Department	Schedule #	<u>Title</u>	Request Type	Retention
Deferred Comp	17-E002	Deferred Comp Year-to-date /Lifetime-to-date Balances	New	Current + 40 Yrs.
Deferred Comp	86-9035	Deferred Comp Year-to-date /Lifetime-to-date Balances- Microfilm	Renewal	Current + 40 Yrs.
Deferred Comp	86-M035	Deferred Comp Year-to-date /Lifetime-to-date Balances	Delete	Current + 2 Yrs.
icense Division	16-0054	Municipal Identification Application and Affidavit	New	Creation + 6 Mo.
Comptroller	69-0055	US Savings Bonds Records	Delete	Current + 2 Yrs.
Treasurer	00-0042	Cash Management Operations Files	Delete	Current + 7 Yrs.
Treasurer	00-E040	Tax Collection Reports	Renewal	Current + 7 Yrs.
reasurer	07-E023	Facimile Installment & Delinquent Tax Bills	Renewal	Current + 7 Yrs.
reasurer	07-E024	Return Remittance Payments and Coupons- Bank Lock Box	Renewal	Current + 4 Yrs.
Freasurer	74-0369	Voucher- Treasurer Issues	Delete	Current + 6 Yrs.
Treasurer	86-E078	Special Assessment Bond Reports	Renewal	Current + 3 Yrs.
Health	04-9041	Mammography Films and Reports	Renewal	Creation + 10 Yrs.
Health	05-0003	Pilot Project- Lead Safety	Delete	Creation + 7 Yrs.
Health	85-0017	Special Supplemental Food Program WIC Record	Renewal	Current + 4 Yrs.
lealth	17-E001	Food Establishment Inspection Plans (E-Vault)	New	Permanent
lealth	17-S001	Food Establishment Inspection Plans	New	Event + 3 Mo.
lealth	77-0128	Insp Report- Restaurant & Tavern H-3065 No Violation	Delete	Creation + 1 Yr.
lealth	77-0129	Insp Report- Restaurant & Tavern H-3065 Violation	Delete	Creation + 5 Yr.
lealth	77-0130	Insp Report- Food Establishment H-3066 No Violations	Delete	Creation + 1 Yr.
lealth	77-0131	Insp Report- Food Establishment H-3066 Violations	Delete	Creation + 1 Yr.
orestry	10-0052	Accounts Payable Department Records	New	Event + 6 Mo.
orestry	11-0030	Investigation and Disciplinary Files	New	Event + 7 Yrs.
orestry	11-0035	Personnel File	New	Event + 8 Yrs.
orestry	11-0036	Personnel File- Medical	New	Event + 8 Yrs.
orestry	17-0003	Code Enforcement Violation	New	Current + 7 Yrs.
orestry	17-0004	Notice to Proceed	New	Current + 7 Yrs.
orestry	17-0005	General Receipts	New	Creation + 1 Yr.
orestry	17-0006	Storm Call Initial Switchboard Response	New	Creation + 7 Yrs.
orestry	17-0007	Storm Damage Field Report	New	Creation + 7 Yrs.
orestry	17-0008	Daily Line Clearance Log	New	Creation + 2 Yrs.
orestry	17-0009	Infrastructure Services Division Damage Report	New	Creation + 7 Yrs.
orestry	17-0010	B.E.S. Cable Damage Report	New	Creation + 7 Yrs.
orestry	17-0011	Chemical Use	New	Creation + 2 Yrs.
orestry	17-0012	Chemical Sign Out Sheet	New	Creation + 2 Yrs.
orestry	17-0013	FO8 - Tree Removal	New	Creation + 7 Yrs.
orestry		Absence Analysis Calendar	New	Current + 2 Yrs.
orestry	17-0015	Absence Call-in Report	New	Current + 2 Yrs.
orestry	17-0016	Transitional Duty Time Card	New	Current + 2 Yrs.
orestry	17-0017	Police Reports- Copy	New	Creation + 7 Yrs.
orestry	17-0017	Damage Claims to Personal Property	New	Creation + 7 Yrs.
orestry	58-0061	Accounts Receivable	Renewal	Creation + 7 Yrs.
orestry		Auto Impact Work Order	Renewal	Creation + 7 Yrs.
orestry		Progress Report- Daily	Renewal	Current + 7 Yrs.
orestry		Injury Reports: OSHA 300A, 301-EB-49, 300	New	Creation + 7 Yrs.
Vater		RS6000 Enquesta Online Data	Renewal	Creation + 7 Yrs.
Vater	07-E030 07-E031	GIS Water Online Data		Creation + 7 Yrs.
			Amend	
Vater		Full Operational & Financial Back Up Online Data	Renewal	Current + 2 Vrs
Blobal	07-0001	Open Records	Renewal	Current + 2 Yrs.
Blobal		Interdepartmental Requisition Invoices (IRIs)- Department Copy	New	Current + 1 Yr.
Global	76-0117	Injury Reports: OSHA 300A, 301-EB-49, 300	Renewal	Creation + 7 Yrs.

Records Retention / Disposition Authorization

PAGE 1 OF 3						
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 17-E002 Deferred Compensation - Year-to-date / Lifetime-to-date					
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	Balances 3. RDA Status (Check One): New Amended Renewal					
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	4. Agency #: 041251					
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	6. Agency Name City of Milwaukee					
Division Name	Subdivision Name					
Deferred Compensation Plan						
7. Record Series Year 8. Medium for Records Storage	• _ • • - • •					
	m Paper Other (Specify)					
Yrs Mo Wks Days Permanent*	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☐ (CR) ☑ (FIS) ☐					
*If selecting Permanent, cite supporting statute, code, other	legal authority, or sufficient justification in Box 12, Record Series Description.					
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives					
12. Records Series Description						
MICROSILM MINUL RESCANNED AND STORED IN THE CITY'S	S THE ELECTRONIC VERSION OF YEAR TO DATE/LIFETIME TO DATE BALANCES CENTRALIZED IMAGING SYSTEM KNOWN AS E-VAULT. THE YEARS THAT ARE BEGINNING IN THE YEAR 2000 FORWARD, THE INFORMATION IS MAINTAINED IN IRMS) DATABASE.					
USES THE RECORD TO AID IN CALCULATING SPECIAL CATC	RTS (124.250) GENERATED BY THE COMPTROLLER'S OFFICE. THE DEPARTMENT H-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. ULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND					
Estimated annual volume of this record: (NOTE: ONE	CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)					
Record Organization: Alpha III Numeric Chronological is this record or its content available elsewhere? Yes When	Other - PENSION NUMBER ORDER					
Will these records be transferred to another medium? ⊠ Yes	□ No					
What Medium? Evault What point in the records cycle? Total Retention Requested- Active (ornos) 0 + Inactive 0	UPON RECEIPT IN RECORD CENTER Record Center/Other) 40 = Total 40					
Boy Cach B	the Contradson Cleary Records Coordinator: Elaine Bieszk					
13. Records Contain Personally Identifiable Information (PII ☑ Yes ☐ No): 14. Pil Registry Exemptions (Check YES If Pil is exempted): ☐ Yes ☐ No					
15. Name of Agency ☐ Program Contact or ☒ Rec	ords Officer: Jack Gaboury					
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov					
16. Records Series Contains Content that is Confidential or Access is Protected: Yes No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.						
17. APPROVAL SIGNATURES	Jack Suboury 2/15/17					
Agency Official Date (mm/dd/d	ccyy) Agency Records Officer Date (mm/dd/ccyy)					
PUBLIC RECORDS BOARD APPROVAL - Authorization is conf Records Law), and that no records are destroyed if litigation or at	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open adit involving these records has commenced or is anticipated.					
State Archivist Date (mm/d	d/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)					
Albert 1 at Italia						

TAGETOLD						
 Read instructions provided on pages completing. 		1. RDA # 86-9035	2. Record Series 1 Deferred Compe Balances - Micro	nsation - Year-to-	date / Lifetime-te	o-date
 In accordance with Wis. Stat. § 16.61, t completed and approved by the Agency Records Board (PRB) within one year of 	3. RDA Status (Ch		lew An	nended 🗵 Re	newal	
records series and prior to disposition of	of any public record.	4. Agency #: ().	11251	6. Unit #: 095		
 Agency Records Officer: Forward origing Maintain an agency copy during the PR 	nal to the PRB. tB review process.	6. Agency Name City of Milwauk	ee			
Division Name	<u> </u>	Subdivision Nam				
Deferred Compensation Plan						
7. Record Series Year 8. Mediur	m for Records Storag					
of Creation 1976	ic/Digital 🛛 Microfo	orm Paper	Other (Specify)			
9. Retention Time Period - Specify Ad	1		ates the Start of the	Retention Time Pe	riod (Check One)	
Yrs Mo Wks Day		Creation Fiscal	Other (Specify)			
40		CR) 🖾 (FIS	_			
*If selecting Permanent, cite supporting						
11. Disposition (Check One): Transfer - Other Location (Special)	• -	roy Confidential	☐ Transfer - State	Archives (VVHS)	Transfer - UW	Archives
12. Records Series Description						
THIS RECORD SERIES CONTAINS DEF	ERRED COMPENSA	TION YEAR TO DAT	E/ LIFETIME TO DAT	TE BALANCES REP	ORTS.	
MICROFILM FROM THE YEARS 1989-19 VAULT, THE YEARS 1976-1987 THAT A	999 WILL BE SCANNE ARE STORED ON MIC	ED AND STORED IN PROFILM ARE NOT F	THE CITY'S CENTR PLANNED FOR SCAI	ALIZED IMAGING S NNING DUE TO TH	E UPCOMING RE	AS E- TENION
EXPIRATION, BEGINNING IN THE YEA	R 2000 FORWARD, T	HE INFORMATION I	S MAINTAINED IN T	HE CITY'S HUMAN	RESOURCE MAN	IAGEMENT
SYSTEMS (HRMS) DATABASE.		20070 (404 050) OF	NEDATED BY THE	COMPTROLLERIE	SEELOE THE DEL	DA DT14E11
THESE RECORDS ARE DEFERRED SAUSES THE RECORD TO AID IN CALCUL	LARIES ANNUAL REF LATING SPECIAL CAT	PORTS (124.250) GE TCH-UP PROVISION	S FOR EMPLOYEES	S WHO ARE PARTIC	CIPANTS IN THE F	PLAN.
THE REPORTS CONTAIN PENSION NU						
CURRENT YEARS.						
BOX 16:1	WIS, STAT, §19, 36 (1	0)(a).				
Estimated annual volume of this record:		E CITY RECORDS CENTER				
Record Organization: Alpha IX Numerous Is this record or its content available else			No NUMBER ORDER	<u> </u>		
Will these records be transferred to anot		□ No				
What Medium? Evault What point in		UPON RECEIPT IN	RECORD CENTER 40 = Total 40			
Total Retention Requested- Active (office)	0 + Inactive 0	(Record Center/Ctner)	40 - 10tal 40	S.O.	e Bunk	7
Department Head: Beth Cortredson Clea	ary Division Head: E	Seth Conradson Clea	y Records Coo	rdinator: Elaine Ble		
13. Records Contain Personally Identi	fiable Information (P	i): 14.	PII Registry Exem	ptions (Check YES	If Pil is exempted	<u> </u>
⊠ Yes □ No				No		<u> </u>
15. Name of Agency Program C	ontact or 🛮 🖾 Rec	cords Officer: Jac	k Gaboury			
Telephone: 414-286-8083	Email	jgabou@milwa	ukee.gov			
16. Records Series Contains Content of If yes, enter Statute/Code/ or explain of				Yes 🗌 No		
17. APPROVAL SIGNATURES	non no gan / no no no no no				L=+	
III AFFROYAL GIGARI GRES		1	ul Klubon	٠.,	2/15/17	
Agency Official	Date (mm/dd	/ccyy) Agend	y Records Officer	<i>O</i>	Date (mm/dd/ccy	/y)
PUBLIC RECORDS BOARD APPROVAL Records Law), and that no records are determined by the second seconds are determined by the second secon	_ – Authorization is cor stroyed if litigation or a	ntingent on restriction audit involving these r	s to record destruction ecords has commend	n contained in Wis. ed or is anticipated.	Stat. § 19.35(5), (C)pen
State Archivist	Date (mm/	dd/ccvy) Execu	tive Secretary - PRB		Date (mm/dd/cc)	 yy)
	bject to 10-year sunse	<u> </u>			1	
Approval au	DIRECT TO TULNOSI PHINGS	a communical Security of 115 P	COMBOL MORD PACIEI	CU UDIUIT.		

Records Retention / Disposition Authorization

PAGE 1 Or 3					
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 86-M035 Deferred Compensation - Year-to-date / Lifetime-to-date Balances				
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	3. RDA Status (Check One): New Amended Renewal				
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	4. Agency #: 041251 5. Unit #: 095				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	6. Agency Name City of Milwaukee				
Division Name	Subdivision Name				
Deferred Compensation Plan					
7. Record Series Year 8. Medium for Records Storage	ə (Check all appropriate) rm ⊠ Paper ⊟ Other (Specify)				
	10. Event that initiates the Start of the Retention Time Period (Check One)				
Yrs Mo Wks Days Permanent* 2 □	Creation Fiscal Other (Specify) ☐ (CR) ☑ (FIS) ☐				
	legal authority, or sufficient justification in Box 12, Record Series Description. Dy Confidential Transfer - State Archives (WHS) Transfer - UW Archives				
11. Disposition (Check One): ☐ Destroy ☒ Destro	DA COUSIGEURIST THE STREET - STREET PROPERTY (AND S)				
12. Records Series Description					
•	RE NO LONGER GENERATED IN PAPER FORM BEGINNING IN THE YEAR 2000. ALL M SEE SCHEDULE D86-9035.				
SYSTEMS (HRMS) DATABASE. THE DEPARTMENT USES THE EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. BOX 16: Wis. Stat. § 19.36 (10)(a).	RMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT E RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR				
Estimated annual volume of this record: (NOTE: ONE Record Organization: ☐ Alpha ☒ Numeric ☐ Chronological	CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other - PENSION NUMBER ORDER				
Is this record or its content available elsewhere? Yes When					
Will these records be transferred to another medium? ☑ Yes					
	UPON RECEIPT IN RECORD CENTER				
BXG Cach	(Record Center/Other) 0 yrs. = Total 2 yrs. Bush Chuir Bush Beth Conradson Cleary Records Coordinator: Elaine Bleszk				
 Records Contain Personally Identifiable Information (Pli	☐ Yes No				
	ords Officer: Jack Gaboury				
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov				
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in B 	— —				
17. APPROVAL SIGNATURES	Jack Garage 2/15/17				
Agency Official Date (mm/dd/d	ccyy) Agency Records Officer Date (mm/dd/ccyy)				
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Openudit involving these records has commenced or is anticipated.				
State Archivist Date (mm/d	id/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)				

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•	Read instructions provided on pages 2-3 before completing.	1. RDA #	2. Record Series Title Municipal Identification	n Application and Affidavit
•	In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public	3. RDA Status (C	heck Оле): 🗵 New	☐ Amended ☐ Renewal
	Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name		t#: 132
•	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwau	kee	
D	ivision Name	Subdivision Nar	ne	
C	ommon Council/City Clerk	License Divisio	n	
7.				
	of Creation 2017	orm 🗵 Paper 🗌	Other (Specify)	
9.	Retention Time Period - Specify Actual Period	10. Event that Init	iates the Start of the Retent	ion Time Period (Check One)
	Yrs Mo Wks Days Permanent*	Creation Fiscal	Other (Specify)	, ,
	6		S) 🗌	
*1	f selecting Permanent, cite supporting statute, code, other	legal authority, or	sufficient justification in Bo	ox 12. Record Series Description.
		roy Confidential	☐ Transfer - State Archive:	
4				
	2. Records Series Description			
Th	is record series includes Municipal Identification Card Applicati	ons and Municipal k	lentification Card Affidavits.	
Ap doc	e City of Milwaukee Municipal Identification Card is issued to C plications are accepted in person only at the City's License Div cuments are not retained as part of the application. Per Wis. S I and if lost the replacement is \$5	rision Office with an	appointment. Proof of identity	and residency are required, but these
Affi Inte	plications include name, date of birth, gender, address, applica idavits include previous applicant info and the new changes to ernal authorization to gain access to these records shall be given ision Staff.	any previous identity	/ information, applicant signat	•
Г	Estimated annual volume of this record: 1 cu ft.			·
	Estimated annual volume of this record: 1 cu ft. (NC Record Organization: ☐ Aipha ■ Numeric ☐ Chronological		S CENTER STORAGE BOX = 1 CUBIC	FOOT)
	is this record or its content available elsewhere? Yes Whe	re?	No	
	Will these records be transferred to another medium? Yes	No		
-	What Medium? What point in the records cycle? Total Retention Requested Active (Office) 6 months + Inac	Ctive (Record Center/Otl	T & months Total	
-	Total Recention Requested Active (Office) Officiality + Inal	Clive (Record Center/Off	er) = 6 months Total	
١.	100			-20
7		Head: Jason Schur	ik Record	Is Coordinator: Terry MacDonald ☐ [Y]
(13	Becords Contain Personally Identifiable Information (PI ☑ Yes □ No	1): 14	. PII Registry Exemptions (☐ Yes	(Check YES if PII is exempted):
15	i. Name of Agency 🔲 Program Contact or 💢 Rec	ords Officer: Ja	ck Gaboury	
	Telephone: 414-286-8083 Email	jgabou@milwa	ukee.gov	
16	6. Records Series Contains Content that is Confidential or			⊠ No
	If yes, enter Statute/Code/ or explain other Legal Authority in E	30X 12, Record Seri	es Description.	
17	. APPROVAL SIGNATURES	_	LLakou	1 2/15/15
Ą	gency Official Date (mm/dd/	ccyy) (Ager	cy Records Officer	Date (mm/dd/ccyy)
Pl Re	JBLIC RECORDS BOARD APPROVAL – Authorization is conecords Law), and that no records are destroyed if litigation or a	tingent on restriction udit involving these	ns to record destruction contain records has commenced or is	ined in Wis. Stat. § 19.35(5), (Open anticipated.
St	ate Archivist Date (mm/c	Id/ccyy) Execu	itive Secretary ~ PRB	Date (mm/dd/ccyy)
	Approval subject to 10-year sunset			· · · · · · · · · · · · · · · · · · ·
		Por 1110. Otal. 3 10.	and electric technical parts	· ·

