

Schedule Recommendations for CIMC Review December 8, 2016

#	Org	Department	Schedule #	Record Title	Request Type	Record Content & Purpose	Requested Retention/ Location Details	Final Disposition	City of Milwaukee Department Request	City Records Center Recommendations	Status
1	132	City Clerk-License Division	D16-0054	<u>Municipal Identification Application</u>	New	The Milwaukee Municipal Identification card is issued to City residents age 14 and older who have lived in Milwaukee for at least 15 days. Applications are accepted in person only at the City License Division Office. Proof of identity and residency are required, but these documents are not retained as part of the application unless there is an appeal. Per Wisconsin Statute 66.0438 (3) this ID cannot be used to vote. This ID expires every 5 years. Cost is \$10 and if lost the replacement is \$5. Information on the application includes Name, Date of Birth, Address and Gender.	Current + 1 Yr.- Office / 5 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Municipal Identification Applications</u> .	Approve	CART Approved / Pending CIMC December, 8 2016
2	132	City Clerk-License Division	D60-0003	<u>Application Amusement Premises/Video Game License</u>	Delete	These forms are license applications that include personal and business information for applicants of Amusement Premises/Video Game licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.- Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
3	132	City Clerk-License Division	D60-0006	<u>Application Bowling Alley License</u>	Delete	These forms are license applications that include personal and business information for applicants for Bowling Alley licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.- Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
4	132	City Clerk-License Division	D60-0014	<u>Application Class C Malt License</u>	Delete	These forms are license applications that include personal and business information for applicants of Class C Malt Licenses. Police reports, correspondence and application status sheets may be included.	Current + 4 Yrs. -Office	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2011 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016

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5	132	City Clerk-License Division	D60-0020	<u>Application Dance Studio License</u>	Delete	These forms are license applications that include personal and business information for applicants of Dance Studio Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2015 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
6	132	City Clerk-License Division	D60-0021	<u>Application Dangerous Weapon License</u>	Delete	These forms are license applications that include personal and business information for applicants of Dangerous Weapon Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2012 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
7	132	City Clerk-License Division	D60-0026	<u>Application Junker License</u>	Delete	These forms are license applications that include personal and business information for applicants of Junker Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee.	Approve	CART Approved / Pending CIMC December, 8 2016
8	132	City Clerk-License Division	D60-0029	<u>Application Phonograph Premises Permit</u>	Delete	These forms are permit applications that include personal and business information for applicants of Phonograph Premises Permits. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this permit no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2011 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
9	132	City Clerk-License Division	D60-0030	<u>Application Pool or Billiard License Table & Halls</u>	Delete	These forms are license applications that include personal and business information for applicants of Pool or Billiard Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
10	132	City Clerk-License Division	D60-0032	<u>Application Professional Photographer License</u>	Delete	These forms are license applications that include personal and business information for applicants of Professional Photographer Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. This schedule would be set to expire when the retention is up on the last remaining records 12-31-2018.	Approve	CART Approved / Pending CIMC December, 8 2016

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11	132	City Clerk-License Division	D60-0033	<u>Application Public Dance Hall License</u>	Delete	These forms are license applications that include personal and business information for applicants Dance Hall Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2013 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
12	132	City Clerk-License Division	D60-0036	<u>Application Street or Highway Photographer License</u>	Delete	These forms are license applications that include personal and business information for applicants of Street or Highway Photographer Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2012 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
13	132	City Clerk-License Division	D60-0039	<u>Application Theater License</u>	Delete	These forms are license applications that include personal and business information for applicants of Theater Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
14	132	City Clerk-License Division	D66-0035	<u>Application Shows and Exhibitions License</u>	Delete	These forms are license applications that include personal and business information for applicants of Show and Exhibition Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee.. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016
15	132	City Clerk-License Division	D73-0020	<u>Application Carnival License</u>	Delete	These forms are license applications that include personal and business information for applicants of Carnival Licenses. Police reports, correspondence and application status sheets may be included.	Current + 1 Yr.-Office / 3 Yrs. City Records Center	Destroy Under Supervision	The request is to delete this schedule as this license no longer is issued by the City of Milwaukee. Retention on these obsolete records existed through 2014 and were destroyed at that time.	Approve	CART Approved / Pending CIMC December, 8 2016

