

City of Milwaukee Schedules for CIMC Review- September 8, 2016

#	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	191	DCD (Department of City Development) - Commissioner's Office	D16-0002	<u>Central File Records</u>	New	This record series consists of the original version of paper-based and some printed electronic communications received by Department of City Development (DCD) officials, which may be addressed to DCD, RACM (Redevelopment Authority of the City of Milwaukee), CPC (City Plan Commission) or NIDC (Neighborhood Improvement Development Corporation), from governmental entities, the business community and the general public regarding DCD projects, programs and initiatives. Typically, this correspondence is referred internally by Commissioner's Office Staff to pertinent department staff for their action, review and/or information.	Current +4 Yrs.- DCD Commissioner's Office / 3 Yrs. City Records Center	MPLSCREEN	The request is to create a new schedule for <u>Central File Records</u> to consolidate records previously scheduled under D73-0301 <u>Correspondence with Private Industry, D89-0136 Correspondence-Redevelopment Authority (Copy)</u> and D89-0134 <u>Correspondence City Departments (Copy)</u> . This collection will be screened for records related to major program policy development. All confidential records will be destroyed under supervision prior to being sent to MPL (Milwaukee Public Library).	Approve	CART Approved
2	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0003	<u>Commercial Corridor Team Grant Files- City Funded</u>	New	This record series contains City-funded grant files that include, but are not limited to, grants under the Commercial Investment Program (which include Signage, Façade, White-Box, Retail Investment Fund "RIF" and Art and Community Resource Building Loan grants) that support/augment the activities of the DCD-Commercial Corridor Team. Each file typically includes, but is not limited to, an application award/agreement, terms and conditions, vendor invoices, photos of projects, reimbursement requests/documentation, completion documentation and correspondence.	Event = Issuance of Final Expenditure to Grantee or Expiration of Award/retain 3 years, DCD Office/Transfer to City Records Center to be screened for historic value	PERMANENT , City Records Center	The request is to create a new schedule for <u>Commercial Corridor Team Grant Files- City Funded</u> . This request includes screening of records for potential historic value of project photographs. All confidential records will be destroyed under supervision at the City Records Center. Records with permanent historic value will be retained at the City Records Center in accordance with City Standards for the Location of Permanent Records.	Approve	CART Approved

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3	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0004	<u>Commercial Foreclosed Property Fund Records</u>	New	This record series includes grant records for the Commercial Foreclosed Property Fund that support/augment the activities of the DCD-Commercial Corridor Team. Each file typically includes, but is not limited to, an application, award/agreement, terms and conditions, vendor invoices, photos of projects, reimbursement requests/documentation, completion documentation, loan agreement, note, mortgage, occupancy information that converts the forgivable loan to a grant and correspondence.	Event = Full Payment of Loan or Conversion of Loan to Grant, plus 3 years, DCD Office/Transfer to City Records Center to be screened for historic value	PERMANENT, City Records Center	The request is to create a new schedule for <u>Commercial Foreclosed Property Fund Records</u> . This request includes screening of records for potential historic value of project photographs. All confidential records will be destroyed under supervision at the City Records Center. Records with permanent historic value will be retained at the City Records Center in accordance with City Standards for the Location of Permanent Records.	Approve	CART Approved
4	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0005	<u>BID/NID Files</u>	New	This record series includes Business Improvement District ("BID") and Neighborhood Improvement District ("NID") records, which districts were created according to Wisconsin Statutes, Sections 66.1109 and 66.1110, respectively. Files include, but are not limited to, BID and NID initial and subsequent annual operating plans, annual reports, financial audits, assessment data, district board nominations and correspondence. BIDs and NIDs are geographic areas within the City of Milwaukee that were created by petition of property owners within the geographic area for the purpose of creating a funding source to provide for district improvements. BIDs and NIDs exist until dissolved by the Common Council of the City of Milwaukee.	Creation + 5 Yrs./ DCD Office	City of Milwaukee Legislative Reference Bureau	The request is to create a new schedule for <u>BID/NID Files</u> . CART held this schedule in May 2016 and recommended the Final Disposition be changed from DUS to LRB. DCD submitted a revised request in August 2016, which was consistent with CART's recommendation. NOTE: This collection will be screened for documents as outlined in Milwaukee City Ordinance 305-32, such as operating plans, annual reports and financial audits.	Approve	CART Approved