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_									
٠	Read instructions provide	ded on pages 2-3	before	1. RDA #	2. Record Series				
	completing.			69-0055	US Savings Bo				
•	In accordance with Wis. S completed and approved I			3. RDA Status (Ch	ieck One):	New	☐ Amended	Renewal	
	Records Board (PRB) with	hin one year of cre	ation of the	4. Agency # : 041251 5. Unit # : 211					
	records series and prior to			6. Agency Name					
•	 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 		City of Milwauk	City of Milwaukee					
Division Name			Subdivision Name	e .					
Comptroller's Office			Administration						
7. Record Series Year 8. Medium for Records Stora of Creation 1942									
9.	1 1			10. Event that Initia			Time Period (Che	eck One)	
	Yrs Mo Wk	s Days	Permanent*	Creation Fiscal	Other (Specif	y)			
2	1 1	 		☐ (CR) ☒ (FIS	_	lian in Bay 1	2 Bassed Carles	Donasistica	
_	f selecting Permanent, cit 1. Disposition (Check C			oy Confidential	Transfer - Stat			sfer - UW Archives	
·	☐ Transfer - Other Lo	,	23 50311	oy connachtal	I Transier - Otal	c Aloniyes (**	110)	Net - DVV Aldilives	
1:	2. Records Series Descr	iption							
						3~-7			
Th	is schedule is to be deleted	t as this record sei	ries is obsolete and	d records are no long	er generated as of	2001			
Th	e Office of the Comptroller	assumed respons	ibility for administr	ation of US Savings	Bonds in May of 20	07. Records	include, but are no	ot limited to payroll	
	duction register, issue regis yroll savings plan. The rec								
μa.	yron savings plan. The red	oru or savings bor	ius issued ale mai	maneo by date and i	oona namber on ar	urviuuar ieuge	r sneets for each	этрюувв.	
Во	x #16: Wis. Stat. §19.36 (1	0)(a)							
	Estimated annual volume of			CITY RECORDS CENTER		IBIC FOOT)			
	Record Organization: A Is this record or its content				nd bond number No				
_	Will these records be trans	 		No	NO				
_		What point in the r			2 V T-t-l				
\vdash	Total Retention Requested	- ACTIVE (Office) Z		(Record Center/Other) ANN NEL	2 Yrs. = Total			_	
	Department Head: Ma	A. In to	ر ب :Division Head	CANN NEC	Records Co	ordinator:	TOU.	Irang	
L	Department fleat.	over priem	DIVISION NEAU.	yro	Records Co	JUIUINALUI.		DINK	
1:	3. Records Contain Pers ☑ Yes ☐ No	onally Identifiabl	le Information (PI	1): 14.	PII Registry Exe	mptions (Che	eck YES if PII is e	exempted):	
1:	5. Name of Agency	Program Conta	ct or 🛛 Red	ords Officer: Jac	k Gaboury				
_	Telephone: 414-286	5-8083	Email	jgabou@milwa	ukee.gov				
1	6. Records Series Conta	ins Content that	is Confidential o	r Access is Protecte	ed:	Yes 🔲 I	No		
	If yes, enter Statute/Code	or explain other l	egal Authority in E	Box 12, Record Serie	s Description.				
1	7. APPROVAL SIGNATU	RES		\ a	Meh	Deen	2/1	5/13	
A	gency Official		Date (mm/dd/	ccyy) Agend	cy Records Officer	- 0	Date (n	nm/dd/ccyy)	
	UBLIC RECORDS BOARD ecords Law), and that no re							.35(5), (Open	
s	state Archivist		Date (mm/c	dd/ccyy) Execu	tive Secretary – PR	RB_	Date (n	nm/dd/ccyy)	
		Approval subject	to 10-year sunset	per Wis. Stat. § 16.6					
			,						

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Records Retention / Disposition Authorization

RBA# NBA#	TAGE 1013	
Completed and approved by the Agency and the Public Records Series and prior to disposition of any public record.		
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public records. Agency Records Officer Forward original to the PRB. Maintain an agency copy during the PRB review process. Division Name Office of the City Treasurer Financial Services 7 Record Series Year 8. Medium for Records Storage (Check all appropriate) of Creation B. Retention Time Period - Specify Actual Period 10 Records Contain 11 Disposition (Check One): Destroy Destroy Confidential 12 Transfer - Other Location (Specify): 12 Records Series Description 13 Disposition (Check One): Destroy Destroy Confidential 15 Disposition (Check One): Destroy Destroy Confidential 16 Disposition (Check One): Destroy Destroy Confidential 17 Disposition (Check One): Destroy Destroy Confidential 18 Schedule D00-0042 Cash Management Operations Files to be terminated 12/31/2018. Documents are now kept under D15-0024 Financial Service Operations Files- Files Files Files Files Description. This schedule will be set to expire on 12/31/2018 when the retention is up on the last remaining record. Estimated annual volume of this record. 5 Cubic Feet More One Cryst Records Service Records Service Description Transfer More One Cryst Records Service Record Organization: Dept. More One Cryst Records Service Records Service Operations Files No. More One Cryst Records Service Records Contain Records More One Cryst Records Service Records No. More One Cryst Records Service Records No. More One Cryst Records Service Records No. More One Cryst Records No. More On	 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): ☐ New ☐ Amended ☐ Renewal
Records series and prior to disposition of any public record.	completed and approved by the Agency and the Public	4 Agency #: 041251
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. Maintain an agency copy during the PRB review process. Subdivision Name Office of the City Treasurer Financial Services 7 Record Series Year 8. Medium for Records Storage (Check all appropriate) of Creation 9. Retention Time Period - Specify Actual Period 77 Mo Whs Days Permanent Creation Fiscal Other (Specify) 19. Retention Time Period - Specify Actual Period 78 Legistry Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description 11. Disposition (Check One): 20 Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - Unit Archives 11. Disposition (Check One): 21 Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - Unit Archives 12. Transfer - Other Location (Specify): 13. Case Cream Management Operations Files to be terminated 12/31/2018. Documents are now kept under D15-0024 Financial Service Operations Files - Electronic. 14. Estimated annual volume of this record: 5 Cubic Feet 15. Record Series Description 16. Estimated annual volume of this record: 5 Cubic Feet 17. Record Series Description 18. Schedule will be set to expire on 12/31/2018 when the retention is up on the last remaining record. 18. It is record or its zonetian available eleventers (Fee Versions): 18. No Will these records be transferred to another medium? 18. No Will these records be transferred to another medium? 18. No Will these records be transferred to another medium? 18. No 19. No 19. Records Contain Personally Identifiable Information (PII): 19. No		
Maintain an agency copy during the PRB review process. Division Name	, , , , , , , , , , , , , , , , , , , ,	T 7
Office of the City Treasurer 7. Record Series Year 8. Medium for Records Storage (Check all aproportate) of Creation Electronic/Digital Microform Period (Check One) 9. Retention Time Period - Specify Actual Period 10. Event that Initiates the Start of the Retention Time Period (Check One) 7. Mo	Maintain an agency copy during the PRB review process.	
Retention Time Period Specify Actual Period Creation Specify Creation Creati		1
9. Retention Time Period - Specify Actual Period Tyrs Mo Whs Days Permanent 10. Event that Initiates the Start of the Retention Time Period (Check One) 11. Event that Initiates the Start of the Retention Time Period (Check One) 11. Start 11.		
9. Retention Time Period - Specify Actual Period Yrs Mo Whs Days Permanent Creation Fiscal Other (Specify) 7 Will selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description. 11. Disposition (Check One): ② Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives Transfer - Other (Location (Specify): 12. Records Series Description Schedule D00-0042 Cash Management Operations Files to be terminated 12/31/2018. Documents are now kept under D15-0024 Financial Service Operations Files-Paper and D15-E024 Financial Service Operations Files - Electronic. This schedule will be set to expire on 12/31/2018 when the retention is up on the last remaining record. Estimated annual volume of this record: 5 Cubic Feet MOYE ONE CITY RECORDS CENTER STORAGE BOX = 1 Cubic Foot) Record Organization: Alpha Municipal Chronological Other Will these records be transferred to another medium? Yes No What Medium? What point in the records cycle? What Medium? What point in the records cycle? No What Medium? What point in the records cycle? No Department Heap of Ministration Requested Active (otics) C+1 Inactive (record center/Other) 6 = Total C+7 Department Heap of Ministration Repeated (Properations) Properations (Pilis Properations) Properations (Check YES If Pili is exempted):	<u> </u>	· ·
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GR GR GR GR GR GR GR GR	9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
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11. Disposition (Check One):	7	☐ (CR) ☐ (FIS) ☐
11. Disposition (Check One):	*If selecting Permanent, cite supporting statute, code, other	legal authority, or sufficient justification in Box 12, Record Series Description.
Transfer - Other Location (Specify): 12. Records Series Description Schedule D00-0042 Cesh Management Operations Files to be terminated 12/31/2018. Documents are now kept under D15-0024 Financial Service Operations Files - Electronic. This schedule will be set to expire on 12/31/2018 when the retention is up on the last remaining record. Estimated annual volume of this record: 6 Cubic Feet		
Schedule D00-0042 Cash Management Operations Files to be terminated 12/31/2018 Documents are now kept under D15-0024 Financial Service Operations Files - Electronic. Estimated annual volume of this record: S Cubic Feet	· · · · · · · · · · · · · · · · · · ·	dy Confidential Transfer - State Archives (VVIIIS)
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Estimated annual volume of this record: 6 Cubic Feet (NOTE ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	12. Records Series Description	
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Record Organization: Alpha Numeric Chronological Other		
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Will these records be transferred to another medium?	Record Organization: Alpha Numeric Chronological	
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13. Records Contain Personally Identifiable Information (PII): Yes No		
13. Records Contain Personally Identifiable Information (PII): Yes No	Department Heads Jim Klajbor, Deputy City Treasurer D	Division Head: Robyn Malone Records Coordinator: Margarita Gutierrez Mo
Yes No Yes No Yes No		
Yes No Yes No Yes No	12 Paccarde Contain Personally Identifiable Information /P	III) 14 PII Registry Evernations (Chark VES If PII is evernated):
15. Name of Agency		
Telephone: 414-286-8083		
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		
If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	16 Records Series Contains Content that is Confidential of	
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PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	THE ALTHOUGH STATE OF THE STATE	Jack cefory 2/15/17
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	Agency Official Date (mm/dd	
Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	<u> </u>	/ccyy) Agency Records Officer Date (mm/dd/ccyy)
State Archivist Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)	BUDLIO DECODDO DOADD ADDDOMAL AUGUSTANIS	
State Archivist Date (mm/dd/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)	PUBLIC RECORDS BOARD APPROVAL – Authorization is con- Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
	PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or is anticipated.

Records Retention / Disposition Authorization

PAGE TOF 3	
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title D00-E040 Tax Collection Reports
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ☐ New ☐ Amended ☒ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 221
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwaukee
Division Name	Subdivision Name
Office of the City Treasurer	Customer Services
7. Record Series Year 8. Medium for Records Storage of Creation 2000 ⊠ Electronic/Digital □ Microfol	·
	10. Event that Initiates the Start of the Retention Time Period (Check Оле)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify)
7	(CR) D(FIS) & Current Year
· ; ; -	legal authority, or sufficient justification in Box 12, Record Series Description.
	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
•	System (ATCS). These reports facilitate cash and account reconciliation, tax settlements, tax billing,
The report files are stored on the City Treasurer Department's file server, w	hich is maintained and backed up by the Department of Administration, Information and Technology
Management Division. The reports include: Monthly Closing:	
Permanent Delinquent Report	
Delinquent Tax Accounts Redeemed	
Special Reports	
BID Settlement Report Delinquent Tax Balances Report	
Installment Tax Balances Report	
Delinquent Sewer Update	
Delinquent Water and Sewer Year End Report	
Sewer/Water Report Estimated annual volume of this record: 20 MB (NOTE	E: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Numeric Chronological	☐ Other
Is this record or its content available elsewhere? Yes When	
Will these records be transferred to another medium? Yes What Medium? What point in the records cycle?	No
Total Retention Requested- Active (Office) Current + 7 years +	Inactive (Record Center/Other) 0 = Total Current + 7 years
Department Head Jim Klajbor, Deputy Division Head: Richar	rd A. Schmidt, Records Coordinator: Kerry R. Urban
13. Records Contain Personally Identifiable Information (P	II): 14. Pli Registry Exemptions (Check YES if Pli is exempted):
☐ Yes ☐ No	Yes No
15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
 Records Series Contains Content that is Confidential of If yes, enter Statute/Code/ or explain other Legal Authority in I 	
17. APPROVAL SIGNATURES	
T. ATTIOTAL CIONICOLES	Jack frahoury 2/15/15
Agency Official Date (mm/dd	/ccyy) Agency Records Officer Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is cor Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or is anticipated.
State Archivist Date (mm/	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)

Read instructions provid completing.	led on pages 2-3	before	1. RDA # D07-E023	2. Record S		Pelinquent Tax Bi	ills
 In accordance with Wis. S 	tat, § 16,61, this fo	orm must be		(Check One):	□ New	☐ Amended	⊠ Renewal
completed and approved be Records Board (PRB) with	4. Agency #:	041251	5. Unit #:	221	_		
records series and prior to			6. Agency Na	me	-		
 Agency Records Officer: I Maintain an agency copy of 			City of Milwaukee				
Division Name			Subdivision N	lame			
Office of the City Treasur			Customer Se				
7. Record Series Year of Creation 2007	8. Medium for Electronic/Dig	_	ge (Check all app orm 🏻 Paper	propriate) Other (Specif	y)		
9. Retention Time Period Yrs Mo Wks	4	Period Permanent*	1	Initiates the Start		Time Period (Che	eck One)
Yrs Mo Wks	Lays			(FIS) X C	urrent Ye	?ar	
i *If selecting Permanent, cit	e supporting sta	ı — tute, code, other	I — · · ·				Description.
11. Disposition (Check C	ne): 🛛 Des		roy Confidential		- State Archives (sfer - UW Archives
Transfer - Other Lo							
12. Records Series Descr	•						
Microsoft Access database pr	ovides the means	to produce facsir	nile installment ta	ıx bilis and delinqu	ient tax oilis.		
Estimated annual volume of	of this record: 22	25 MB (NOTE: ONE CITY REC	ORDS CENTER STOR	RAGE BOX = 1 CUBIC F	FOOT)	
Record Organization: A							
Is this record or its content Will these records be trans				No			
What Medium?	What point in the	records cycle?					
Total Retention Requested	- Active (Office) Cu	rrent + 7 years +	Inactive (Record C	Center/Other) 0 =	Total Current +	7 Years	10
Department Head Jim Kli	ajbor, Deputy	Division Head:	Richard A. Schmi	dt 🥙 Re	cords Coordinato	r: Kerry R Urban 🔏	Kli
				-		,,	
13. Records Contain Pers	onally Identifiab	le Information (F	기):	14. PII Registr		heck YES if PII is	exempted):
☐ Yes ☐ No 15. Name of Agency ☐	Program Conta	ector 🖾 Re	cords Officer:	Jack Gaboury	□ No		
Telephone: 414-286		Emai		ilwaukee.gov			
16. Records Series Conta	•		Jeacoutem		☐ Yes 🌣] No	
If yes, enter Statute/Code						NO	
17. APPROVAL SIGNATU	- '				,	 .	
17. APPROVAL SIGNATO	RES		\	ach 29	· Rosery	2/1	5/17
Agency Official		Date (mm/de	d/ccyy) Of	gency Records C	Officer	Date (r	mm/dd/ccyy)
PUBLIC RECORDS BOARI Records Law), and that no n	D APPROVAL – A ecords are destro	Authorization is co yed if litigation or	ontingent on restri audit involving the	ictions to record de ese records has c	estruction contain ommenced or is a	ed in Wis. Stat. § 19 nticipated.	9.35(5), (Open
State Archivist		Date (mm	//dd/ccvv) F	xecutive Secretar	v – PRB	Date (mm/dd/ccyy)
- Care Francisco							
	Approval subject	t to 10-year suns	et per Wis. Stat. {	§ 16.61(4)(c). Acti	on required before	»:	