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16	152	DOA-Purchasing	D15-0006	<u>Bid Opening Sign-In Forms</u>	New	This record series includes the attendee sign-in form and a copy of the webpage showing the bid numbers publicly opened that day. Formal bids are opened publicly, generally on Tuesdays and Thursdays. All attendees are requested to sign-in when attending formal bid openings. Records are maintained in a 3-ring binder on a calendar year basis and must be maintained through the end of the appeal process for all bids opened in that year. The appeal process generally ends approximately 3 months after the formal bid opening date.	Current + 2 Yrs.- Office / 8 Yrs. City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Bid Opening Sign-In Forms</u> .	Approve	CART Approved / Pending CIMC December, 8 2016
17	155	DOA-ITMD	D16-E053	<u>Electronic Fax Records</u>	New	ITMD is implementing a system to replace the traditional fax process of loading a document into a fax machine as well as retrieving a document printed from a fax machine. Outgoing fax documents are uploaded to a secure website to be sent to a remote fax machine. Incoming documents from a remote fax machine are received and sent to a secure website where users can retrieve their faxes. Users will receive an email that logs the receipt and transmissions of faxes. Records under this schedule will be maintained on a temporary storage location administered by ITMD and accessible by users for 120 days.	120 days/ ITMD	Purge	The request is to create a new schedule for <u>Electronic Fax Records</u> . This program will begin in 2017 once the retention schedule is established.	Approve	CART Approved / Pending CIMC December, 8 2016

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18	156	City Clerk- City Records Center	D16-0001	<u>Structure Applications</u>	New	<p>This record series contains Application for Inspection/Copy of Structure Plan, in accordance with local ordinance 311. The Structure Application is filled out by customers who come in to the City Records Center requesting to view and/or copy structures that are classified as both secure and non-secure. Information contained on the application includes request #, applicant's name, address, phone #, organization name, city department (if applicable), the address of the structure, the type of structure, & if it is secure or non-secure, the name & address of the structure owner, the date on the plans that were viewed/copied, name & address of the plan submitter, the applicant's signature & date. On the reverse side is for staff use only, & contains the date & time the application was received along with the name or initials of the staff who received the request, the type of applicant ID used & the ID number, the name or initials of the staff who processed the request & the date the notice was sent to the owner & plan submitter. If the address requested by the applicant is secure, they are required to provide City Records Staff with an approval letter from the structure owner on official letterhead. When this is required it is stapled to the application. Notification letters that plans were viewed and or copied are then sent out to the addresses listed for the structure owners & plan submitters in accordance with Wis. Stats. 101.12 (5)(b). If the envelopes are returned as undeliverable, for reasons such as moved with no forwarding address, no longer at the address, no such number, etc., they are kept (unopened) as proof that notification was attempted. See Schedule D16-0026 <u>Structure Application Notifications- Returned</u>.</p>	Event= (scanning into E-vault) + 3 mo.- City Records Center	Destroy Under Supervision	The request is to create a new schedule for <u>Structure Applications</u> .	Approve	CART Approved / Pending CIMC December, 8 2016
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19	156	City Clerk- City Records Center	D16-0026	<u>Structure Application Notifications- Returned</u>	New	<p>This record series contains returned mail (envelopes) containing Structure Applications and Notification Letters inside. See Schedule D16-0001 for description of Application. The Structure Application is filled out by customers who come in to the City Records Center requesting to view and/or copy structures that are classified as both secure and non-secure. Wisconsin State Statutes 101.12 (5)(b) requires a copy of the application be sent to the owner of the structure or proposed structure and to the submitter of the plans (architect) being inspected or copied. These notifications were returned by the post office for reasons such as moved with no forwarding address, no longer at the address, no such number, etc., they are kept (unopened) as proof that notification was attempted. The request number from the application is printed on the outside of the envelope for identification purposes.</p>	Current + 2 Yrs.- Office	Destroy Under Supervision	The request is to create a new schedule for <u>Structure Application Notifications- Returned</u> .	Approve	CART Approved / Pending CIMC December, 8 2016
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20	156	City Clerk- City Records Center	D16-E001	<u>Structure Applications- E-Vault</u>	New	<p>This record series contains <u>Application for Inspection/Copy of Structure Plan</u>, in accordance with local ordinance 311. The Structure Application is filled out by customers who come in to the City Records Center requesting to view and/or copy structures that are classified as both secure and non-secure. Information contained on the application includes request #, applicant's name, address, phone #, organization name, city department (if applicable), the address of the structure, the type of structure, & if it is secure or non-secure, the name & address of the structure owner, the date on the plans that were viewed/copied, name & address of the plan submitter, the applicant's signature & date. On the reverse side is for staff use only, & contains the date & time the application was received along with the name or initials of the staff who received the request, the type of applicant ID used & the ID number, the name or initials of the staff who processed the request & the date the notice was sent to the owner & plan submitter. If the address requested by the applicant is secure, they are required to provide City Records Staff with an approval letter from the structure owner on official letterhead. When this is required it is stapled to the application. Notification letters that plans were viewed and or copied are then sent out to the addresses listed for the structure owners & plan submitters in accordance with Wis. Stats. 101.12 (5)(b). If the envelopes are returned as undeliverable, for reasons such as moved with no forwarding address, no longer at the address, no such number, etc., they are kept (unopened) as proof that notification was attempted. See Schedule D16-0026 <u>Structure Application Notifications- Returned</u>.</p>	Current + 10 Yrs. - Evault	Purge	The request is to create a new schedule for the electronic version of <u>Structure Applications</u> on E-Vault. See related Schedule D16-0001.	Approve	CART Approved / Pending CIMC December, 8 2016
21	191	DCD- Real Estate	D10-0047	<u>City Real Estate- Routine Bid Documents/ Rejected & Canceled Offers</u>	Change/ Renewal	<p>This record series includes bid tabulations for current ("new") property listings and associated rejected and canceled offers and rejected and canceled offers from the extended listing, broker listings and unsolicited offers (including, but not limited to, unsolicited offers from not-for-profits). Some files contain social security numbers.</p>	Current + 1 Yr.- Office	Destroy Under Supervision	The request is to amend the title by adding "and Cancelled Offers" as well as to revise the types of property listings in the description, and update the retention.	Approve	CART Approved / Pending CIMC December, 8 2016