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5	191	Department of City Development (DCD)- Commercial Corridor Team	D16-0006	<u>BID/NID Streetscape Projects and Special Projects or Programs</u>	New	This record series includes Business Improvement District ("BID") and Neighborhood Improvement District ("NID") streetscape project and special project or program records for commercial development, which districts were created according to Wisconsin Statutes, Sections 66.1109 and 66.1110, respectively. Files typically include streetscape proposals or special project or program proposals, cost estimates, drawings or renderings, site plans, photos of projects or programs, loan agreements and grant agreements. BIDs and NIDs are geographic areas within the City of Milwaukee that were created by petition of property owners within the geographic area for the purpose of creating a funding source to provide for district improvements. BIDs and NIDs exist until dissolved by the Common Council of the City of Milwaukee.	Event = Final Loan Payment, plus 3 years, DCD Office/Transfer to City Records Center to be screened for historic value.	City of Milwaukee Legislative Reference Bureau/City Records Center	The request is to create a new schedule for <u>BID/NID Streetscape Projects and Special Projects or Programs</u> . NOTE: Records will be screened for potential historic value. All confidential records will be destroyed under supervision at the City Records Center. Records with historic value will be stored at LRB or CRC in accordance with Milwaukee city Ordinance 305-32 and City Standards for the Location of Permanent Records.	Approve	CART Approved
6	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0028	<u>HOME Owner-Occupied Loan Files</u>	New	This record series includes client loan files for the federally funded HOME Owner-Occupied Loan Program involving single-family and multi-family properties without tenants. Files include, but are not limited to, client confidential financial information, rehab project plans, contract and bid information, loan information, contractor payment information and project closeout information. This does not include client loan files for the federally funded HOME Rental Rehab Program and the HOME Owner-Occupied Loan Program that involve properties with tenants (See Schedule D16-0029 <u>HOME Rental Rehab Loan Files and Owner- Occupied Properties with Tenants.</u>)	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>HOME Owner- Occupied Loan Files</u> .	Approve	CART Approved

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7	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0029	<u>HOME Rental Rehab Loan Files and Owner-Occupied Properties with Tenants</u>	New	This record series includes client loan files for the federally funded HOME Rental Rehab Program and the HOME Owner-Occupied Loan Program involving properties with tenants. Files include, but are not limited to, client confidential financial information, tenant confidential information, rehab project plans, contract and bid information, loan information, contractor payment information and project closeout information. This does not include client loan files for the HOME Owner-Occupied Loan Program that involve single-family or multi-family properties without tenants (See Schedule. D 16-0028 HOME Owner-Occupied Loan Files.)	Event = completion of project/ Current + 1 Yr. DCD Office / 10 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>HOME Rental Rehab Loan Files and Owner- Occupied Properties with Tenants.</u>	Approve	CART Approved
8	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0030	<u>Community Improvement Project Program Grant Files</u>	New	This record series includes grant recipient files for the City and Greater Milwaukee Foundation-funded Community Improvement Project Program. Files include, but are not limited to, grant applications, grant agreements and payment information.	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Community Improvement Project Program Grant Files.</u>	Approve	CART Approved
9	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0031	<u>Homeowners Emergency Loan Program (HELP) Loan Files</u>	New	This record series includes client loan files for the City-funded Homeowners Emergency Loan Program. Files include, but are not limited to, client confidential financial information, rehab project plans, contract and bid information, contractor payment information and project closeout information.	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Homeowners Emergency Loan Program (HELP) Loan Files.</u>	Approve	CART Approved
10	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0032	<u>Minor Home Improvement Project Grant Files</u>	New	This record series includes grant recipient files for the City, Greater Milwaukee Foundation and Wells Fargo-funded Minor Home Improvement Project Grant Program. Files include, but are not limited to, grant applications, applicant confidential financial information, work plans, bids and payment information. This is a pilot program and is subject to available funding; could continue in the future.	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Minor Home Improvement Project Grant Files.</u>	Approve	CART Approved