http://publicrecordsboard.wi.gov

PAGE LOF 3	
titore months promote on pages a control	1. RDA # 2. Record Series Title Parture Population of Parture Pop
, , , , , , , , , , , , , , , , , , ,	D07-E024 Return Remittance Payments & Coupons-Bank Lock Box
completed and approved by the Agency and the Public	3. RDA Status (Check One): ☐ New ☐ Amended ☑ Renewal 4. Agency #: 041251 5. Unit #: 221
Records board (FRB) within one year of cleation of the	6. Agency Name
Agency Records Officer: Forward original to the PRB, Maintain an agency copy during the PRB review process.	City of Milwaukee
Division Name	Subdivision Name
Office of the City Treasurer	Customer Services
7. Record Series Year 8. Medium for Records Storage	(Check all appropriate)
	m Paper Other (Specify)
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
i 1 'i ' i 1	Creation Fiscal Other (Specify)
4	□ (CR) □ (FIS) B Current Year
*If selecting Permanent, cite supporting statute, code, other le	egal authority, or sufficient justification in Box 12, Record Series Description.
	y Confidential Transfer - State Archives (WHS) Transfer - UW Archives
☐ Transfer - Other Location (Specify):	· · ·
12. Records Series Description	
payments are sent to the Office of the City Treasurer for a retention the tax enforcement cycle. Audits are conducted routinely within a The records contain copies of payment checks which contain personal The records contain copies of payment checks which contain personal The records contain copies of payment checks which contain personal The records contain copies of payment checks which contain personal The records contain copies of payment checks which contain personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain copies of payment checks which contains personal The records contain the copies of the checks which contains personal The records contains the copies of t	
Box #16; Wis. Stat. §19.36 (13)	
Estimated annual volume of this record: 20 MB (NOT	E: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Numeric Chronological	Other
Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Where	Other No No
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PAGE 1 OF 3	
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title D74-0369 Voucher - Treasurer Issues
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the 	3. RDA Status (Check One): ☐ New ☐ Amended ☐ Renewal 4. Agency #: 041251 5. Unit #: 22\
records series and prior to disposition of any public record.	6. Agency Name
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwaukee
Division Name	Subdivision Name
Office of the City Treasurer	Financial Services
7. Record Series Year 8. Medium for Records Storage	
of Creation (974 Electronic/Digital Microfo	·
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
Yrs Mo Wks Days Permanent* ☐	Creation Fiscal Other (Specify) ☐ (CR) ☑ (FIS) ☐
*If selecting Permanent, cite supporting statute, code, other	legal authority, or sufficient justification in Box 12, Record Series Description.
	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
Files-Paper and D15-E024 Financial Services Operations Files – I	
Record Organization: Alpha Numeric Chronological	OTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Estimated annual volume of this record: 1 Cubic Foot (NO Record Organization: Alpha Numeric Chronological is this record or its content available elsewhere? Yes Whe	OTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other TE? No
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Estimated annual volume of this record: 1 Cubic Foot (NO Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Whe Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- Active (Office) C+1 Inactive (Record Department Head: Vim Klajbor, Deputy City Treasurer Department Head: No No	Other Other No Center/Other) 5 = Total C + 6 Division Head: Robyn Malone Records Coordinator: Margarita Gutierrez II): 14. Pll Registry Exemptions (Check YES if Pll is exempted): Yes No Cords Officer: Jack Gaboury
Estimated annual volume of this record: 1 Cubic Foot (NO Record Organization: Alpha Numeric Chronological is this record or its content available elsewhere? Yes Whe Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- Active (Office) C+1 Inactive (Record Department Head: Jim Klajbor, Deputy City Treasurer Department Head: No No Name of Agency Program Contact or Record Record Contact or Record Record Contact or Record Record Contact or Record Record Contact Office) Record Re	Office: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other Total C + 6 Division Head: Robyn Malone The Records Coordinator: Margarita Gutierrez II): 14. PII Registry Exemptions (Check YES if Pli Is exempted): Yes No Cords Officer: Jack Gaboury jgabou@milwaukee.gov or Access is Protected: Yes No
Estimated annual volume of this record: 1 Cubic Foot (NO Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Whe Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- Active (Office) C+1 Inactive (Record Department Head: Vim Klajbor, Deputy City Treasurer Department Head: No No Name of Agency Program Contact or Record Telephone: 414-286-8083 Email	OTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other TOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No Records Coordinator: Margarita Gutierrez No No II): 14. PII Registry Exemptions (Check YES if Pli is exempted): Yes No Cords Officer: Jack Gaboury jgabou@milwaukee.gov or Access is Protected: Yes No
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 Read instructions provided completing. 	ded on pages 2-3 before	1. RDA # D86-E078	2. Record Se Special Ass	eries Title essment Bond R	leports			
. •	Stat. § 16.61, this form must be	3. RDA Status (□ New	Amended	⊠ Renewal		
completed and approved Records Board (PRB) with	,	041251	5. Unit #:	221				
records series and prior to	records series and prior to disposition of any public record. Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.		6. Agency Name					
		City of Milwaukee						
Division Name		Subdivision Na	me	-				
Office of the City Treasu		Customer Serv						
7. Record Series Year of Creation 1986	8. Medium for Records Storag Blectronic/Digital Microfo	ge (Check all appr orm		1				
Yrs Mo Wk	d - Specify Actual Period s Days Permanent* te supporting statute, code, other	Creation Fisca	ol Other (Sp (IS) 🔀 🗘	orrent Yes	<u>د</u>			
11. Disposition (Check to Transfer - Other L	One): 🛛 Destroy 🔲 Dest	roy Confidential		State Archives (W		sfer - UW Archives		
12. Records Series Desc	<u> </u>							
Bonds in Tax Key Seque Bonds to Tax Roll and E Special Assessment Lis Estimated annual volume Record Organization:	of this record: 380 MB (NC Alpha Numeric Chronological t available elsewhere? Yes Whe sferred to another medium? Yes What point in the records cycle? d- Active (office) Current + 3 years +	OTE: ONE CITY RECORD Other ere? No	No	BOX = 1 CUBIC FOOT Total Current + 3 cords Coordinator	years	Kew		
	sonally Identifiable Information (F	기): ·	I4. PII Registry ☐ Yes	Exemptions (Che	eck YEŞ if PII is	exempted):		
☐ Yes ☑ No		ecords Officer:	ack Gaboury					
	6-8083 Emai	_	-					
16. Records Series Cont	ains Content that is Confidential of the content that is Confidential of the confident	or Access is Prote	cted:	Yes 📋	No			
17. APPROVAL SIGNATU	 	\	such X	Leboury	- 2/1	15/17		
Agency Official	Date (mm/d	d/ccyy) A	ency Records Of	ficer	Date (ı	mm/dd/ccyy)		
PUBLIC RECORDS BOAR Records Law), and that no	D APPROVAL - Authorization is corecords are destroyed if litigation or	ontingent on restrict audit involving thes	ions to record de e records has co	struction contained mmenced or is and	d in Wis. Stat. § 19 ticipated.	9.35(5), (Open		
State Archivist	Date (mm	n/dd/ccyy) Exe	cutive Secretary	– PRB	Date (mm/dd/ccyy)		
	Approval subject to 10-year suns							
	The over emplect to to best suits	cipei ina. otat. 3	. J. J. 1 - 1 (U). MOUU	quii ca beioie.				

http://publicrecordsboard.wi.gov

Read instructions provided on pages 2-3 before completing.		1. RDA # 04-9041		Series Title raphy Films a	nd Repor	rts	in the second	
In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the		3. RDA Status (Ch	eck One):	☐ New		Amended	□ Renewal	
		4. Agency #: 04	1251	5. Uni	t#: 381	1		
	records series and prior to disposition of any public record.		6. Agency Name					
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.		City of Milwauk	ee					
Division Name			Subdivision Nam	9				
Health Department 7. Record Series Year 8. Medium for Records Stora		Administration						
		ge (Check all approp	riate)					
of Creation 1990	☐ Electronic/Dig	gital 🔲 Microt	form 🛛 Paper 🖾	Other (Speci	fy) Mammogr	am Films	s	
9. Retention Time Period - Specify Actual Period			10. Event that Initia	ites the Star	t of the Retent	ion Time	Period (Che	eck One)
Yrs Mo W	ks Days	Permanent*	Creation Fiscal	THE PERSON ASSESSMENT OF THE PERSON ASSESSMENT	Specify)			
10			☐ (CR) ☐ (FIS) 🗆				
*If selecting Permanent, o	ite supporting sta	tute, code, othe	r legal authority, or s	ufficient jus	tification in B	ox 12, Rec	ord Series	Description.
 Disposition (Check Transfer - Other I 		troy 🛛 Des	troy Confidential	Transfer	- State Archive	s (WHS)	☐ Trans	sfer - UW Archiv
12. Records Series Desc								
atient name, address, City unding for the Well Woma Voman Program provides promen who do not have in Centers for Disease Control	en's program includ preventative health s surance can be seen . Covered services	les a combinatio screening servic n to age 80 or ab	n of State and Federal es to low income, unit ove. Breast and cervic	funds to sup asured or und al cancer scr	port this progr lerinsured won eenings have b	am locally nen betwee een funde	The Wisconner the ages of since 1994	of 35 and 64. by the US
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Estimated annual volume Record Organization: Is this record or its content Will these records be tran What Medium? Total Retention Requeste Department Head: Bev. 13. Records Contain Per Yes No. 15. Name of Agency Telephone: 414-28 16. Records Series Content If yes, enter Statute/Code	of this record: 7 cu Alpha X Numeric [It available elsewher It available elsewher It and point in the re It available elsewher It and point in the re It and po	ubic feet Chronological re? Yes Wh nedium? Yes ecords cycle? 9 + Inactiv e Information (F	(NOTE: ONE CITY RECOID Other ere? X S X No Se (Record Center/Other) Jeffer Forter Vision Head: Tiffany PII): 14. Decords Officer: Jacob jgabou@milwa. Dr Access is Protected.	No 10 = Total 2/4/17 Barta PII Registr Yes k Gaboury ukee.gov	Records Co y Exemptions No	PLOP pordinator:	y Zu Peggy Luc	KOW 2-14
Estimated annual volume Record Organization: Is this record or its content Will these records be trant What Medium? Total Retention Requeste Department Head: Yes No. 13. Records Contain Per Yes No. 14.4-28 16. Records Series Cont If yes, enter Statute/Code 17. APPROVAL SIGNATI	of this record: 7 cu Alpha X Numeric [It available elsewher It available elsewher It and point in the re It available elsewher It and point in the re It and po	ubic feet Chronological re? Yes Wh nedium? Yes ecords cycle? 9 + Inactiv e Information (F	(NOTE: ONE CITY RECORDER OF THE CONTROL OF THE CONT	No 10 = Total 2/4/17 Barta PII Registr Yes k Gaboury ukee.gov	Records Co y Exemptions No Yes	PLOP pordinator:	Peggy Luc Es if PII is e	KOW 2-14
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Estimated annual volume Record Organization: Is this record or its content Will these records be trant What Medium? Total Retention Requeste Department Head: Yes No. 15. Name of Agency Telephone: 414-28	of this record: 7 ct Alpha X Numeric [It available elsewhere serred to another in What point in the rid- I Active (office) An K. Baker, FACHE Sonally Identifiable Program Contains 66-8083 Tains Content that it el or explain other L URES	ubic feet Chronological re? Yes Wh nedium? Yes ecords cycle? 9 + Inactiv e Information (F ct or Re Emai is Confidential egal Authority in Date (mm/de uthorization is co	(NOTE: ONE CITY RECORD Other ere? X X No Re (Record Center/Other) Adjusted Head: Tiffany Pill): 14. Records Officer: Jac Jacords Officer: Jacord Series Adjusted Head: Tiffany Agend Age	PII Registr Yes k Gaboury ukee.gov d: s Description by Records C	Records Co y Exemptions No Yes Struction contactommenced or is	Decorption of the control of the con	Date (mis. Stat. § 19 ed.	kow 2-14-7 exempted):

PAGE 1 OF 3

http://publicrecordsboard.wi.gov

 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 05-0003 Pilot Project - Lead Safety
In accordance with Wis. Stat. § 16.61, this form must be	05-0003 Pilot Project - Lead Safety 3. RDA Status (Check One): New Amended Renewal
completed and approved by the Agency and the Public	4. Agency #: 041251 5. Unit #: 381
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name
Agency Records Officer: Forward original to the PRB.	City of Milwaukee
Maintain an agency copy during the PRB review process.	
Division Name Health	Subdivision Name Administration
7. Record Series Year 8. Medium for Records Storage	
	rm Paper Other (Specify)
	10. Event that Initiates the Start of the Retention Time Period (Check One)
	Creation Fiscal Other (Specify) ☑ (CR) ☐ (FIS) ☐
	legal authority, or sufficient justification in Box 12, Record Series Description.
	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
☐ Transfer - Other Location (Specify):	
12. Records Series Description	
This record series is to be deleted as the records are obsolete as o records in 2009.	of 2002. All records have been destroyed when retention was up on the last remaining
	mediation pilot program. The grant was developed to provide support to the pilot d began on May 1, 1999. The Ordinance "sunset" on May 1, 2002. This record schedule rogram including but not limited to test sample analysis.
	ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha X Numeric Chronological Is this record or its content available elsewhere? Yes When	
Will these records be transferred to another medium? Yes What Medium? What point in the records cycle?	X No
	Inactive (Record Certer/Other) 7 yrs. = Total
Department Head: Bevan K. Baker, FACHE 2-8-17	Division Head: Lisa M. Lien Records Coordinator: Peggy Luckow 2/6/1
13. Records Contain Personally Identifiable Information (PII ☐ Yes ☑ No	I): 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No
15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E 	
17. APPROVAL SIGNATURES	Just Laboury 2/15/17
Agency Official Date (mm/dd/	/ccyy) Agency Records Officer Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or at	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or is anticipated.
State Archivist Date (mm/c	dd/ccyy) Executive Secretary PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunset	t per Wis. Stat. § 16.61(4)(c). Action required before:

http://publicrecordsboard.wi.gov

Records Retention / Disposition Authorization

•	Read instructions provided on pages 2-3 before		1. RDA# 2. Record Series Title						
	completing.		85-0017						
•	In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public		3. RDA Status (Check One): New Amended Renewal						
	Records Board (PRB) within one year of records series and prior to disposition of			1251	5. Unit #:	381			
			6. Agency Name				Ì		
•	Agency Records Officer: Forward origin Maintain an agency copy during the PRI		City of Milwauk	ee 		_			
D	ivision Name		Subdivision Name	e					
Н	lealth Department		Administration			<u></u>			
7.	<u> </u>	for Records Storag		•					
_	of Creation 1985	c/Digital Microfo	m 🛮 Paper 🔲	Other (Specify)					
9.	Retention Time Period - Specify Ac		10. Event that Initial Creation Fiscal	otes the Start of the Other (Specify)		Time Period (Che	ck One)		
4			☐ (CR) ☐ (FIS) 🗌					
*1	f selecting Permanent, cite supporting	statute, code, other	legal authority, or s	ufficient justification	on in Box 12	, Record Series	Description.		
1	Disposition (Check One): Transfer - Other Location (Specif		oy Confidential	☐ Transfer - State	Archives (W	HS) 🔲 Trans	sfer - UW Archives		
_		·y /·			 -				
12. Records Series Description The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a federal prevention program which provides a WIC nutrition assessment (including health screening), nutrition and breastfeeding education, health information, referrals to health and social services, and supplemental foods to eligible individuals as funding levels permit. Pregnant, breastfeeding, and postpartum women, infants, and children less than age five years are categorically eligible to participate in the WIC Program. Income eligibility requirements for the WIC Program extend to 185% of poverty (or higher, per "adjunctive eligibility" with other programs such as FoodShare). Other eligibility criteria include Wisconsin residency, and an identified nutrition risk factor. Internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- City of Milwaukee Health Department.					ods to eligible y eligible to y" with other				
pr ea re	ecords include but are not limited to financial ocedures, and participant certification. Reco ich certification period in the three year reter cent printed certification form indicating part etention is in accordance with the requirement.	rds related to participar ntion period, i.e. questio ticipant history. nts outlined in the Wisco	nt certification includes innaires, growth grids, o	the documentation w charting notes, flow sh	hich supports neets, termina	the eligibility and/o tion/ineligibility let	or ineligibility for		
-	Estimated annual volume of this record: Record Organization: X Alpha \(\square\) Nun			ORDS CENTER STORAGE	BOX = 1 CUBIC	FOOT)			
ŀ	Is this record or its content available else			No		······································			
	Will these records be transferred to anot		X No						
-	What Medium? What point in Total Retention Requested- 1 Active (Co. 1)	the records cycle?	Record Center/Other) 4	r s = Total			<u> </u>		
	BLOK 2-13-16 Department Head: Bevan K. Baker, FA	7 1	ffer Brite & Head Tiffany Bana	10/19	ords Coordir	Reacy J	uckow 2/10/12		
1	Records Contain Personally Identi	fiable Information (P	11):	PII Registry Exem	nptions (Che	eck YES if Pli is e	exempted):		
1	5. Name of Agency Program C	ontact or 🗵 Re	cords Officer: Jac	k Gaboury					
	Telephone: 414-286-8083	Email	jgabou@milwa	ukee.gov					
1	6. Records Series Contains Content			<u></u>	Yes 🛛	No			
_	7. APPROVAL SIGNATURES								
	T. AFFROVAL SIGNATURES		\	and	ako	my z/	15/15		
_/	Agency Official	Date (mm/dd	l/ccyy) Agen	cy Records/Officer		Date (n	nm/dd/ccyy)		
F	PUBLIC RECORDS BOARD APPROVAL Records Law), and that no records are de	Authorization is coestroyed if litigation or a	ntingent on restriction audit involving these i	as to record destructive cords has commen	on contained aced or is ant	I in Wis. Stat. § 19 icipated.	I.35(5), (Open		
-	State Archivist	Date (mm.	/dd/ccvv) Execu	itive Secretary - PR		Date (v	mm/dd/ccyy)		
	WWW. COMMINIC	-ac min	LAGUE	V Octoberry - i N		Date (I	пписиосуу)		

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Records Retention / Disposition Authorization

PAGE 1 OF 3					
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title D17-E001 Food Establishment Inspection Plans (E-Vault)				
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal				
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	4. Agency #: 041251 5. Unit #: 383 6. Agency Name				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwaukee				
Division Name	Subdivision Name				
Health Department	Consumer Environmental Health				
7. Record Series Year of Creation 2008 8. Medium for Records Storage (Check all appropriate) Electronic/Digital					
Yrs Mo Wks Days Permanent* ⊠	10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) (CR) (FIS) legal authority, or sufficient justification in Box 12, Record Series Description.				
	roy Confidential Transfer - State Archives (WHS) Transfer - UW Archives				
12. Records Series Description					
This is a new record series which is maintained on the City of Milwaukee's centralized remodeling jobs. The plan contains an architectural drawing of the facility. Plans are to	ed imaging system (known as E-Vault) which includes restaurant plans from completed restaurant construction and received from all food operations involving new construction or major remodeling. The information reviewed by the Health oms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect,				
review personnel at the time of initial licensing or at the time that a major remodeling of equipment such as a grill that is not located below a ventilation hood. This would be a has ever said anything. The inspector would then check the archived records showing Per Wis. Stat. §137.20, the original paper plans will be scanned into E-Vault, and subject to the scanned of the scan	equirements that were communicated to the operator at the time of licensing. They verify what was approved by our plan of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors of the equipment layout and hood to see if the owner's story is accurate. bjected to quality control review to ensure the images are acceptable. Upon verification the paper documents will be kept to ains a permanent collection of structure plans dating back to the City's inception for historic and reference purposes. These				
Estimated annual volume of this record: determined in megaby Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Wher Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- Active (Office) P + Inactive (Records)	Other Street Address The Dept. of Neighborhood Services Plans No No Roord Center/Other) P = Total Permanent				
Department Head: Bevan K. Baker Division Head:					
13. Records Contain Personally Identifiable Information (PII ☐ Yes ☐ No	Yes 🔲 No				
15. Name of Agency ☐ Program Contact or ☒ Rec	cords Officer:Jack Gaboury				
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov				
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E 					
17. APPROVAL SIGNATURES	July Halony 2/15/17				
Agency Official Date (mm/dd/	/ccyy) Agency Records Officer Date (mm/dd/ccyy)				
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or at	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or is anticipated.				
State Archivist Date (mm/c	(dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)				