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22	191	DCD- Commercial Corridor Team	D16-0003	<u>Commercial Corridor Team Grant Files- City Funded- Completed Projects</u>	Change/ Renewal	This record series contains City-funded grant files that include, but are not limited to, grants under the Commercial Investment Program (which include, but are not limited to, Signage, Facade, White-Box and Retail Investment Fund "RIF") that support/augment the activities of the DCD-Commercial Corridor Team. Files typically include, but are not limited to, grant applications, grant awards/agreements, terms and conditions, vendor invoices, project photos/drawings/renderings/floor plans, reimbursement requests/documentation, completion documentation and correspondence. These records will be maintained in the office for the current year, plus three years, from the date that the final expenditure to the Grantee is issued; then, records will be destroyed under supervision and will be deleted from the DCD network, with the exception of photos. A separate schedule for photos will be proposed in the future.	Current + 3 Yrs.- Office	Destroy Under Supervision	The request is to change the title to add "Completed Projects" to distinguish it from Schedule 16-0055 "Incomplete Projects" and update the description to more accurately describe the records. The Final Disposition would be changed to reflect that records will no longer be screened for historic value for photos. A schedule for photos will be proposed in the future.	Approve	CART Approved / Pending CIMC December, 8 2016
23	191	DCD- Commercial Corridor Team	D16-0004	<u>Foreclosed Commercial Property Renovation Fund Records</u>	Change/ Renewal	This record series includes grant records for the Foreclosed Commercial Property Renovation Fund that support/augment the activities of the DCD-Commercial Corridor Team. Files typically include, but are not limited to, applications, awards/agreements, terms and conditions, vendor invoices, project photos/drawings/renderings/floor plans, reimbursement requests/documentation, completion documentation, loan agreements, notes, mortgages, occupancy information that converts the forgivable loans to grants and correspondence. These records will be maintained in the office for the current year, plus three years, from the date that loans convert to grants or the date that loans are paid in full, whichever applies; then, records will be destroyed under supervision and will be deleted from the DCD network, with the exception of photos. A schedule for photos will be proposed in the future.	Current + 3 Yrs.- Office	Destroy Under Supervision	The request is to revise the title and description of records as well as to change the retention to current + 3 years in the office. The Final Disposition would be changed to reflect that records will no longer be screened for historic value for photos. A schedule for photos will be proposed in the future.	Approve	CART Approved / Pending CIMC December, 8 2016

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24	191	DCD- Commercial Corridor Team	D16-0006	<u>BID/NID Streetscape Projects and Special Projects or Programs</u>	Change/ Renewal	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. These records will be maintained in the office for the current year, plus five years, from the date of the final loan payment; then, records will be destroyed under supervision and will be deleted from the DCD network, with the exception of photos. A schedule for photos will be proposed in the future.	Current + 5 Yrs.- Office	Destroy Under Supervision	The request is to revise the description and to change the retention to current + 5 years in the office eliminating retention in the City Records Center. The Final Disposition would be changed to reflect that records will no longer be screened for historic value for photos. A schedule for photos will be proposed in the future.	Approve	CART Approved / Pending CIMC December, 8 2016
25	191	DCD- Commercial Corridor Team	D16-0007	<u>Business Resource Committee Records and Minutes</u>	Change/ Renewal	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 and Retain Investment Fund "RIF." This Committee is an internal committee formed by DCD. It was not created by the Common Council of the City of Milwaukee.	Current + 5 Yrs.- Office	Destroy Under Supervision	The request is to revise the description and to change the final disposition from MPLSCREEN to Destroy under supervision as it was determined that the records and minutes do not have historic value.	Approve	CART Approved / Pending CIMC December, 8 2016