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11	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0033	<u>Strong Neighborhoods Plan- STRONG Homes Loan Program Loan Files</u>	New	This record series includes client loan files for the City-funded Strong Neighborhoods Plan- STRONG Homes Loan Program involving owner-occupied single-family and multi-family properties. Files include, but are not limited to, client confidential financial information, rehab project plans, contract and bid information, loan information, contractor payment information and project closeout information.	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Strong Neighborhoods Plan- STRONG Homes Loan Program Loan Files</u> .	Approve	CART Approved
12	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0034	<u>Strong Neighborhoods Plan- Homebuyer Assistance Program ("HBA") Loan Files</u>	New	This record series includes client loan files for the City-funded Strong Neighborhoods Plan- Homebuyer Assistance Program involving purchase and rehab of owner-occupied single-family and multi-family properties. Files include, but are not limited to, client confidential financial information, rehab project plans, property acquisition information, contract and bid information, loan information, contractor payment information and project closeout information.	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Strong Neighborhoods Plan- Homebuyer Assistance Program ("HBA") Loan Files</u> .	Approve	CART Approved
13	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0035	<u>Strong Neighborhoods Plan- Rental Rehab Program Expansion Loan Files</u>	New	This record series includes client loan files for the City-funded Strong Neighborhoods Plan-Rental Rehab Program Expansion involving properties with tenants. Files include, but are not limited to, client confidential financial information, tenant confidential information, rehab project plans, property acquisition information, contract and bid information, loan information, contractor payment information and project closeout information.	Event = completion of project/ Current + 1 Yr. DCD Office / 10 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Strong Neighborhoods Plan- Rental Rehab Program Expansion Loan Files</u> .	Approve	CART Approved
14	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0036	<u>Strong Neighborhoods Plan- Challenge Fund Program Files</u>	New	This record series includes project files for the City-funded Strong Neighborhoods Plan-Challenge Fund Program. Files include, but are not limited to, project proposals, purchase and sale/development agreements, property rehabilitation information, marketing materials, sale information, payment information and activity reports. Projects/Developers were selected for the Program through a competitive Request for Qualifications process. (See Schedule D13-0044 for Procurement Files for record retention information for the Request for Qualifications and awards.)	Event = completion of project/ Current + 1 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Strong Neighborhoods Plan- Challenge Fund Program Files</u> .	Approve	CART Approved

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15	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0037	<u>Neighborhood Stabilization Program ("NSP")- Homebuyer Assistance Program ("HBA") Loan Files</u>	New	This record series includes client loan files for the federally funded Neighborhood Stabilization Program-Homebuyer Assistance Program involving purchase and rehab of owner-occupied single-family and multi-family properties. Files include, but are not limited to, client confidential financial information, rehab project plans, property acquisition information, contract and bid information, loan information, contractor payment information and project closeout information. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project/ Current + 2 Yr. DCD Office / 9 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP")- Homebuyer Assistance Program ("HBA") Loan Files</u> .	Approve	CART Approved
16	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0038	<u>Neighborhood Stabilization Program ("NSP")- Rental Rehab Program Loan Files</u>	New	This record series includes client loan files for the federally funded Neighborhood Stabilization Program- Rental Rehab Program involving properties with tenants. Files include, but are not limited to, client confidential financial information, tenant confidential information, rehab project plans, property acquisition information, contract and bid information, loan information, contractor payment information and project closeout information. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project/ Current + 2 Yr. DCD Office / 9 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP")- Rental Rehab Program Loan Files</u> .	Approve	CART Approved

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17	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0039	<u>Neighborhood Stabilization Program ("NSP") Large Rental Project- Rehabilitation Loan Files</u>	New	This record series includes loan recipient files for the federally funded Neighborhood Stabilization Program Large Rental Project-Rehabilitation Loan Program. Files include, but are not limited to, project financial and feasibility information, confidential developer financial information, project plans, copies of development agreements and loan documents, payment information, contracting information, leasing information, confidential tenant information and closeout documents. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project/ Current + 2 Yr. DCD Office / 15 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP") Large Rental Project-Rehabilitation Loan Files</u> .	Approve	CART Approved
18	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0040	<u>Neighborhood Stabilization Program ("NSP") Large Rental Project- New Construction Loan Files</u>	New	This record series includes loan recipient files for the federally funded Neighborhood Stabilization Program Large Rental Project- New Construction Loan Program. Files include, but are not limited to, project financial and feasibility information, confidential developer financial information, project plans, copies of development agreements and loan documents, payment information, contracting information, leasing information, confidential tenant information and closeout documents. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project/ Current + 2 Yr. DCD Office / 20 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP") Large Rental Project- New Construction Loan Files</u> .	Approve	CART Approved