PAGE 1 OF 3

 Read instructions provided on pages 2-3 before completing. 	1. RDA # 17-S001	2. Record Series Title Food Establishmen	•	
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch			Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the		T	. Unit #: 383	
records series and prior to disposition of any public record.	6. Agency Name	•		
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwauk	ee		
Division Name	Subdivision Name)		
Health Department	Consumer Envir	onmental Health		
7. Record Series Year 8. Medium for Records Storage	e (Check all approp	riate)		
of Creation 2008	rm 🛛 Paper 🗌	Other (Specify)		
Yrs Mo Wks Days Permanent*	Creation Fiscal ☐ (CR) ☐ (FIS	Other (Specify) Scan into	etention Time Period (Che E-Vault & quality contro	ol .
*If selecting Permanent, cite supporting statute, code, other				
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential	☐ Transfer - State Are	chives (WHS)	fer - UW Archives
12. Records Series Description These records have not previously been scheduled.				
This record series includes restaurant plans from completed restaurant construct	on and remodeling jobs.	The plan contains an archite	ctural drawing of the facility. Thes	se plans are received
from all food operations involving new construction or major remodeling. The info	rmation reviewed by the	lealth Department includes t	the overall layout, equipment locat	tion, plumbing fixtures,
restrooms, storage and room finishes/materials. After reviewing the plans a plan	letter is generated that is	sent to the architect, contrac	tor or operator. The plans will be	scanned into the City
of Milwaukee's centralized imaging system (known as E-Vault) for permanent rete	ention. See related Sched	ule D17-E0001.		
These records are used on an as needed basis to verify the facility and equipmen	-	•	• •	•
approved by our plan review personnel at the time of initial licensing or at the time				
that the kitchen has grease producing equipment such as a grill that is not located open like this 5 years ago and none of previous inspectors has ever said anything			•	
owner's story is accurate.	, ,		•	
Estimated annual volume of this record: 3 Cubic Feet (N	OTE: ONE CITY RECORDS	CENTER STORAGE BOX =	1 CUBIC FOOT)	
Record Organization: Alpha Numeric Chronological			5	
Is this record or its content available elsewhere? Yes Wher Will these records be transferred to another medium? Yes	re Dept. of Neighbor □ No	hood Services Plans	□ No	
What Medium? E-Vault What point in the records cycle?		City of Milwaukee Reco	rds Center	
Total Retention Requested- Active (Office) + Inactive (Record	Center/Other) 3 months	= Total 3 months	·····	
Department Head: Bevan K. Baker Division Head:	Claire Evers	Records Coordinate	PEGFY Suc or: Peggy Luckow	(du)
 Records Contain Personally Identifiable Information (PI	l): 14.	PI! Registry Exempti ☐ Yes ☐ N	ions (Check YES If PII Is e o	xempted):
15. Name of Agency 🔲 Program Contact or 🖂 Rec	ords Officer: Jac	k Gaboury		
Telephone: 414-286-8083 Email	jgabou@milwa	ukee.gov		
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E 			s 🛛 No	
17. APPROVAL SIGNATURES		: 01		
TI. AFFROYAL SIGNATORLS		ich Jako	my 2/13	5/12
Agency Official Date (mm/dd/	ccyy) Agen	y Records Officer	Date (m	ım/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a				.35(5), (Open
State Archivist Date (mm/c	id/ccvy) Execu	tive Secretary - PRB	Date in	nm/dd/ccyy)
2200 /11111111	,,,		22.0 (1.	

PAGE 1 OF 3

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Read instructions provided completing.	Read instructions provided on pages 2-3 before completing		1. RDA # D77-0128	2. Record \$		Toyorn U 2065	No Violetion
In accordance with Wis. S	tat & 16.61 this f	orm must be	3. RDA Status (C		I- Restaurant & ☐ New	Tavern H-3065	∏ Renewal
completed and approved	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.		4. Agency #: 041251 5. Unit #: 383				
			6. Agency Name	771231	0. Olik #.	303	
Agency Records Officer: Maintain an agency copy	Maintain an agency copy during the PRB review process.			kee			
Division Name				ne			
Health Department	Health Department			ronmental He	ealth		
7. Record Series Year of Creation 1977	8. Medium for Electronic/Dig		je (Check all appro om: ⊠ Paper 🗔	priate) Other (Specify)		
1 i	1			Other (S	pecify)	Time Period (Che	
11. Disposition (Check (ne): 🔲 Des	·	roy Confidential		State Archives (V		sfer - UW Archives
12. Records Series Descr							
Total Retention Requested	of this record: Ipha Numeric available elsewher ferred to another r What point in the r	(NOTE: ON Chronological ire? Yes Whe medium? Yes ecords cycle? Year + Inacti	E CITY RECORDS CENTE Other ere?	R STORAGE BOX	= 1 CUBIC FOOT)	faight 20	
13. Records Contain Pers ☐ Yes ☑ No	onally Identifiab	e Information (P	(ii): 14	. PII Registry □ Yes	Exemptions (Ch	neck YES if Pli is e	exempted):
] Program Conta	ct or 🛛 Re	cords Officer: Ja	ck Gaboury		 	
Telephone: 414-286		Email	JEGOOGGAAAA				
Records Series Conta If yes, enter Statute/Code						No	
17. APPROVAL SIGNATU	RES			ef Ma	hour	2/15	-//2
Agency Official		Date (mm/dd	l/ccyy) Agei	ncy Records Of	ficer 0	Date (n	nm/dd/ccyy)
PUBLIC RECORDS BOARD Records Law), and that no re							1.35(5), (Open
State Archivist		Date (mm.	/dd/ccyy) Exec	utive Secretary	– PRB	Date (r	nm/dd/ccyy}
	Approval subject	t to 10-year sunse	et per Wis. Stat. § 16	.61(4)(c). Actio	n required before:	·	

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Records Retention / Disposition Authorization

 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title D77-0129 Insp Report- Restaurant & Tavern H-3065 Violations
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): New Amended Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 383
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwaukee
Division Name	Subdivision Name
Health Department	Consumer Environmental Health
7. Record Series Year 8. Medium for Records Storage	
of Creation 1977	m 🛮 Paper 🔲 Other (Specify)
1 1 1	10. Event that Initiates the Start of the Retention Time Period (Check One)
	Creation Fiscal Other (Specify)
	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
This schedule will be deleted as these records are ob-	osolete. The form was discontinued in 2007.
Form H-3065 Inspection Reports- Restaurant & Tave	rn (Violations) are no longer generated, and no current inventory exists
under this schedule.	, , , , , , , , , , , , , , , , , , , ,
	T.
Estimated annual volume of this record: (NOTE: ONE	CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Numeric Chronological	☐ Other
Is this record or its content available elsewhere? Yes Wher Will these records be transferred to another medium? Yes	
What Medium? What point in the records cycle?	
	Ve (Record Center/Other) 3 Years = Total 5 Years
RADEKE C. GW	re Respirance
Department Head: Bevan K. Baker Division Head:	
13. Records Contain Personally Identifiable Information (PII ☐ Yes ☑ No	14. Pll Registry Exemptions (Check YES If Pll Is exempted):
	ords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
16. Records Series Contains Content that is Confidential or	Access is Protected: Yes No
If yes, enter Statute/Code/ or explain other Legal Authority in E	
17. APPROVAL SIGNATURES	Jack Harboury 2/15/17
Agency Official Date (mm/dd/	ccyy) Agenicy Records Officer Date (mm/dd/ccyy)
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
PUBLIC RECORDS BOARD APPROVAL – Authorization is con	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced or is anticipated.

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Records Retention / Disposition Authorization

Read instructions provided on pages 2-3 before completing.		1. RDA #	2. Record S				
, ,		- 4	D77-0130				66 No Violation
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. 		3. RDA Status (C	heck One):	□ New	☐ Amende	ed 🔲 Renewal	
		4. Agency #: ()	41251	5. Unit #:	383		
,	•	•	6. Agency Name				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.			City of Milwaul	kee			
Division Name			Subdivision Nam	10			
Health Department			Consumer Envi		alth		· · · · · · · · · · · · · · · · · · ·
7. Record Series Year 8. Medium for Records Storage				•			
of Creation 1977			orm ⊠ Paper [_	Other (Specify) 		
9. Retention Time Period	1	(10. Event that init			Time Period (Check One)
Yrs Mo Wk	s Days	Permanent*	Creation Fiscal	Other (S)	pecify)		
1			⊠ (CR)	· -			
*If selecting Permanent, ci							
 Disposition (Check to Transfer - Other L.) 	, —	troy 🛚 Dest	roy Confidential	☐ Transfer -	State Archives (M	/HS) □ Ti	ransfer - UW Archives
12. Records Series Descr	iption						
This schedule will be de	eleted as these	records are o	bsolete. The for	n was disco	ntinued in 200	7.	
Form H-3066 Inspection	Reports- Foo	d Establishme	ent (No Violation)	are no long	er generated.	and no curre	ent inventory
exists under this schedu				g	g, ·		,
Estimated annual volume	of this record:						
Record Organization:			E CITY RECORDS CENTE	R STORAGE BOX =	1 CUBIC FOOT)		
Is this record or its content	available elsewhe	re? 🗌 Yes Whe	ere?	No	·_··		
Will these records be trans What Medium?	ferred to another n What point in the r		□ No				
Total Retention Requested			V9 (Record Center/Other)	= Total 1	Year		***************************************
100	/					D .	1 1/2
1911	Se .	Caver	2			reign	Sucker)
Department Head: Bevan	K. Baker	Division Head	i: Claire Evers	Rec	ords Coordinator:		
13. Records Contain Pers	onally Identifiabl	e Information (P	ID: 14	PII Registry	Exemptions (Ch	eck YES If Pil	is exempted:
☐ Yes 🖾 No	,		·// ··	☐ Yes	□ No		ro exemptoup
15. Name of Agency	Program Conta	ct or 🛛 Re	cords Officer: Ja	ck Gaboury	<u></u>		
Telephone: 414-28	5-8083	Email	jgabou@milwa	ukee.gov			·
16. Records Series Conta	ins Content that	is Confidential o	or Access is Protect	ed:	☐ Yes 🏻	No	
If yes, enter Statute/Code	or explain other L	egal Authority in	Box 12, Record Seri	es Description.			
17. APPROVAL SIGNATU	RES		• • • • • • • • • • • • • • • • • • • •				
			\		M. P.		Lection
Agency Official		Data (mm/da	Vicent)	icy Records Of	icer	Dai	a (mm/dd/sosa)
		Date (mm/de					e (mm/dd/ccyy)
PUBLIC RECORDS BOAR Records Law), and that no r							3 19.35(5), (Open
records caw), and that no r	scorus are destroy	ou ii nugation or a	audit ilivoiving these	reculos nas col	mmenceu or iş anı	icipated.	
State Archivist		Date (mm.	/dd/ccyy) Exec	utive Secretary	- PRB	Dat	te (mm/dd/ccyy)

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Records Retention / Disposition Authorization

•	Read instructions provided on pages 2-3 before completing.	1. RDA # D77-0131	2. Record Series Title Insp Report- Food Establ	ishment H-3066 Violations
•	In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch		☐ Amended ☐ Renewal
	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 04	1251 5. Unit #	383
	records series and prior to disposition of any public record.	6. Agency Name		
•	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwauk	ee	
D	ivision Name	Subdivision Name	•	
Н	ealth Department	Consumer Envir	onmental Health	
7.	Record Series Year of Creation 1977 Selectronic/Digital Microfe		•	
5	Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* Graph of the selecting Permanent, cite supporting statute, code, other	Creation Fiscal ☑ (CR) ☐ (FIS	_	. ,
		roy Confidential	☐ Transfer - State Archives (
4:	2. Records Series Description			
Foun	Record Organization: Alpha Numeric Chronological is this record or its content available elsewhere? Yes Whe Will these records be transferred to another medium? Yes What Medium? What point in the records cycle?	ent (Violation) are	no longer generated, an	
	Department Head: Bavan K. Baker Division Head	Claire Evers	Records Coordinato	Recipy Tuckel
	3. Records Contain Personally Identifiable Information (P □ Yes ☑ No		☐ Yes ☐ No	heck YES if Pil is exempted):
15			k Gaboury	
	Telephone: 414-286-8083 Emall	jgabou@milwa		
16	Records Series Contains Content that is Confidential of If yes, enter Statute/Code/ or explain other Legal Authority in			No
17	7. APPROVAL SIGNATURES		ach Labor	my 2/15/12
_A	gency Official Date (mm/dd	(ccyy) Agend	y Records/Officer	Date (mm/dd/ccyy)
	UBLIC RECORDS BOARD APPROVAL – Authorization is corecords Law), and that no records are destroyed if litigation or a			
s	tate Archivist Date (mm/	dd/ccyy) Execu	ive Secretary – PRB	Date (mm/dd/ccyy)

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 Read instructions provided on pages 2-3 before completing. 	1. RDA # 10-0052	2. Record Series Accounts Payab		- Departments	
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	3. RDA Status (Ch			☐ Amended	Renewal
Records Board (PRB) within one year of creation of the	4. Agency #: 04	1251	5. Unit #:	581	
records series and prior to disposition of any public record.	6. Agency Name				
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwauk	ee			
Division Name	Subdivision Name				
Department of Public Works	Forestry Services				
7. Record Series Year of Creation 2016 ■ Blectronic/Digital ■ Microfor	` _ `'_'	,			
9. Retention Time Period - Specify Actual Period	10. Event that Initia	tes the Start of the	e Retention T	ime Period (Che	ck One)
	Creation Fiscal	Other (Specify	•		
6	☐ (CR) ☐ (FIS)	⊠ Fwd to	Comptrolle	r for approval	
*If selecting Permanent, cite supporting statute, code, other	legal authority, or s	ufficient justificati	on in Box 12,	, Record Series I	Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential	☐ Transfer - State	Archives (Wh	dS) ☐ Trans	ifer - UW Archives
12. Records Series Description					
The Forestry Department will adopt use of the City of Milwaukee G. This schedule provides city-wide uniformity for the retention and fir records series includes copies of Control Group Reports generated departments. This includes the records for Procard Payments & Feliminates the requisition, invoice & purchase order process. Proc Procard approving official. Copies of statements & purchases are Copies of receipts are kept as backup. NOTE: Individual departments Schedule (211) 02-E016. City department heads must register to Administrator with approval by the Office of the Comptroller. Accerequest to the Document Services Manager.	nal disposition of reco d from the FMIS syste Petty Cash. The Pro- ard purchases are re kept as backup. Pet ent records are availa receive access to the	ords related to According with according with according to the conciled each cycle ty Cash is issued to the contine via E-Valse records for design ployee's department.	unts Payable mpanying invo d for making p b by the Proca an employee ult to departm gnated person nt. Departmer	Records – Depar pices received by purchases under and Manager and a for purchases ma ment-head authoria anel through the E int heads must sut	tments. This all city \$5000 and approved by the ade up to \$100. zed users under E-Vault
Record Organization: Alpha Numeric Machronological	Other				
Is this record or its content available elsewhere? Yes When Will these records be transferred to another medium? Yes		□ No		<u> </u>	
What Medium? What point in the records cycle?					
Total Retention Requested- 6 months Active (Office) + 0 Inact	Record Center/Other) = 6 months T	otal	1	
Department Head: Laura Daniels Division Head: D	David Sivyer	Records Coo	rdinator: Joni	Taylor Johnson	
13. Records Contain Personally Identifiable Information (PII): 14.	PII Registry Exen	nptions (Che	 ck YES if PII is e	xempted):
Yes No			3 No		
		k Gaboury			
Telephone: 414-286-8083 Email	jgabou@milwau				
16. Records Series Contains Content that is Confidential or		_	Yes 🛛 N	•	
If yes, enter Statute/Code/ or explain other Legal Authority in B	lox 12, Record Series	s Description.			
17. APPROVAL SIGNATURES	\	ach Il	· bear	u 2	15/17
Agency Official Date (mm/dd/d	ccyy) Agend	y Records Officer		Date (m	m/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.					
State Archivist Date (mm/d	ld/ccyy) Execut	ive Secretary – PR	В	Date (n	nm/dd/ccyy)
Approval subject to 10-year sunset	per Wis. Stat. § 16.6	1(4)(c). Action requ	ired before:		

Records Retention / Disposition Authorization

17102 1 01 0	
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 11-0030 Investigation and Disciplinary Files
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 581
records series and prior to disposition of any public record.	6. Agency Name
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwaukee
Division Name	Subdivision Name
Department of Public Works	Forestry - South
7. Record Series Year 8. Medium for Records Storage	
of Creation 2016	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent*	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify)
Yrs Mo Wks Days Permanent*	☐ (CR) ☐ (FIS) ☐ Closure of Investigation
	legal authority, or sufficient justification in Box 12, Record Series Description.
	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
☐ Transfer - Other Location (Specify):	oy connection
12. Records Series Description	
This Forestry Department will adopt use of the City of Milv	waukee's Global Schedule for Investigation and Disciplinary Files.
This second codes includes water witness statements ou	idence, reports and other decumentation created and maintained in connection
with internal investigations involving an employee which of	idence, reports and other documentation created and maintained in connection could include documents that are related to formal disciplinary action, such as
suspension notices and warning letters. Investigative files	s may include Employee Home Visit forms which indicate the employee's
	ber as well as if an employee was actually home during the visit, why the
employee was absent, who did the visit, and if the employ	/ee saw a doctor.
Investigative files should be separate from Employee Per	sonnel Files and should be maintained separately in supervisory/managerial
working files.	
Box #16: Wis. Stat. § 19.36 (10)(a)	
	(NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Whe	Other re? No
Will these records be transferred to another medium? Yes	No No
What Medium? What point in the records cycle?	Oleman Market and Table
Total Retention Reguested- 7 Yrs. Active (Office) + 0	Inactive (Record Center/Other) = Closure of Investigation + 7 Yrs. Total
/ Many	Head: David Sivyer Records Coordinator: Toni Taylor Johnson
Department Head: Laura Daniels Division	
13. Records Contain Personally Identifiable Information (P ☑ Yes ☐ No	II): 14. PII Registry Exemptions (Check YES if PII is exempted): ☐ Yes ☐ No
15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
 Records Series Contains Content that is Confidential of If yes, enter Statute/Code/ or explain other Legal Authority in I 	
	BOX 12, Record Series Description.
17. APPROVAL SIGNATURES	Jack Heboury 2/15/17
Agency Official Date (mm/dd	/ccyy) Agency Records Officer Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open audit involving these records has commenced or is anticipated.
State Archivist Date (mm/	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
Otate Aldinate Date (IIIII)	Care III County Constant 1 112 Date (11112-2019)))

