<u>IT System Request Changes - Paper</u>	New	Record content includes requested and approved changes to User Access, changes to iNovah Cashiering System, and changes to Automated Tax Collection System.	1 Month- City Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>IT System Request Changes - Paper</u> .	Approve	CART Approved -- Pending CIMC
26	221	City Treasurer	D16-E024	<u>IT System Request Changes - Electronic</u>	New	Record content includes requested and approved changes to User Access, changes to iNovah Cashiering System, and changes to Automated Tax Collection System.	Current + 3 Yrs. City Treasurer's Office	Destroy Under Supervision	The request is to create a new schedule for <u>IT System Request Changes - Electronic</u> .	Approve	CART Approved -- Pending CIMC