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19	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0041	<u>Neighborhood Stabilization Program ("NSP") Acquisition/ Rehab Program Files</u>	New	This record series includes project files for the federally funded Neighborhood Stabilization Program Acquisition/Rehab Program. Files include, but are not limited to, acquisition information, rehabilitation plans, economic feasibility information, bidding documents, contract information, project payment information, offers to purchase, appraisals and confidential buyer financial information. Files include projects developed by both the City and third party developers. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project, including sale to income eligible homeowner/ Current + 2 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP") Acquisition/ Rehab Program Files.</u>	Approve	CART Approved
20	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0042	<u>Neighborhood Stabilization Program ("NSP") Land Bank Program Files</u>	New	This record series includes project files for the federally funded Neighborhood Stabilization Program Land Bank Program. Files include, but are not limited to, acquisition information, offers to purchase, appraisal and disposition information. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = final property disposition/ Current + 2 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP") Land Bank Program Files.</u>	Approve	CART Approved
21	191	DCD (Dept. of City Development)- Housing & Neighborhood Development	D16-0043	<u>Neighborhood Stabilization Program ("NSP") Vacant Lot Initiative Program Files</u>	New	This record series includes project files for the federally funded Neighborhood Stabilization Program Vacant Lot Initiative Program. Files include, but are not limited to, grant applications, grant agreements and payment information. (Funding for the Neighborhood Stabilization Program was fully expended in 2015. Program income may be received in the future, which will generate a minor amount of new program activity. Any records created as a result of this activity will be managed consistent with the record retention schedules, which have been developed for the program.)	Event = completion of project/ Current + 2 Yr. DCD Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Neighborhood Stabilization Program ("NSP") Vacant Lot Initiative Program Files.</u>	Approve	CART Approved

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22	191	DCD (Department of City Development)	D73-0301	<u>Correspondence with Private Industry</u>	Delete	This record series consists of correspondence from the private sector addressed to various officials in the Department of City Development.	Creation + 10 Yrs.- DCD Office	MPLSCREEN	The request is to delete this schedule as records will be consolidated into a newly proposed Schedule D16-0002 <u>Central File Records</u> . NOTE: This collection will be screened for records related to major program policy development. All confidential records will be destroyed under supervision prior to being sent to MPL (Milwaukee Public Library).	Approve	CART Approved
23	191	DCD (Department of City Development)	D89-0134	<u>Correspondence-City Departments (Copy)</u>	Delete	This record series consists of correspondence from City departments addressed to various officials in the Department of City Development.	Creation + 1 Yr.- DCD Office	Scrap	The request is to delete this schedule as records will be consolidated into a newly proposed Schedule D16-0002 <u>Central File Records</u> .	Approve	CART Approved
24	191	DCD (Department of City Development)	D89-0136	<u>Correspondence-Redevelopment Authority (Copy)</u>	Delete	This record series consists of correspondence from the private sector or any governmental agency to the Department of City Development and/or the Redevelopment Authority of the City of Milwaukee regarding Redevelopment Authority matters.	Creation + 1 Yr.- DCD Office	Scrap	The request is to delete this schedule as records will be consolidated into a newly proposed Schedule D16-0002 <u>Central File Records</u> .	Approve	CART Approved
25	193	RACM (Redevelopment Authority of the City of Milwaukee)- Real Estate	D16-0025	<u>RACM- Leases and Licenses</u>	New	This record series includes Redevelopment Authority of the City of Milwaukee (RACM)-owned property lease and license information and documentation, which includes insurance information. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, Limited Access Agreements and License Agreements for various purposes. The terms of leases and licenses varies from very short term to very long term.	Event = Expiration or termination of lease or license/ Current +4 Yrs.- RACM Office	Destroy Under Supervision	The request is to create a new schedule for <u>RACM Leases and Licenses</u> .	Approve	CART Approved

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26	193	RACM (Redevelopment Authority of the City of Milwaukee)	D82-0017	<u>MCCR Recordings of Affirmative Action Hearings</u>	Delete	This record series is directed by Common Council File No. 72-1493 that states the Milwaukee City Service Commission in cooperation with MCCR shall review the EEO status of each City Department, agency and bureau to ensure compliance with federal guidelines and report results to the Common Council--hearings occur yearly.	3 Yrs. - RACM Office / 4 Yrs.- City Records Center	MPLSCREEN	The request is to delete this schedule as these records no longer exist and are no longer generated.	Approve	CART Approved
27	193	RACM (Redevelopment Authority of the City of Milwaukee)	D90-0001	<u>Correspondence-MMSD (Copy)</u>	Delete	This record series includes miscellaneous correspondence sent to the Department of City Development (DCD) from the Milwaukee Metropolitan Sewerage District (MMSD). The correspondence is maintained in the DCD Central File.	Current + 1 Yr.- RACM Office	Scrap	This schedule is no longer needed as records will be consolidated with the creation of Schedule D16-0002 <u>Central File Records</u> .	Approve	CART Approved
28	166	Department of Employee Relations/ Employee Benefits Division	D07-0010	<u>Worker's Compensation Medical Bills (Outsourced)</u>	Delete	These are medical bills received on worker's compensation claim files on behalf of injured City employees. These bills were processed under Contract with a vendor; Corvel Corporation. Digital files were transferred to Corvel daily via a secure FTP server for processing. As of 10/1/2016 this process will cease and a third party administrator will take over the management of Worker's Compensation Claims.	N/A	N/A	The request is to delete this schedule. No records currently exist under this schedule, and Corvel will not be receiving Medical Bills from the City of Milwaukee as of 10/1/2016. Medical Bills are a subset of related Schedules for Worker's Compensation Claim Case Files D79-9010, D79-E010 and D79-M010.	Approve	CART Approved