Department of Public Works Forestry - South Record Series Year of Creation 2016 Belectronic/Digital Microform Paper Other (Specify)	TAGE TOTO	
completed and approved by the Agency and the Public Records Bard (PRS) within one year of creation of the records series and prior to disposition of any public record. Agency Record Series and prior to disposition of any public record. Agency Record Series of Cffeer. Foreact original to the PRB. Maintain an agency copy during the PRB review process. Divrision Name Department of Public Works 7. Record Series Year 8. Medium for Record's Storage (Check all appropriate) of Creation 2016 Electronic/Digital Microtom Paper Other (Specify) 9. Retention Time Period - Specify Actual Period Yrs Mo Wis Days Permanent 10. Event that Initiates the Start of the Retention Time Period (Check One) Transfer or Period (Check One) Creation Fiscal (Circ (Specify) Transfer or Period (Check One) Destroy Destro	• • •	
completed and approved by the Agency and the Public Records Board (PRB) within on one year of creation of the records series and prior to disposition of any public record. Agency Record Scord (PRB) within one year of creation of the records series and prior to disposition of any public record. Agency Record Scord (PRB) within one year of creation of the records of the Records Storage (Check All appropriate) To Record Series Year 8 Medium for Records Storage (Check All appropriate) To Creation 2016 LeictronicDigital Microtorm Papes Other (Specify) Transfer Other Location (Public Works LeictronicDigital Microtorm Papes Other (Specify) Retention Time Period - Specify Actual Period Transfer Check One) Transfer Other Location (Specify): Transfer Other Location (Specify): Transfer Other Location (Specify): Record Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agent Transfer Other Location (Specify): Records Series Description. The Forestry Agency National Agency of the City of Milwaukee's Global Schedule for Personnel Files. This record series includes, but is not limited to enhance the City of Agency Agency Confidential Transfer State Archives (WHS) Transfer UW Archives (WHS) Transfer UW Archives (WHS) Transfer UW Archives (WHS) Transfer Other Location (Specify): Record Series Description of the City of Milwaukee's Global Schedule for Personnel Files. This record series Includes, but is not limited to enhance the City of th	In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ⊠ New ☐ Amended ☐ Renewal
Agency Records Officer: Forward original to the PRB Metrian an agency copy during the PRB review process. Motivation Name	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 581
Melitain an agency copy during the PRB review process. Subdivision Name Department of Public Works 7. Record Series Year 8. Medium for Records Storage (Check All appropriate) of Creatino 2016 Electronic/Digital Microform 2 Paper Other (Specify) 9. Retention Time Period - Specify Actual Period Yrs Mo Wis Days Permanent 8. Days Permanent 9. Separation from City Employment 10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) 11. Disposition (Check One): Destroy Destroy Destroy Separation from City Employment 11. Disposition (Check One): Destroy Destroy Destroy Confidential Transfer - State Archives (WHS) Transfer - UW Archives 11. Transfer - Other Location (Specify): 12. Records Series Description 13. Records Series Description Separation from City Employment Separation Fiscal Separation Fiscal Separation from City Employment Separation Fiscal Separation Fiscal Separation from City Employment Separation Fiscal Separa		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Properties Properties Properties Properties	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	
Record Series Year of Creation 2016	Division Name	
of Creation 2016	Department of Public Works	
9. Retention Time Period - Specify Actual Period Time Period Time Period Time Period Time	_	• • • • • • •
Yrs Mo		
**If selecting Permanent, cite supporting statute, code, other logal authority, or sufficient justification in Box 12, Racord Series Description. 11. Disposition (Check One):	Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify)
11. Disposition (Check One):		
Transfer - Other Location (Specify):		
The Forestry department will adopt use of the City of Milwaukee's Global Schedule for Personnel Files. This record series includes, but is not limited to, employment applications/resumes-solicited and interd, performance appraisals, emergency contact information, job description & residency conflication (including documentation proving residency). Other records contained in this series, if applicable, include; appointment letters, special appointment rate letters, probationary period reports & requests for extensions, transfer/reinstatement requests & responses, promotion documentation, favorable cocurrences/fetters of commendation, recognition & awards, statement of activative personnel policies and/or procedures, resignation form/deter signed by existing employee stating their intent to either end their employment or resigning from a current job to accept another employment or professional designations, relocation reinbursement requests, performance improvement plans and non-medical leave documentation (such as Military Training Leave). Additional records may include, Funeral Leave Applications, Layoff Notices, Leave of Absence Forms, Notice of Prospective Retirement, Training/Employee Development Records, including tultion benefit applications, travel and training documentation, training certification/achievement or completion records, and Unemployment Insurance (UI) related records, including information used for UI claim to establish a base period, verification of weeks at work, initial determination of benefits payable, notice of hearing and billing statements. Box #16: Wis. Stat. § 19.36 (10)(a) Estimated annual volume of this record:	. , , – .	TOY CONNUCTIONS IT TRANSPORTS STATE ATOMINES (4410) ITAMISES - 044 ATOMINES
13. Records Contain Personally Identifiable Information (PII): Yes	(including documentation proving residency). Other records conletters, probationary period reports & requests for extensions, tracocurrences/letters of commendation, recognition & awards, state form/letter signed by existing employee stating their intent to eith opportunity from the City as of a certain date, letter of reference performance improvement plans and non-medical leave documend additional records may include, Funeral Leave Applications, Lay Training/Employee Development Records, including tuition bene completion records, and Unemployment Insurance (UI) related reweeks at work, initial determination of benefits payable, notice of Box #16: Wis. Stat. § 19.36 (10)(a) Estimated annual volume of this record: .5 cubic ft. Record Organization: Alpha Numeric Chronological is this record or its content available elsewhere? Yes Will these records be transferred to another medium? Yes	intained in this series, if applicable, include; appointment letters, special appointment rate ransfer/reinstatement requests & responses, promotion documentation, favorable attement of acknowledgement of receipt of personnel policies and/or procedures, resignation there end their employment or resigning from a current job to accept another employment expectificate of license or professional designations, relocation reimbursement requests, mentation (such as Military Training Leave). Notices, Leave of Absence Forms, Notice of Prospective Retirement, selfit applications, travel and training documentation, training certification/achievement or records, including information used for UI claim to establish a base period, verification of of hearing and billing statements. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) No
13. Records Contain Personally Identifiable Information (PII): Yes	Donat ment Head: Jaura Daniels Division	on Head David Silver Records Coordinator, Toni Taylor Johnson
15. Name of Agency	13. Records Contain Personally Identifiable Information (P	PII): 14. PII Registry Exemptions (Check YES if PII is exempted):
Telephone: 414-286-8083 Email jgabou@milwaukee.gov 16. Records Series Contains Content that is Confidential or Access is Protected: Yes No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		
Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	16. Records Series Contains Content that is Confidential of	or Access is Protected: 🛛 Yes 🗌 No
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		Jack Huberry 2/15/17
Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	Agency Official Date (mm/do	id/ccyy) (Agency Records Officer Date (mm/dd/ccyy)
State Archivist Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)	PUBLIC RECORDS BOARD APPROVAL - Authorization is co	ontingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
	State Archivist Date (mm	n/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before:		

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Records Retention / Disposition Authorization

PAGE 1 OF 3	
 Read instructions provided on pages 2-3 before completing. 	1. RDA# 2. Record Series Title 11-0036 Personnel Files- Medical
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. 	3. RDA Status (Check One): ☑ New ☐ Amended ☐ Renewal 4. Agency #: 041251 5. Unit #: 581 6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwaukee
Division Name	Subdivision Name
Department of Public Works	Forestry - South
7. Record Series Year of Creation 2016 ■ Blectronic/Digital ■ Microfol	
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
Yrs Mo Wks Days Permanent* ☐	Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☐ Separation from City Employment
*If selecting Permanent, cite supporting statute, code, other	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description This Forestry Department will adopt use of the City of Milwaukee	's Global Schedule for Personnel Files- Medical.
occupational health related records may be included in this file. NOTE: Departments may wish to retain a copy of FMLA Application this schedule. Reference copies should be destroyed after one year this schedule. Stat. § 19.36 (10)(a) Estimated annual volume of this record: .5 cubic ft. Record Organization: Alpha Numeric Chronological Is this record or its content available etsewhere? Yes When Will these records be transferred to another medium? Yes What Medium? What point in the records cycle?	NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Department Head: Laura Daniels Division	Head David Sivyer Records Coordinator: Toni Taylor-Johnson
13. Records Contain Personally Identifiable Information (Pl ☑ Yes ☐ No	I): 14. PII Registry Exemptions (Check YES if PII is exempted): ☐ Yes ☐ No
15. Name of Agency ☐ Program Contact or ☐ Rec Telephone: 414-286-8083 Email	igabou@milwaukee.gov
16. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E	r Access is Protected: 🛛 Yes 🔲 No
17. APPROVAL SIGNATURES	Jack Helony 2/15/17
Agency Official Date (mm/dd/	(ccyy) Agency Records Officer Date (mm/dd/ccyy)
	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open udit involving these records has commenced or is anticipated.
State Archivist Date (mm/s	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)

Read instructions provided completing.	on pages 2-3 before	1. RDA #		Series Title		
· -	16 61 this form must be	17-0003 3. RDA Status		orcement Violatio	Ons Amended	☐ Renewal
 In accordance with Wis. Stat. (completed and approved by the 	e Agency and the Public	4. Agency #:	041251	5. Unit #:	581	T. Venessal
Records Board (PRB) within o records series and prior to disp	ne year of creation of the position of any public record.	6. Agency Nar		5. Offic #:	201	
 Agency Records Officer: Forward 		City of Milw				
Maintain an agency copy durir			···			
Division Name		Subdivision N				
7. Record Series Year 8.	Medium for Records Store	Forestry - So				
	Electronic/Digital Micro		Other (Speci	fy)		
9. Retention Time Period - S	pecify Actual Period	10. Event that I	nitiates the Star	t of the Retention	Time Period (Che	eck One)
Yrs Mo Wks	Days Permanent*	Creation Fisc		Specify)		
7			(FIS)			
*If selecting Permanent, cite su						·
11. Disposition (Check One)Transfer - Other Locati		stroy Confidential	∐ Iransfer	- State Archives (W	v⊓o) ∐ Iran:	sfer - UW Archives
12. Records Series Description	on					
Ordinance 80.17) and Sidew notices indicate the address violation, re-inspection date. Estimated annual volume of this Record Organization: Alpha Is this record or its content available.	ss of the violation, date e and by whom. s record: .5 cubic ft. Numeric Chronologic liable elsewhere? Yes Wed to another medium?	(NOTE: ONE CITY RE al Other By Ad there?	of violation, I	nspector name	or initials, area	
What Medium? Wha	t point in the records cycle?			(Tabel		
Total Retention Requested	7 Yrs. Active (Office) + 0	Inactive (Recent C	enter/Other) = 7	rrs. Total	7	1 1
Department Head: Laura Dar	piole Divis	ion Head: David S	inver	Records Coordinat	COULD Taylor Jo	phoson
13. Records Contain Persona ☐ Yes ☑ No	ally Identifiable Information	(PII):	14. Pll Registi	ry Exemptions (Ch ⊠ No	eck YES if PII is a	exempted):
	ogram Contact or	Records Officer:	Jack Gaboury		.=-	
Telephone: 414-286-80		-	Iwaukee.gov			
16. Records Series Contains If yes, enter Statute/Code/ or	Content that Is Confidentia	l or Access is Pro	tected:	Yes 🛚	No	
17. APPROVAL SIGNATURES	3	1	ach	Labour	7 2/1	5/17
Agency Official	Date (mm/	/dd/ccyy)	gency Records (Officer	Ďate (r	mm/dd/ccyy)
PUBLIC RECORDS BOARD AF Records Law), and that no record	PPROVAL – Authorization is done are destroyed if litigation of	contingent on restri or audit involving the	ctions to record dese records has d	lestruction containe commenced or is ar	d in Wis. Stat. § 19 hticipated.	9.35(5), (Open
State Archivist	Date (m	ım/dd/ccyy) E	xecutive Secreta	ry – PRB	Date (mm/dd/ccyy)
Λ.	proval subject to 10-year sur	neet ner Wie Stat A	16 61(4)(c) Act	ion required before:		
A	provar subject to 10-year Sur	ioci pei vvio. Olat. S	, 10.01(4)(6). A 60	ion required belote.		

Records Retention / Disposition Authorization

				• • • • • • • • • • • • • • • • • • • •					
 Read Instructions provi- completing. 	ded on pages 2-3 before	1. RDA # 17-0004	2. Record Series Title Notice to Proceed						
	Stat. § 16.61, this form must be	3. RDA Status (Ch		☐ Amended ☐ Renewal					
completed and approved	by the Agency and the Public hin one year of creation of the	<u> </u>	1251 5. Unit # :						
	disposition of any public record.	6. Agency Name							
	Forward original to the PRB. during the PRB review process.	City of Milwauk	ee						
Division Name	-	Subdivision Name	•						
Department of Public We	orks	Forestry - South							
7. Record Series Year	8. Medium for Records Storag		•						
of Creation 2014	☐ Electronic/Digital ☐ Microfo	rm 🖾 Paper 🗌 🤄	Other (Specify)						
Yrs Mo Wk	d - Specify Actual Period s Days Permanent* te supporting statute, code, other	Creation Fiscal ☐ (CR) ☐ (FIS	_						
11. Disposition (Check	11. Disposition (Check One): ☐ Destroy ☐ Destroy Confidential ☐ Transfer - State Archives (WHS) ☐ Transfer - UW Archives ☐ Transfer - Other Location (Specify):								
12. Records Series Descr									
This record series contains the Notice to Proceed form which is sent to a contractor for snow/ice and grass/weeds removal on City-owned properties. The Notice to Proceed contains a list of Property Address, Description of Work, Tax Key Number, LN Footage, Amount Charged as well as manager approval signature and date. The invoice from contractor(s) who performed the requested work is also attached to these records. Estimated annual volume of this record:									
13. Records Contain Pers ☐ Yes ☑ No	sonally Identifiable Information (Pl	14.	PII Registry Exemptions (CI	heck YES if Pll is exempted):					
·		cords Officer: Jac	k Gaboury						
Telephone: 414-28	6-8083 Email	jgabou@milwa							
	ains Content that is Confidential o	r Access is Protecte	nd: ☐ Yes ⊠	No					
17. APPROVAL SIGNATU									
ALTIOTAL SIGNAT			uh Labou	my 2/15/17					
Agency Official	Date (mm/dd	/ccyy) Agend	cy Records Officer	Date (mm/dd/ccyy)					
	D APPROVAL – Authorization is cor records are destroyed if litigation or a								
State Archivist	Date (mm/	dd/ccyy) Execu	tive Secretary – PRB	Date (mm/dd/ccyy)					

	,				
Read instructions provided on pages 2-3 before	1. RDA #	2. Record Se			
completing.	17-0005 3. RDA Status (CI	General Rec	eipts New	Amended	☐ Renewal
In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public		•			☐ Kellewal
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.		41251	5. Unit #:	581	
, , ,	6. Agency Name				
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwauk	tee			
Division Name	Subdivision Nam	=			
Department of Public Works	Forestry - South				
7. Record Series Year of Creation 2016 8. Medium for Records Storage □ Electronic/Digital □ Microfo		oriate) Other (Specify)			
9. Retention Time Period - Specify Actual Period	10. Event that Initi			Time Period (Che	eck One)
Yrs Mo Wks Days Permanent*	Creation Fiscal	Other (Sp	ecify)		
	☐ (CR) ☐ (FIS	_	instinu in Day 4	2 Bassed Carles	Danadatian
*If selecting Permanent, cite supporting statute, code, other			State Archives (M		sfer - UW Archives
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential	☐ Transier - 3	State Archives (V		sier - Ovv Archives
12. Records Series Description					
This record series contains copies of invoices and re Original receipts/invoices are forwarded to the centre that the Central Office does not receive them.	eceipts for things al office for payr	s such as fue ment, and the	l refill (large y ese receipts a	ard tank), rugs re back-up cop	, supplies, etc. ies in the event
	(NOTE: ONE CITY RECOR	RDS CENTER STOR	AGE BOX = 1 CUBIC	-OOT)	
Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Whe	Other	I Office] No		
Will these records be transferred to another medium? Yes		TOING L	3 140		
What Medium? What point in the records cycle?		4 Va T	-atat		
	Inactive (Record Center)	Other) = 1 Yr. T	Otas	. 7().	
Department Head: Laura Daniels Division	Head: David Sivye	 	lacarde Capidina	tor: Toni Paylor Jo	hneon
Department Head: Laura Daniels Division	Head. David Sivye	<u> </u>	COOMS COORDING	tor. Torn 4 aylor of	31113011
	1				
13. Records Contain Personally Identifiable Information (Pl ☐ Yes ☐ No	II): 14	. PII Registry I ☐ Yes	Exemptions (Ch	eck YES if PII is o	exempted):
15. Name of Agency ☐ Program Contact or ☐ Red	cords Officer: <u>Ja</u>	ck Gaboury			
Telephone: 414-286-8083 Email	jgabou@milwa	aukee.gov			
 Records Series Contains Content that is Confidential of If yes, enter Statute/Code/ or explain other Legal Authority in 			☐ Yes 🗵	No	
17. APPROVAL SIGNATURES					
	\	ach XI	chown	2//	5/17
Agency Official Date (mm/dd	/ccyy) Ager	ncy Records Off	icer /	Date (r	nm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a	ntingent on restrictio audit involving these	ns to record des records has con	truction containe nmenced or is an	d in Wis. Stat. § 19 ticipated.	9.35(5), (Open
State Archivist Date (mm/	dd/ccyy) Exec	utive Secretary	- PRB	Date (mm/dd/ccyy)
Approval subject to 10-year sunse	et per Wis Stat & 16	61(4)(c). Action	required before:		