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26	191	DCD- Commercial Corridor Team	D16-0055	<u>Commercial Corridor Team Grant Files- City Funded- Incomplete Projects</u>	New	This record series contains grant files for incomplete City-funded grant projects under the Commercial Investment Program. Records include, but are not limited to, Signage, Facade, White-Box and Retail Investment Fund "RIF" grants that support/augment the activities of the DCD-Commercial Corridor Team that were not completed for reasons that include, but are not limited to, application withdrawal by applicants, incomplete applications, denied applications, expiration of grant awards or termination of grants. Files could contain, but are not limited to, grant applications, grant awards/agreements, grant denial documentation, terms and conditions, vendor invoices, project photos/drawings/renderings/floor plans, reimbursement requests/documentation, grant termination documentation or correspondence. Files will be maintained in the office for the current year, plus one year, from the date of the denial or termination letter or from the date that there has been an one-year lapse in project activity from the date on the application; then, records will be destroyed under supervision and will be deleted from the DCD network, with the exception of photos. A schedule for photos will be proposed in the future.	Current + 1 Yr.- Office	Destroy Under Supervision	The request is to create a new schedule for <u>Commercial Corridor Team Grant Files- City Funded-Incomplete Projects.</u>	Approve	CART Approved / Pending CIMC December, 8 2016
27	211	Comptroller	D16-0047	<u>Tax Withholding Statements</u>	New	Tax Withholding Statements are used to enter employees' tax withholding elections. Information contained on the form includes employee name, address, social security number, filing status and number of exemptions.	Event (employee separation from employment) + 8 Yrs.- Office	Destroy Under Supervision	The request is to create a new schedule for <u>Tax Withholding Statements.</u>	Approve	CART Approved / Pending CIMC December, 8 2016

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28	211	Comptroller	D16-0050	<u>Direct Deposit Authorization Forms- Inactive Employees</u>	New	Direct Deposit Authorization Forms are used for entering bank routing number and account number (checking or savings) for the employee's net pay to be deposited into on pay day. Information contained on the form include employee name, employee ID number, bank routing number, account number and whether it's a checking or savings account.	Current + 8 Yrs.- Comptroller's Office	Destroy Under Supervision	The request is to create a new schedule for the retention of <u>Direct Deposit Authorization Forms- Inactive Employees</u> . This is a finite series of records that were identified as belonging to employees who are inactive as of June 2016. Because of the short retention, this subset of records will not be scanned into E-vault. They will be retained in paper format for 8 years and then destroyed under supervision. This record schedule would then be set to expire March 2025. The remaining active Direct Deposit forms will be maintained electronically under Schedule D16-E052.	Approve	CART Approved / Pending CIMC December, 8 2016
29	211	Comptroller	D16-0051	<u>Direct Deposit Authorization Forms (Paper)</u>	New	Direct Deposit Authorization Forms are used for entering bank routing number and account number (checking or savings) for the employee's net pay to be deposited into on pay day. Information contained on the form include employee name, employee ID number, bank routing number, account number and whether it's a checking or savings account.	Event (scanning into E-vault) + 3 months- City Records Center	Destroy Under Supervision	The request is to create a new schedule for the paper version of Direct Deposit Authorization Forms. The paper will be kept for 3 months following scanning and indexing into the City's centralized imaging system known as E-Vault. See related schedule D16-E051.	Approve	CART Approved / Pending CIMC December, 8 2016

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30	211	Comptroller	D16-E051	<u>Direct Deposit Authorization Forms (Electronic)</u>	New	Direct Deposit Authorization Forms are used for entering bank routing number and account number (checking or savings) for the employee's net pay to be deposited into on pay day. Information contained on the form include employee name, employee ID number, bank routing number, account number and whether it's a checking or savings account.	Event (employee separation from employment) + 8 Yrs.- Office	Purge	The request is to create a new schedule for the electronic version of <u>Direct Deposit Authorization Forms</u> . They will be kept in the City's centralized imaging system, E-vault. Designated Comptroller Staff will have access to modify individual record index values in order to mark them inactive as of a certain date so that the retention can be set on these records for purging. See related schedule D16-0051.	Approve	CART Approved / Pending CIMC December, 8 2016
31	501	Department of Public Works	D95-0036	<u>Public Works Contracts</u>	Renew	This record series includes contracts and all related paperwork for work done on public works projects by a private contractor (paving, sewer and water mains, city owned building repairs, etc.)	Current + 7 Yrs.- Office / 13 Yrs. Records Center	Destroy Under Supervision	The request is to renew this schedule.	Approve	CART Approved / Pending CIMC December, 8 2016