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29	166	Department of Employee Relations/ Employee Benefits Division	D07-0017	<u>Worker's Compensation Certified Medical Records</u>	Delete	These are Certified Medical Records received on worker's compensation claim files on behalf of injured City employees. Certified records were preserved digitally and on microfilm. The original paper was returned to the Worker's Compensation Office.	Event = Dispose of paper Medical Records in department upon closure of the claim	Destroy Under Supervision	The request is to delete this schedule. As of 10/1/2016 Certified Medical Records will be obtained and produced under contract with a third party vendor. Existing Certified Medical Records will be retained in accordance with retention on related schedules for Worker's Compensation Claim Case Files under Schedules D79-M010, D79-9010, D79-E010.	Approve	CART Approved
30	166	Department of Employee Relations/ Employee Benefits Division	D07-9017	<u>Worker's Compensation Certified Medical Records- Film</u>	Delete	These are Certified Medical Records received on worker's compensation claim files on behalf of injured City employees. NOTE: The City stopped microfilming in 2010 and has since digitized medical records under Schedule D79-M010.	Event = Closure of the Claim + 30 Years/ City Records Center	Destroy Under Supervision	The request is to delete this schedule. As of 10/1/2016 Certified Medical Records will be obtained and produced under contract with a third party vendor. Existing Certified Medical Records will be retained in accordance with retention on related schedules for Worker's Compensation Claim Case Files under Schedules D79-9010.	Approve	CART Approved
31	166	Department of Employee Relations/ Employee Benefits Division	D07-E017	<u>Worker's Compensation Certified Medical Records- Digital</u>	Delete	These are Certified Medical Records received on worker's compensation claim files on behalf of injured City employees. Certified records were preserved digitally and on microfilm. The original paper was returned to the Worker's Compensation Office.	Event = Closure of the Claim + 30 Years/ E-Vault	Destroy Under Supervision	The request is to delete this schedule. As of 10/1/2016 Certified Medical Records will be obtained and produced under contract with a third party vendor. Existing Certified Medical Records will be retained in accordance with retention on related schedules for Worker's Compensation Claim Case Files under Schedules D79-M010, D79-9010, D79-E010.	Approve	CART Approved

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32	166	Department of Employee Relations/ Employee Benefits Division	D79-9010	<u>Worker's Compensation- Claim Case Files- Film</u>	Change/ Renewal	This record series contains case files generated and obtained on worker's compensation claims on behalf of injured City employees. The contents of the case files include, but are not limited to: medical records (Certified and Uncertified), correspondence, medical bills as well as other documents relating to investigation and litigation.	Event = Closure of the Claim + 30 Years/ City Records Center	Destroy Under Supervision	The department request is to revise the retention to reduce it from the current 30 years after closure of the claim to the following, per the DWD Statute of Limitations, which currently is 6 years from last indemnity date (Effective 3/2/2016). The request would destroy records with the date of injury 3/2/2016 forward within 7 years of closure of file, and files with a date of injury prior to 3/2/2016 to be destroyed 12 years from last indemnity date and after closure of file.	The recommendation is to deny this request as presented.	CART Members propose retention to be Event = Closure of the Claim + 12 Yrs.
33	166	Department of Employee Relations/ Employee Benefits Division	D79-E010	<u>Worker's Compensation- Claim Case Files- Digital</u>	Change/ Renewal	This record series contains case files generated and obtained on worker's compensation claims on behalf of injured City employees. The contents of the case files include, but are not limited to: medical records (Certified and Uncertified), correspondence, medical bills as well as other documents relating to investigation and litigation.	Event = Closure of the Claim + 30 Years/ E-Vault	Destroy Under Supervision	The department request is to revise the retention to reduce it from the current 30 years after closure of the claim to the following, per the DWD Statute of Limitations, which currently is 6 years from last indemnity date (Effective 3/2/2016). The request would destroy records with the date of injury 3/2/2016 forward within 7 years of closure of file, and files with a date of injury prior to 3/2/2016 to be destroyed 12 years from last indemnity date and after closure of file. As of 10/1/2016 Worker's Compensation Records will be obtained and produced under contract with a third party vendor which will comply with this schedule.	The recommendation is to deny this request as presented.	CART Members propose retention to be Event = Closure of the Claim + 12 Yrs.