Records Retention / Disposition Authorization

11132 1010			
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 17-0006	2. Record Series Title Storm Call- Initial Switchboar	rd Response
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch	eck One): 🛛 New [☐ Amended ☐ Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 04	11251 5. Unit # :	581
records series and prior to disposition of any public record.	6. Agency Name		
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwauk	ee	
Division Name	Subdivision Name	•	
Department of Public Works	Forestry - South		
7. Record Series Year 8. Medium for Records Storage			
of Creation 2016	rm 🛛 Paper 🗌	Other (Specify)	
9. Retention Time Period - Specify Actual Period	10. Event that Initia	ites the Start of the Retention Tin	ne Period (Check One)
Yrs Mo Wks Days Permanent*	Creation Fiscal	Other (Specify)	
7	☐ (CR) ☐ (FIS) 🗆	
*If selecting Permanent, cite supporting statute, code, other	legal authority, or s	ufficient justification in Box 12, F	Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	oy Confidential	☐ Transfer - State Archives (WHS	S) Transfer - UW Archives
12. Records Series Description			
in traceira cenes rescribacii			
This record series contains a log of the date and tim storm damage. Problems could be trees down, blod work needs to be done, who was assigned to this w	cking streets or s	idewalks etc. The log lists th	
Estimated annual volume of this record: .5 cubic ft. Record Organization: Alpha Numeric Chronological		DS CENTER STORAGE BOX = 1 CUBIC FOO)T)
Is this record or its content available elsewhere? Yes Whe		No	
Will these records be transferred to another medium? Yes	No		
What Medium? What point in the records cycle?	L	- 7V- T-6-1	
Total Retention Requested 7 Yrs. Active (Office) + 0	Inactive (RecogniCenter	/Other) = 7 Yrs. Total	$\overline{}$
Juni da	Exhib	? //	anofe
Department Head: Laura Daniels Division	Head: David Sivye	Records Coordinator:	Toni Taylor Johnson
13. Records Contain Personally Identifiable Information (Pl ☐ Yes ☐ No		PII Registry Exemptions (Check	k YES if PII is exempted):
15. Name of Agency ☐ Program Contact or ☐ Rec	cords Officer: Jac	k Gaboury	
Telephone: 414-286-8083 Email	jgabou@milwa	ukee.gov	
 Records Series Contains Content that is Confidential of If yes, enter Statute/Code/ or explain other Legal Authority in I 			•
17. APPROVAL SIGNATURES		0.0	
		neh Leboury	2/15/17
Agency Official Date (mm/dd	/ccyy) (gen	cy Records Officer	Date (mm/dd/ccyy)
PUBLIC RECORDS BOARD APPROVAL – Authorization is cor Records Law), and that no records are destroyed if litigation or a			
State Archivist Date (mm/	dd/ccvv) Execu	tive Secretary – PRB	Date (mm/dd/ccyy)
Duto filling			

PAGE 1 OF 3

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Records Retention / Disposition Authorization

•	Read instructions provide completing.	ded on pages 2-3 t	pefore	1. RDA # 17-0007	2. Record Se Storm Dam	e <mark>ries Title</mark> age Field Repor	t	
•	In accordance with Wis. S	Stat. § 16.61, this for	m must be	3. RDA Status (Ch	eck One):	⊠ New	☐ Amended	Renewal
	completed and approved Records Board (PRB) with	hin one year of crea	tion of the	4. Agency #: ()4	1251	5. Unit #:	581	
	records series and prior to	disposition of any	public record.	6. Agency Name				
•	Agency Records Officer: Maintain an agency copy			City of Milwauk	ee			
Di	vision Name			Subdivision Name)			
D	epartment of Public Wo	orks		Forestry - South			······································	
7.				e (Check all approp				
	of Creation 2016	☐ Electronic/Digi	tal Microfo	rm 🖾 Paper 🔲	Other (Specify))		
7	Retention Time Period Yrs Mo Wk	s Days	Permanent*	10. Event that Initia Creation Fiscal ☑ (CR) ☐ (FIS) legal authority, or s	Other (Sp	pecify)		-
11	-			oy Confidential		State Archives (W		sfer - UW Archives
	☐ Transfer - Other Lo	ocation (Specify):						
12	Records Series Descr	ription						
This record series contains a storm damage field report that tracks the quarter section or address of work, crew names and truck number, date of work being done, tree species and size, and what action is needed such as removing broken branches.								
П	Estimated annual volume of	of this record: .5	cubic ft.	(NOTE: ONE CITY RECOR	DS CENTER STOR	 RAGE BOX = 1 CUBIC F		
	Record Organization: 🗌 A	lpha 🗌 Numeric	Chronological	Other				
	s this record or its content				No			
_	Will these records be trans What Medium?	What point in the re		No				
	Total Retention Requested			Inactive (Record Center	(Other) = 7 Yrs	s. Total		
	V	and a	<u>`</u> ^		2	7		11
	Department Head: Laura	Daniels	Division	Head: David Sivye	r F	Records Coordinat	or: Toni Taylor Jo	hnson
13	3. Records Contain Pers ☐ Yes No	-	Information (Pi	l): 14.	PII Registry	Exemptions (Che	eck YES if PII is e	xempted):
1	S. Name of Agency	Program Contac	tor 🛛 Red	ords Officer: Jac	k Gaboury			
	Telephone: 414-28	6-8083	Email	jgabou@milwa	ukee.gov			
10	Records Series Conta If yes, enter Statute/Code					☐ Yes 🖾 l	No	
17	7. APPROVAL SIGNATU	IRES						-
					ach	Lakou	y 2/	15/17
_A	gency Official		Date (mm/dd/	(ccyy) Afgen	cy Records Off	ficer 0	Date (n	nm/dd/ccyy)
	UBLIC RECORDS BOARI ecords Law), and that no r							.35(5), (Open
s	tate Archivist		Date (mm/	dd/ccyy) Execu	tive Secretary	– PRB	Date (r	nm/dd/ccyy)
							· · · · · · · · · · · · · · · · · · ·	

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Records Retention / Disposition Authorization

PAGE 1 OF 3	cittoii i bisp	OSILION AUGN	JIIZAGOII					
Read instructions provided on pages 2-3 before	1. RDA #	2. Record Series						
completing.	17-0008	Daily Line Clear			П В			
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	3. RDA Status (Ch	-		mended	Renewal			
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.		1251	5. Unit #: 581					
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	6. Agency Name City of Milwauk	ee						
Division Name	Subdivision Name	•						
Department of Public Works	Forestry - South							
7. Record Series Year 8. Medium for Records Storage		-						
of Creation 2016								
Yrs Mo Wks Days Permanent*	10. Event that Initia Creation Fiscal ☐ (CR) ☐ (FIS	Other (Specify)		·	·			
*If selecting Permanent, cite supporting statute, code, other	•							
11. Disposition (Check One): ☐ Destroy ☒ Destro	by Confidential	☐ Transfer - State	Archives (WHS)	☐ Trans	fer - UW Archives			
12. Records Series Description								
This record series contains Daily Line Clearance Lot telephone lines and other wires. The log specifies the truck numbers used, location and number of trees cleared the contains and number of trees cle	ne date and distr	ict number where	e clearance was					
Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes Wher Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested 2 Yrs. Active (office) + 0	NOTE: ONE CITY RECORD Other e? No Inactive (Record Center) Head: David Sivye	No Yother) = 2 Yrs. Tota 2		ni Tayler Jo	hnson			
13. Records Contain Personally Identifiable Information (Pl	l): 14.	PII Registry Exem	ptions (Check YE	S if PII is e	xempted):			
☐ Yes ☑ No			No					
		k Gaboury						
Telephone: 414-286-8083 Email	jgabou@milwa		vaa 🕅 Ma					
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E 		_	Yes 🛚 No					
17. APPROVAL SIGNATURES		uch Har	long	2/15	117			
Agency Official Date (mm/dd/	ccyy) Agend	cy Records Officer		Date (m	m/dd/ccyy)			
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or a					35(5), (Open			
State Archivist Date (mm/c	dd/ccyy) Execu	tive Secretary – PRE	3	Date (m	ım/dd/ccyy)			

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TAGETOLS						
Read instructions provide completing.	led on pages 2-3 before	1. RDA # 17-0009		Series Title ture Services Da	amage Report	
In accordance with Wis. S	tat. § 16.61, this form must	t be 3. RDA Stat	us (Check One):	⊠ New	☐ Amended	Renewal
Records Board (PRB) with	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the			5. Unit #	£: 581	
records series and prior to	disposition of any public re	o. Agency i				
Maintain an agency copy	Forward original to the PRI during the PRB review prod		waukee			
Division Name		Subdivision	ı Name			
Department of Public Wo		Forestry - S				
7. Record Series Year of Creation 2016		ls Storage (Check all a] Microform ⊠ Pape		fy)		
9. Retention Time Period	I - Specify Actual Period	10. Event tha	t Initiates the Star	rt of the Retentio	n Time Period (Che	eck One)
Yrs Mo Wks	Days Perma		iscal Other (i	Specify)	·	·
*If selecting Permanent, cit	te supporting statute, cod	de, other legal authorit	y, or sufficient jus	stification in Box	12, Record Series	Description.
11. Disposition (Check C	, – ,	Destroy Confidentia	I ☐ Transfer	- State Archives ((WHS) 🔲 Trans	sfer - UW Archives
12. Records Series Descri	iption					
Damage Report details what caused the dama used to make the repair	ge, who fixed the dam r.	nage, when the rep	air was done ar	nd how it was r	repaired, the typ	
Record Organization: A			RECORDS CENTER ST	ORAGE BOX = 1 CUBIC	C FOOT)	
Is this record or its content			No			
Will these records be trans						
What Medium? \ Total Retention Requested	What point in the records of 7 Yrs. Active (Office)		d)Center/Other) = 71	rs. Total		
X	Daniels	A (an	Sivyer		Xoeii A	ohnson
						<u> </u>
13. Records Contain Pers ☐ Yes	onally Identifiable Inform	nation (PII):	14. PII Registr	ry Exemptions (C ⊠ No	Check YES if Pil is o	exempted):
15. Name of Agency	Program Contact or	Records Officer:	Jack Gaboury			
Telephone: 414-286	5-8083	Email jgabou@r	nilwaukee.gov			
16. Records Series Conta If yes, enter Statute/Code	ins Content that is Confider				3 No	
17. APPROVAL SIGNATU	RES	· · · · · · · · · · · · · · · · · · ·	Jack	Labou	my 2/1	15/17
Agency Official	Date	e (mm/dd/ccyy)	Agency Records	Officer	Date (r	mm/dd/ccyy)
PUBLIC RECORDS BOARD Records Law), and that no re						9.35(5), (Open
State Archivist	D	ate (mm/dd/ccyy)	Executive Secretar	y – PRB	Date (mm/dd/ccyy)
	Approval subject to 10-ye	ear sunset per Wis. Stat	§ 16.61(4)(c). Acti	on required before		
	.,,	,				

PAGE 1 OF 3

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Records Retention / Disposition Authorization

 Read instructions provi completing. 	ded on pages 2-3 before	1. RDA # 17-0010	2. Record Series T B.E.S. Cable Dar				
· · ·		3. RDA Status (Ch			Amended	☐ Renewal	
completed and approved	by the Agency and the Public hin one year of creation of the	`	1251	5. Unit #: 58	· · · · · · · · · · · · · · · · · · ·		
	o disposition of any public record.	6. Agency Name	,		•		
	Forward original to the PRB. during the PRB review process.	City of Milwauk	ee				
Division Name		Subdivision Name	•				
Department of Public W	orks	Forestry - South					
7. Record Series Year	8. Medium for Records Storag	e (Check all approp	riate)		•		
of Creation 2016	☐ Electronic/Digital ☐ Microfo	rm 🛛 Paper 🔲	Other (Specify)				
Yrs Mo Wk	d - Specify Actual Period is Permanent* ite supporting statute, code, other	Creation Fiscal ☑ (CR) ☐ (FIS					
11. Disposition (Check	One): Destroy 🛮 Destr	oy Confidential	☐ Transfer - State /			fer - UW Archives	
12. Records Series Desc	ription						
The B.E.S. (Bureau of Electrical Services) Cable Damage Report is used to notify BES when damage occurred during Forestry operations. The report specifies the address where the damage is located, date and time of damage, truck and stumper that was used, width of the tree border, distance from the curb or walk, depth of cable, what was being done when damage occurred, and when and who reported the damage.							
Estimated annual volume		(NOTE: ONE CITY RECOR	DS CENTER STORAGE BO	X = 1 CUBIC FOOT)		
	Alpha Numeric Chronological tavailable elsewhere? Yes Whe	Other	No				
	sferred to another medium? Yes	No	140				
	What point in the records cycle?						
Total Retention Requester	- 7 Yrs. Active (Office) + 0	Inactive (Record Center	(Other) = / Yrs. I ota	'	1 57	, 	
Department Head: Laura	Division	Head: David Sivye	 Record	s Coordinator:	Com Taylor Jo	ohnson	
13. Records Contain Per ☐ Yes	sonally Identifiable Information (Pl	li): 14.	PII Registry Exem	ptions (Check No	YES if PII is e	xempted):	
15. Name of Agency [☐ Program Contact or ☐ Rec	ords Officer: Jac	k Gaboury				
Telephone: 414-28	6-8083 Email	jgabou@milwa	ukee.gov				
	ains Content that is Confidential o e/ or explain other Legal Authority in I		_	Yes 🛚 No			
17. APPROVAL SIGNATI	JRES	\	ach VI-	Rowers	z/i	5/12	
Agency Official	Date (mm/dd	/ccyy) Afgein	cy Records Officer	0	Date (m	nm/dd/ccyy)	
PUBLIC RECORDS BOAR	D APPROVAL - Authorization is correcords are destroyed if litigation or a	ntingent on restriction			Nis. Stat. § 19		
State Archivist	Date (mm/	dd/ccvy) Execu	tive Secretary PRE	····	Date (n	nm/dd/ccyy)	
the state of the s	= 242 }				2000 (1)		

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 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 17-0011 Chemical Use
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): New Amended Renewal
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 581
records series and prior to disposition of any public record.	6. Agency Name
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	City of Milwaukee
Division Name	Subdivision Name
Department of Public Works	Forestry - South
7. Record Series Year of Creation 2016	e (Check all appropriate) rm ☑ Paper ☐ Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 *If selecting Permanent, cite supporting statute, code, other	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) ☑ (CR) ☐ (FIS) ☐ legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): Destroy Destroy	oy Confidential Transfer - State Archives (WHS) Transfer - UW Archives
☐ Transfer - Other Location (Specify):	
12. Records Series Description	
been used at a job site. The form identifies the date	FO-16 Daily Report in order to detail when a chemical application has the chemical was applied, the name of the chemical used, EPA re and why it was used, how it was mixed, what was used to apply it and of use.
Estimated annual volume of this record: .5 cubic ft. Record Organization: Alpha Numeric Chronological	(NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Is this record or its content available elsewhere? Yes When	
Will these records be transferred to another medium? ☐ Yes	No
What Medium? What point in the records cycle? Total Retention Requested 2 Yrs. Active (office) + 0	Inactive (pecalo, center/other) = 2 Yrs. Total
Jan D	Machine (pecifical periodici) = 2 113. Total
Department Head: Laura Daniels Division	Head: David Sivyer Records Coordinator: Toni Taylor Johnson
13. Records Contain Personally Identifiable Information (Pi	I): 14. Pll Registry Exemptions (Check YES if Pll is exempted):
☐ Yes No	☐ Yes
• ,	cords Officer: Jack Gaboury
Теlephone: 414-286-8083 Email	jgabou@milwaukee.gov
16. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E	2
17. APPROVAL SIGNATURES	\ auch l'actour 2/15/13
Agency Official Date (mm/dd/	(ccyy) Agency Records Officer Date (mm/dd/ccyy)
	ntingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
State Archivist Date (mm/r	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
Annival authors to 40 year auros	t nor Mis Stat & 16.61(AVc). Action required before:
Approval subject to 10-year sunse	t per Wis. Stat. § 16.61(4)(c). Action required before:

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 Read instructions provi completing. 	ided on pages 2-3 before	1. RDA # 17-0012	2. Record Series Title Chemical Sign Out Sheet	
	Stat. § 16.61, this form must be	3. RDA Status (C	·	☐ Amended ☐ Renewal
completed and approved	by the Agency and the Public thin one year of creation of the	<u> </u>	41251 5. Unit # :	581
	o disposition of any public record.	6. Agency Name	11231	
	Forward original to the PRB. during the PRB review process.	City of Milwaul	tee	
Division Name		Subdivision Nam	e	
Department of Public W		Forestry - South		
7. Record Series Year of Creation 2016	8. Medium for Records Storag □ Electronic/Digital □ Microfo		oriate) Other (Specify)	
Yrs Mo Wk	d - Specify Actual Period s Days Permanent* lte supporting statute, code, other	Creation Fiscal ☑ (CR) ☐ (FIS		, ,
11. Disposition (Check	One): Destroy 🗵 Destr	roy Confidential	☐ Transfer - State Archives (W	
Estimated annual volume Record Organization: Is this record or its content Will these records be trans		xamples of pote (NOTE: ONE CITY RECORD Other		e insecticides and pesticides.
Total Retention Requester	2 Yrs. Active (Office) + 0	Inactive (Record trans		or: Toni Taylor Johnson
13. Records Contain Pen ☐ Yes ☑ No	sonally identifiable information (P	li): 14	PII Registry Exemptions (Che	eck YES if PII is exempted):
15. Name of Agency	☐ Program Contact or ☐ ☐ Red	cords Officer: Jac	ck Gaboury	
<u> </u>	6-8083 Email	jgabou@milwa	 	
	ains Content that is Confidential o e/ or explain other Legal Authority in l			No
17. APPROVAL SIGNATU	JRES		nef Habou	my 2/15/17
Agency Official	Date (mm/dd	/ccyy) Ager	cy Records Officer	Date (mm/dd/ccyy)
	D APPROVAL Authorization is cor records are destroyed if litigation or a			
State Archivist	Date (mm/	dd/ccyy) Execu	ıtive Secretary – PRB	Date (mm/dd/ccyy)
	Approval subject to 10-year sunse	et per Wis. Stat. § 16	61(4)(c). Action required before:	

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	ead instructions provi ompleting.	ded on pages 2-3	before	1. RDA # 17-0013	2. Record Series Title FO8- Tree Removal	
	accordance with Wis. S			3. RDA Status (C)		☐ Amended ☐ Renewal
C R	ompleted and approved ecords Board (PRB) wit	by the Agency and hin one year of cre	d the Public eation of the	4. Agency #: 04	11251 5. Unit # :	581
	ecords series and prior t			6. Agency Name	<u> </u>	
	gency Records Officer: laintain an agency copy			City of Milwauk	ee	
	sion Name		•	Subdivision Nam	9	
	partment of Public W			Forestry - South		
7. o	Record Series Year f Creation 2016	8. Medium fo Electronic/Di		e (Check all approp rm 🔲 Paper 🔲	-	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* Creation Fiscal Other (Specify) (CR) □ (FIS) □						
*If s	electing Permanent, ci				ufficient justification in Box 1	12, Record Series Description.
11.	Disposition (Check €	•	stroy 🛭 Destr	oy Confidential	☐ Transfer - State Archives (V	NHS) Transfer - UW Archives
12.	Records Series Descri	ription				
	noved, when, who a					size, the reason it is being as planted and the species of
Re Is t Wi Wi To	timated annual volume of cord Organization: A this record or its content if these records be transmat Medium? It Retention Requested partment Head: Laura	Alpha Numeric available elsewher ferred to another r What point in the r I- Yrs. Acti	Chronological fire? Yes When finedium? Yes fecords cycle? five (Office) + 0	Other	7	ator: Toni Taylor Johnson
	Records Contain Pers	sonally (dentifiab)			PII Registry Exemptions (Ch	
16	☐ Yes ☐ No Name of Agency ☐	Program Conta	et es 💆 Bee	ando Officera II-a	Yes No	
10.	Telephone: 414-28		Email	ords Officer: <u>Jac</u> jgabou@milwa	k Gaboury	
16.	Records Series Conta					No
	yes, enter Statute/Code					NO .
17.	APPROVAL SIGNATU	IRES		\ .	219.0	115/12
Age	ncy Official		Date (mm/dd/	(ccyy) (Agend	cy Records Officer	Date (mm/dd/ccyy)
PUE	BLIC RECORDS BOARI ords Law), and that no r	D APPROVAL – A ecords are destroy	uthorization is con red if litigation or a	tingent on restriction udit involving these	s to record destruction containe ecords has commenced or is an	d in Wis. Stat. § 19.35(5), (Open
Stat	e Archivist			 —		
			Date (mm/c	id/ccyy) Execu	tive Secretary – PRB	Date (mm/dd/ccyy)

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Read instructions provided on pages 23 before completing. In accordance with Wis. Stat. § 16.51, this form must be completed and approved by the Agency and the Public Records Board (FRB) within one year of creation of the records are and prior to disposition of any public record. Agency Rocords Officer. Forward original to the PRB. Maintain and agency copy during the FRB review process. Division Name Department of Public Works 7. Record Series Vear 8. Medium for Records Storage (Check all appropriate) 7. Record Series Vear 8. Medium for Records Storage (Check all appropriate) 7. Record Series Vear 9. Medium for Records Storage (Check all appropriate) 7. Record Series Vear 1. Medium for Records Storage (Check all appropriate) 9. Retention Time Period - Specify Actual Period 11. Disposition (Check One): 11. Disposition (Check One): 12. Specifically Permanent, cite supporting statuts, code, other legal authority, or sufficient justification in Box 12, Record Series Description. 12. Records Series Description 13. Records Series Description 14. Disposition (Check One): 15. Records Series Description 16. Specifical in Institute the Start of the Retention Time Period (Check One): 16. Transfer - Other Location (Specify): 17. Record Series Description 18. Medium for Records Series Description. 19. Extention Time Period Specifical in Institute the Start of the Retention Time Period (Check One): 19. Transfer - Other Location (Specify): 10. Event that Intitutes the Start of the Retention Time Period (Check One): 10. Event that Intitutes the Start of the Retention Time Period (Check One): 10. Event that Intitutes the Start of the Retention Time Period (Check One): 10. Event that Intitutes the Start of the Retention Time Period (Check One): 10. Event that Intitutes the Start of the Retention Time Period (Check One): 11. Disposition (Check One): 12. Event that Intitutes the Start of the Retention Time Period (Check One): 13. Record Series Description 14. Pill Registry Exemptions (Check TyE) if	171021010	
In accordance with Wis. Stat § 181, 181 this form must be completed and approved by the Agency and the Policy of Agency and the Policy of Agency and the Policy of Agency 60 to 41,251		
Completed and approved by the Agency and the Public Records Board (PRB) within one year of creation to the records series and prior to disposition of any public record.		, , , , , , , , , , , , , , , , , , , ,
S. Agency Name Agency Rocords Officer. Forward original to the PRB.	completed and approved by the Agency and the Public	
Agency Rocords Officer. Forward originals to the PRE. Maintain an apertory option that PRB review process. Division Name Department of Public Works Record Series Year 8. Medium for Records Storage (Check all appropriate)		
Subdivision Name		
S. Records Series Year of Creation 2016 Electronic/Digital Microform Period (Specify)	" " "	Subdivision Name
Record Series Year S. Medium for Records Storage (Check atl appropriate) Creation 2016 Electronic/Digital Microform Paper Other (Specify) Retention Time Period - Specify Actual Period 10. Event that Initiates the Start of the Retention Time Period (Check One) Yes Mo Wis Days Permanent* Creation Fiscal Other (Specify) Yes Mo Wis Days Permanent* Creation Fiscal Other (Specify) 'If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description. 11. Disposition (Check One): Destroy	Department of Public Works	Forestry - South
9. Retention Time Period - Specify Actual Period Yrs	7. Record Series Year 8. Medium for Records Storage	e (Check all appropriate)
Yrs	of Creation 2016	rm 🛮 Paper 🔲 Other (Specify)
11. Disposition (Check One):	Yrs Mo Wks Days Permanent*	Creation Fiscal Other (Specify) ☐ (CR) ☐ (FIS) ☐
Transfer - Other Location (Specify): 12. Records Series Description Absence Analysis Calendars log each employee's vacation, sick, injury, comp time as well as any other code related to work hours. Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series allows the employee to track their time on a yearly basis and can refer to it when time is added to the City's payroll system to match what was entered is what the employee expected to be paid for. Estimated annual volume of this record:		
Absence Analysis Calendars log each employee's vacation, sick, injury, comp time as well as any other code related to work hours. Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series allows the employee to track their time on a yearly basis and can refer to it when time is added to the City's payroll system to match what was entered is what the employee expected to be paid for. Estimated annual volume of this record:	_ ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `	by Confidential
Work hours. Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series allows the employee to track their time on a yearly basis and can refer to it when time is added to the City's payroll system to match what was entered is what the employee expected to be paid for. Estimated annual volume of this record: _5 cubic ft(NOTE_ONE_CITY_RECORDS_CENTER_STORAGE_BOX = 1 CUBIC_FOOT)	12. Records Series Description	
Will these records be transferred to another medium?	work hours. Employees and managers have two years to dispute payment type (vacation, sick leave, FMLA, etc.). The can refer to it when time is added to the City's payrobe paid for. Estimated annual volume of this record: .5 cubic ft. (Record Organization: Alpha Numeric Chronological	e discrepancies in the entry of hours worked with a designation of is series allows the employee to track their time on a yearly basis and ill system to match what was entered is what the employee expected to
Total Retention Requested 2 Yrs. Active (Office) + 0 Inactive (perforcement/Other) = 2 Yrs. Total Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Toni Taylor Johnson 13. Records Contain Personally Identifiable Information (PII): □ Yes □ No 14. PII Registry Exemptions (Check YES if PII is exempted): □ Yes □ No 15. Name of Agency □ Program Contact or □ Records Officer: Jack Gaboury Telephone: 414-286-8083 Email jgabou@milwaukee.gov 16. Records Series Contains Content that is Confidential or Access is Protected: □ Yes □ No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis, Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator. Toni Taylor Johnson 13. Records Contain Personally Identifiable Information (PII): Yes No Records Contain Personally Identifiable Information (PII): Yes No Records Officer: Jack Gaboury Telephone: 414-286-8083 Email jgabou@milwaukee.gov 16. Records Series Contains Content that is Confidential or Access is Protected: Yes No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		
13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☐ No ☐ Records Series Contains Content that is Confidential or Access is Protected: ☐ Yes ☐ No ☐ If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. ☐ APPROVAL SIGNATURES ☐ Agency Official ☐ Date (mm/dd/ccyy) ☐ Agency Records Officer ☐ Date (mm/dd/ccyy) ☐ Date (mm/dd	Total Retention Requested 7 2 Yrs. Active (Office) + 0	Inactive (Becord)Center/Other) = 2 Yrs. Total
13. Records Contain Personally Identifiable Information (PII): ☐ Yes ☐ No ☐ Records Series Contains Content that is Confidential or Access is Protected: ☐ Yes ☐ No ☐ If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. ☐ APPROVAL SIGNATURES ☐ Agency Official ☐ Date (mm/dd/ccyy) ☐ Agency Records Officer ☐ Date (mm/dd/ccyy) ☐ Date (mm/dd	Jun David	and you fe
Yes No Yes No No Yes No Yes No No Yes Yes No Yes Yes No Yes Yes No Yes	Department Head: Laura Daniels Division	Head: David Sivyer Records Coordinator: Toni Taylor Johnson
Yes No Yes No No Yes No Yes No No Yes Yes No Yes Yes No Yes Yes No Yes		
Telephone: 414-286-8083		,
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	15. Name of Agency ☐ Program Contact or ☐ Rec	ords Officer:Jack Gaboury
If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description. 17. APPROVAL SIGNATURES Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		2 2
Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy) PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	17. APPROVAL SIGNATURES	-
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.		Jack Haboury 2/15/17
Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	Agency Official Date (mm/dd/c	ccyy) Agehcy Records Officer Date (mm/dd/ccyy)
State Archivist Date (mm/dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)		
	State Archivist Date (mm/d	dd/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunset per Wis, Stat. § 16.61(4)(c). Action required before:	Approval subject to 10-year supset	per Wis. Stat. § 16.61(4)(c). Action required before:

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FAGE TOP 3	
	RDA# 2. Record Series Title 7-0015 Absence Call-in Report
	RDA Status (Check One): New Amended Renewal
completed and approved by the Agency and the Public	Agency #: 041251 5. Unit #: 581
the state of the s	Agency Name
	City of Milwaukee
	ubdivision Name
Department of Public Works Fo	orestry - South
7. Record Series Year 8. Medium for Records Storage (C	Check all appropriate)
of Creation 2016	☑ Paper ☐ Other (Specify)
Yrs Mo Wks Days Permanent* Cre	Event that Initiates the Start of the Retention Time Period (Check One) eation Fiscal Other (Specify) (CR) ☑ (FIS) ☐ al authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☒ Destroy C	
Transfer - Other Location (Specify): 12. Records Series Description	
being absent. The report is signed by the employee wh	Ill was received and indicates the employee's name and reason for ho filled out the report and the office supervisor who approved it.
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Cls this record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested 2 Yrs. Active (Office) + 0 Inactive (Office)	iscrepancies in the entry of hours worked with a designation of series creates an audit trail to ensure that there is documentation of series creates an audit trail to ensure that there is documentation of series creates an audit trail to ensure that there is documentation of series one city records center storage box = 1 cubic Foot) Other No No Ctive (Record Center/Other) = 2 Yrs. Total August Johnson
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Cls this record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Offi	Series creates an audit trail to ensure that there is documentation of TE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Ctive (Record Center/Other) = 2 Yrs. Total Ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. Pll Registry Exemptions (Check YES if Pll is exempted):
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: ☐ Alpha ☐ Numeric ☐ Chronological ☐ C Is this record or its content available elsewhere? ☐ Yes Where? Will these records be transferred to another medium? ☐ Yes ☐ What Medium? ☐ What point in the records cycle? Total Retention Requested— 2 Yrs. Active (Office) + 0 Inactive (Office) ☐ Department head: ☐ Departme	Series creates an audit trail to ensure that there is documentation of TE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Ctive (Record Center/Other) = 2 Yrs. Total ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: ☐ Alpha ☐ Numeric ☐ Chronological ☐ Clist this record or its content available elsewhere? ☐ Yes Where? Will these records be transferred to another medium? ☐ Yes ☐ What Medium? ☐ What point in the records cycle? Total Retention Requested— 2 Yrs. Active (Office) + 0 Inactive (Office) + 0 Inactive (Office) ☐ Yes ☐ Notice ☐ Yes ☐ Yes ☐ Notice ☐ Yes ☐ Yes ☐ Yes ☐ Notice ☐ Yes ☐	Series creates an audit trail to ensure that there is documentation of E: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Ctive (Recard Center/Other) = 2 Yrs. Total Ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No Is Officer: Jack Gaboury
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: ☐ Alpha ☐ Numeric ☐ Chronological ☐ Clist this record or its content available elsewhere? ☐ Yes Where? Will these records be transferred to another medium? ☐ Yes ☐ What Medium? ☐ What point in the records cycle? Total Retention Requested— 2 Yrs. Active (Office) + 0 Inactive (Office) + 0 Inactive (Office) ☐ Yes ☐ Notice ☐ Yes ☐ Yes ☐ Notice ☐ Yes ☐ Y	Series creates an audit trail to ensure that there is documentation of TE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Ctive (Record Center/Other) = 2 Yrs. Total ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if Pli is exempted): Yes No Is Officer: Jack Gaboury igabou@milwaukee.gov cess is Protected: Yes No
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Class this record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested 2 Yrs. Active (Office) + 0 Inaction (PII): Yes No 13. Records Contain Personally Identifiable Information (PII): Yes No 15. Name of Agency Program Contact or Records Telephone: 414-286-8083 Email j.	Series creates an audit trail to ensure that there is documentation of TE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Ctive (Record Center/Other) = 2 Yrs. Total Ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if Pli is exempted): Yes No Is Officer: Jack Gaboury igabou@milwaukee.gov icess is Protected: Yes No
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Chronological Sthis record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested 2 Yrs. Active (Office) + 0 Inactive (Office) + 0 Inac	Series creates an audit trail to ensure that there is documentation of series creates an audit trail to ensure that there is documentation of series one city records center storage box = 1 CUBIC FOOT) Other No No Ctive (Record Center/Other) = 2 Yrs. Total Add David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No Is Officer: Jack Gaboury Igabou@milwaukee.gov Iscess is Protected: Yes No 12, Record Series Description.
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Class this record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- 2 Yrs. Active (Office) + 0 Inactive (Of	Series creates an audit trail to ensure that there is documentation of TE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Other No No Citive (Record Center/Other) = 2 Yrs. Total Ad: David Sivyer Records Coordinator: Toni Taylor Johnson 14. PII Registry Exemptions (Check YES if PII is exempted): Yes No Is Officer: Jack Gaboury Igabou@milwaukee.gov Is Protected: Yes No 12, Record Series Description. Agency Records Officer Date (mm/dd/ccyy) Jaylor Johnson Date (mm/dd/ccyy) Johnson Date (mm/dd/ccyy) Johnson Date (mm/dd/ccyy) Johnson Records Coordinator: Toni Taylor Johnson
payment type (vacation, sick leave, FMLA, etc.). This semployee absences. Estimated annual volume of this record: .5 cubic ft. (NOTI Record Organization: Alpha Numeric Chronological Class this record or its content available elsewhere? Yes Where? Will these records be transferred to another medium? Yes What Medium? What point in the records cycle? Total Retention Requested- 2 Yrs. Active (Office) + 0 Inactive (Of	Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series creates an audit trail to ensure that there is documentation of Series Continued and Series and

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PAGE 1 OF 3						
 Read instructions provi completing. 	ded on pages 2-3 before	1. RDA # 17-0016	2. Record Source Transitiona	eries Title il Duty Time Ca	rd	
 In accordance with Wis. S 	Stat. § 16.61, this form must be	3. RDA Status (CI		⊠ New	☐ Amended	Renewal
completed and approved	,	41251	5. Unit #:	581		
records series and prior to	hin one year of creation of the odisposition of any public record.	6. Agency Name	71431	J. Olile #.	301	
•	Forward original to the PRB.	City of Milwauk	ree			
	during the PRB review process.	Subdivision Nam				
	aulea	Forestry - South	-			
Department of Public W	8. Medium for Records Storag					********
of Creation 2016	l	orm 🛛 Paper 🔲	-	1		
				<u> </u>	Time Desired (Che	ale One)
Yrs Mo Wk	d - Specify Actual Period Days Permanent* ite supporting statute, code, other	10. Event that Initi Creation Fiscal (CR) (CR) (FIS	Other (S	pecify)	·	·
		roy Confidential		State Archives (M		sfer - UW Archives
☐ Transfer - Other L	ocation (Specify):		□ Hallsicl +	GLAIG ALGINES (V		SIGN - OVE AIGHIVES
12. Records Series Desc	ription					
to a work related illness of at the doctor's office duri information contained on Employees and manager	ards are used when an employed or injury. Information contained ng work hours when the employ this form includes name, address as have two years to dispute disc	on this form record ee is on either injul ss, work location, e crepancies in the e	is time the en ry pay or work employee ID, ntry of hours	nployee worked ker's compensat and information worked with a d	or time when the ion. Personally related to illness esignation of pay	e employee was identifiable or injury. ment type
(vacation, sick leave, FM Box #16: Wis. Stat. § 19.	LA, etc.). This series creates ar 36 (10)(a)	n audit trail to ens	ure that there	is documentation	on of employee a	absences.
Estimated annual volume		(NOTE: ONE CITY RECOR	RDS CENTER STO	RAGE BOX = 1 CUBIC I	FOOT)	
	Alpha I Numeric Chronological available elsewhere? I Yes Whe					
	sferred to another medium? Yes					
What Medium?	What point in the records cycle?					
Total Retention Requested	2 Yrs. Active (Office) + 0	Inactive (Record Cente	r/Other) = 2 Yr)	s. Total	77	A
/ /	run dan	(SON			Your 1	
Department Head: Vaura	Daniels Division	n Head: David Sivye	er F	Records Coordinat	or: Toni Taylor Jő	hnson
42 Becards Combin De-	anally Identifiable 1-f	111). 44	Dil Davister	Evenneisus (Ch	ook VEC # DII to	
13. Records Contain Per ☐ Yes ☐ No	sonally Identifiable Information (P	14.	. Pil Kegistry ☐ Yes	Exemptions (Cn	eck YES if PII is e	ixampieuj.
		cords Officer: Jac	ck Gaboury		•	
Telephone: 414-28						
16. Records Series Cont	ains Content that is Confidential o	or Access is Protect	ed:		No	
If yes, enter Statute/Code	or explain other Legal Authority in	Box 12, Record Serio	es Description.			
17. APPROVAL SIGNATU	JRES	\	ush	19- R	ur > 1	15/12
Agency Official	Date (mm/do	i/ccyy) Aoen	cy Records Of	ficer	Date (n	nm/dd/ccyy)
PUBLIC RECORDS BOAR	D APPROVAL – Authorization is co records are destroyed if litigation or	entingent on restriction	ns to record de	struction containe	d in Wis. Stat. § 19	
State Archivist	Date (mm	/dd/ccyy) Execu	utive Secretary	– PRB	Date (r	nm/dd/ccyy)
	Approval subject to 10-year sunse	et per vvis, otat, 9 16.	.u ((4)(C). ACTO	n redaiten belote:		

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TAGE FOLD	
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 17-0017 Police Reports - Copy
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): New Amended Renewal
completed and approved by the Agency and the Public	4. Agency#: 041251
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	
	6. Agency Name
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. Division Name	City of Milwaukee Subdivision Name
Department of Public Works 7. Record Series Year 8. Medium for Records Storage	Forestry Services
7. Record Series Year 8. Medium for Records Storage of Creation 2016	
	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify)
	Creation Fiscal Other (Specify) ☑ (CR) □ (FIS) □
1 1 1 1	— · · · · · · · —
	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destro	y Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
Department. Accident reports contain the driver's name, address, given by the City of Milwaukee/Dept of Public Works/Forestry Staff	has damaged a city street tree or the irrigation system maintained by the Forestry and driver license number. Internal authorization to gain access to these records shall be (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Unumeric Chronological	
Is this record or its content available elsewhere? Z Yes When	e? Original is at the Milwaukee Police Department No
Will these records be transferred to another medium? Yes	No
What Medium? What point in the records cycle? Total Retention Requested- Active (office) 7 + Inactive (Re.	cord Center(Other) = 7 Yrs Total
	06) (f l
/ Yum dair	Xoui X S
Department Head: Laura Daniels Division Head: I	David Sivyer Records Coordinator: Toni Taylor Johnson
13. Records Contain Personally Identifiable Information (PII ☑ Yes ☐ No): 14. PII Registry Exemptions (Check YES if PII is exempted): ☐ Yes ☒ No
15. Name of Agency 🔲 Program Contact or 🖂 Rec	ords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
16. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in B	Access is Protected: ☐ Yes ☒ No
17. APPROVAL SIGNATURES	
	1.190 -1-1-
Agency Official Date (mm/dd/	ccyy) (Agency Rectors Officer Date (mm/dd/ccyy)
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
State Archivist Date (mm/d	d/ccyy) Executive Secretary PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunset	per Wis. Stat. § 16.61(4)(c). Action required before:
	E - · · · · · · · · · · · · · · · · · ·

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	Read Instructions provided on pages 2-3 before completing.	1. RDA # 17-0018		Series Title Claims to Personal	Property	
•	In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch		⊠ New	☐ Amended	Renewal
	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 04	1251	5. Unit #:	581	
	records series and prior to disposition of any public record.	6. Agency Name	1231		301	
	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwauk	ee			
	vision Name	Subdivision Name	•			
De	epartment of Public Works	Forestry Services	s			
7.		(Check all approp	riate)			
	of Creation 2016	m 🛛 Paper 🗌 (Other (Specif	y)		
7	rs Mo Wks Days Permanent*	10. Event that Initia Creation Fiscal ☐ (CR) ☐ (FIS)	Other (\$	Specify)	·	·
11.		by Confidential		- State Archives (W		sfer - UW Archives
•••	☐ Transfer - Other Location (Specify):	by Confidential	☐ Hallsler	- State Alcilives (VV	no) 🗀 mans	siei - OVV Alcilives
City the Dep	Attorney Claims are received by Forestry for reimbursement of City Clerk's office and forward to the City Attorney's Office. Palartment investigates the claim and provides a response along a, property damage reports & photos of the damage.	icket contains the co	mplaint lette	r, photos of the dam	age & repair estir	nates. The Forestry
_	Tables deal and a second and a second as a					
_	estimated annual volume of this record:5 cubic foot Record Organization: ☑ Alpha ☐ Numeric ☐ Chronological ☐	(NOTE: ONE CITY RECOR ☐ Other	RDS CENTER ST	ORAGE BOX = 1 CUBIC I	FOOT)	
Ts	sthis record or its content available elsewhere? Yes Where	e? 🔣	No			
_	Vill these records be transferred to another medium? ☐ Yes Vhat Medium? What point in the records cycle?	⊠ No				
		cord Center/Other) 3	= 7 Yrs Tota			
Г	V	7	77	· V/10		
1	The bank of the same of the sa	§/	/x	in 1 A		_
<u>r</u>	pepartment Head: Laura Daniels Division Head: Divis	David Sivyer	Record	ls Coordinator: Toni	Taylor Johnson	<u>-</u> -
13.	Records Contain Personally Identifiable Information (PII ☐ Yes): 14.	PII Registr	y Exemptions (<i>Che</i>	ck YES if PII is e	exempted):
15.	. Name of Agency 🔲 Program Contact or 🔯 Rec	ords Officer: Jac	k Gaboury			
	Telephone: 414-286-8083 Email	jgabou@milwa	ukee.gov			
	. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in B			☐ Yes I	lo	
17.	. APPROVAL SIGNATURES		up)	Lekon	u 2/	15/17
Ag	ency Official Date (mm/dd/o	ccyy) Agend	y Records C	fficer L	Date (n	nm/dd/ccyy)
	IBLIC RECORDS BOARD APPROVAL – Authorization is cont cords Law), and that no records are destroyed if litigation or au					0.35(5), (Open
Sta	ate Archivist Date (mm/d	Id/ccyy) Execut	tive Secretar	y – PRB	Date (r	nm/dd/ccyy)
	;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;				2-11- (
	Approval subject to 10-year sunset	per vvis. Stat. 6 16.6	TITARCI ACTIO	on required before:		

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Records Retention / Disposition Authorization

•	AOL TOTO					
•	Read instructions provided on pages 2-3 before completing.	1. RDA # 58-0061	2. Record Series Accounts Receiv			
•	In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Ch	eck One): 🛛 N	lew	☐ Amended	Renewal
	completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 04	1251	5. Unit #:	581	
	records series and prior to disposition of any public record.	6. Agency Name				
•	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwauk	ee			
D	ivision Name	Subdivision Name	•			
D	epartment of Public Works	Forestry Services				
7.	Record Series Year 8. Medium for Records Storag		•			
_	of Creation 2016					
9.		10. Event that Initia			ime Period (Che	ck One)
7	Yrs Mo Wks Days Permanent*	Creation Fiscal ☐ (CR) ☐ (FIS)	Other (Specify)	1		
•	ا ا ا F selecting Permanent, cite supporting statute, code, other	_ , ,	_	on in Box 12	Record Series	Description
1			☐ Transfer - State			fer - UW Archives
•	☐ Transfer - Other Location (Specify):	oy connacticul	rransier - otate	7110111703 (771	10,	ici - Ott / (Ioilives
12	2. Records Series Description					
	is record contains copies of invoices for tree damage, flower sa	les, etc that vendors	are billed for service	s provided by	Forestry. Origin	al invoices are
SO	nt to vendors, these are backup copies.					
	Estimated annual volume of this record: 0.5 cubic foot	(NOTE: ONE CITY RECOR	DS CENTER STORAGE I	BOX = 1 CUBIC F	OOT)	
	Record Organization: Alpha Numeric Chronological					
_	Is this record or its content available elsewhere? Yes When Will these records be transferred to another medium? Yes		No			
_	What Medium? What point in the records cycle?	LES 140				
		cord Center/Other) 7	= Total			
	(X / O)	1		7 7	7	
	/ Ham I a in 1/2			X)		
	The Contract of the Contract o		•	(em		
L	pepartment Head: Laura Daniels Division Head:	David Sivyer	Records Coord	dinator: Toni]	Taylor Johnson	
	~					
1;	 Records Contain Personally Identifiable Information (PI	I): 14.	PII Registry Exem ☐ Yes	i ptions (<i>Che</i> d No	ck YES if PII is e	xempted):
1		ords Officer: Jac	k Gaboury			
	Telephone: 414-286-8083 Email	jgabou@milwa	ıkee.gov			
1	6. Records Series Contains Content that is Confidential or	r Access is Protecte	d: 🔲	Yes 🗌 N	0	
	If yes, enter Statute/Code/ or explain other Legal Authority in E	Box 12, Record Series	s Description.			
1	7. APPROVAL SIGNATURES					
_			ach the	Lowy	2/15	5/17
Α	gency Official Date (mm/dd/	(ccyy) Agend	y Records Officer		Date (m	nm/dd/ccyy)
Р	UBLIC RECORDS BOARD APPROVAL - Authorization is con	tingent on restrictions	s to record destruction	on contained	in Wis. Stat. § 19	.35(5), (Open
R	ecords Law), and that no records are destroyed if litigation or a	udit involving these re	cords has commen	ced or is antic	cipated.	•
S	tate Archivist Date (mm/c	dd/ccyy) Execut	ive Secretary – PRI	3	Date (n	nm/dd/ccyy)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

PAGE 1 OF 3

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	4 DD4 # 3 Beauty Spring Title
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 65-0134 Auto Impact Work Order
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): □ New □ Amended ☒ Renewal
completed and approved by the Agency and the Public	
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	4. Agency #: 041251 5. Unit #: 581 6. Agency Name
Agency Records Officer: Forward original to the PRB.	City of Milwaukee
Maintain an agency copy during the PRB review process.	City of Milwaukee
Division Name	Subdivision Name
Department of Public Works	Forestry - South
7. Record Series Year 8. Medium for Records Storage of Creation 1965	e (Check all appropriate) m 🔲 Paper 🔲 Other (Specify)
9. Retention Time Period - Specify Actual Period	10. Event that Initiates the Start of the Retention Time Period (Check One)
	Creation Fiscal Other (Specify)
'	
	legal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	y Confidential Transfer - State Archives (WHS) Transfer - UW Archives
12. Records Series Description	
date the damage occurred, address, size and specie how long it took, date work was completed, and before	omobile or contractor has damaged a tree. The work order includes the es of tree, what action was taken, who made the repair/replacement, ore and after images of the damage. ched to the work order. When accident reports are attached, personally
identifiable information may be included (if not redact	ted) of the driver's name, address, and driver's license number.
	ese records shall be given only by the City of Milwaukee legal
custodian- City of Milwaukee/Dept. of Public Works/	Forestry Staff.
	NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: Alpha Numeric Chronological Is this record or its content available elsewhere? Yes When	Other e? No
Will these records be transferred to another medium? Yes	No
What Medium? What point in the records cycle?	The Table
Total Retention Requested 2 Yrs. Active (Office) + 5 Yrs	s. Inactive (Record Center/Other) = 7 Yrs. Total
Department Head. Laura Daniels Division	Head: David Sivyer Records Coordinator: Toni Taylor Jöhnson
13. Records Contain Personally Identifiable Information (PII ☑ Yes ☐ No): 14. Pll Registry Exemptions (Check YES if Pll is exempted): ☐ Yes ☐ No
15. Name of Agency ☐ Program Contact or ☒ Rec	ords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in B 	<u> </u>
17. APPROVAL SIGNATURES	
	Such Hahren > /15/2
Agency Official Date (mm/dd/s	ccyy) Agency Records Officer Date (mm/dd/ccyy)
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
State Archivist Date (mm/d	td/ccyy) Executive Secretary - PRB Date (mm/dd/ccyy)
Approval subject to 10-year sunset	per Wis. Stat. § 16.61(4)(c). Action required before:

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Records Retention / Disposition Authorization

Read instruction	•	ded on pages 2-3	before	1. RDA # 66-0074	2. Record Series Progress Reports			
		stat. § 16.61, this fo	arm muct bo	3. RDA Status (Ch			☐ Amended	⊠ Renewal
completed a	and approved	by the Agency and hin one year of cre	the Public	· ·	11251	5. Unit #:	581	⊠ Kallewai
		disposition of any		6. Agency Name	11231	0.0	301	
Agency Red	ords Officer	Forward original to	the PRB	City of Milwauk	99			
Maintain an	agency copy	during the PRB rev		,				
Division Nam	_	,		Subdivision Nam	e			
Department				Forestry - South	• • •			
7. Record S	Series Year 1966	8. Medium for Electronic/Dig	_	e (Check all approp rm 🔲 Paper 🔲				
9. Retentio	n Time Period	d - Specify Actual	Period	10. Event that Initia	ates the Start of the	Retention 1	ime Period (Che	ck One)
	lo Wk	· i	Permanent*	Creation Fiscal ☐ (CR) ☐ (FIS	Other (Specify)		•	,
i	; Permanent, ci	: te supporting sta	tute. code. other	legal authority, or s	ufficient justification	on in Box 12	. Record Series	Description.
11. Dispos	ition (Check (One): 🔲 Des		oy Confidential	☐ Transfer - State			fer - UW Archives
		ocation (Specify):						
12. Records	Series Descr	iption						
				es. The Performa so contains the r				
	nual volume o			NOTE: ONE CITY RECORD	OS CENTER STORAGE BO	OX = 1 CUBIC FC	OT)	
		lpha Numeric available elsewhe			No			
		ferred to another n		No No	NO			
What Mediur		What point in the r						
Department	on Requested	Daniels		+ Inactive Record Head: David Sivye		-	r: Toni Taylor 90	hnson
		onally Identifiabl	e Information (PI	II): 14.	PII Registry Exem		ck YES if Pll is e	xempted):
☐ Yes 15. Name of	No	Drogram Canta	et es 🔻 🖂 Bes	cords Officer: Jac		No No		
Telepho		∃ Program Conta 5-8083	Email	jgabou@milwa	k Gaboury ukee.gov			
				r Access is Protecte Box 12, Record Serie		Yes 🛭 N	lo	
17. APPROV	AL SIGNATU	RES		\	LY.	l	2/15	-113
Agency Officia	 al		Date (mm/dd/	/ccyy) Agen	cy Regords Officer	-ous	Date (n	ım/dd/ccyy)
PUBLIC REC	ORDS BOARI		uthorization is cor	ntingent on restriction and it involving these r	s to record destructi		in Wis. Stat. § 19	
State Archivis	t		Date (mm/	dd/ccvv) Evec	tive Secretary – PRI	 3	Date in	nm/dd/ccyy)
Ctate Albinyla			Sate frinte	~~~~ <i>~~</i> 7 <i>7)</i> ~~~~~	and oppositely - CIN	_	Date (II	440 (() [)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before:

PAGE 1013	
Read instructions provided on pages 2-3 before completing.	1. RDA # 2. Record Series Title 76-0117 Injury Reports: OSHA 300A, 301-EB-49, 300
 In accordance with Wis. Stat. § 16.61, this form must be 	3. RDA Status (Check One): ☑ New ☐ Amended ☐ Renewal
completed and approved by the Agency and the Public	4. Agency #: 041251 5. Unit #: 581
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.	6. Agency Name
Agency Records Officer: Forward original to the PRB.	City of Milwaukee
Maintain an agency copy during the PRB review process. Division Name	Subdivision Name
Department of Public Works	Forestry - South
7. Record Series Year 8. Medium for Records Storage	
1	m 🛮 Paper 🔲 Other (Specify)
	10. Event that Initiates the Start of the Retention Time Period (Check One)
	Creation Fiscal Other (Specify)
7	☑ (CR) ☐ (FIS) ☐
• • • • • • • • • • • • • • • • • • • •	egal authority, or sufficient justification in Box 12, Record Series Description.
11. Disposition (Check One): Destroy Destroy	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives
☐ Transfer - Other Location (Specify):	
12. Records Series Description	
Department of Employee Relations receives the offic compliance with state and federal agencies and world injuries and Illnesses; Form 301 (EB-49) Injury and I are included under this series. (These forms were parent included under this series.) (These forms were parent	Inactive (Record Center/Other) = 7 Yrs. Total
Department Flead: Laura Daniels Division	Head: David Sivyer Records Coordinator: Toni Taylor Johnson
13. Records Contain Personally Identifiable Information (PII	, · _, · · .
	ords Officer: Jack Gaboury
Telephone: 414-286-8083 Email	
	jgabou@milwaukee.gov
 Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in B 	2
17. APPROVAL SIGNATURES	100 0
	Les Lekony 3/15/15
Agency Official Date (mm/dd/d	Ccyy) Agency Records Officer Date (mm/dd/ccyy)
	tingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open
State Archivist Date (mm/d	ld/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)
11 January Washington Company	ner Wis Stat & 16 61(4)(c). Action required before:

•	Read instructions provide completing.	d on pages 2-3 l	before	1. RDA # 07-E030	2. Record So RS6000 En	eries Title questa Online	e Data	
	In accordance with Wis. Stat	at. § 16.61. this fo	m must be	3. RDA Status (New	C L⊅ata ☐ Amended	I ⊠ Renewal
	completed and approved by Records Board (PRB) within	the Agency and	the Public	·	041251	5. Unit		
	records series and prior to disposition of any public record.			6. Agency Nam)			
•	Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.			City of Milwa				
D	ivision Name		•	Subdivision Na	me			
D	epartment of Public Worl	ks		Water Departr	nent			
7.		 Medium for Electronic/Digital 	_ `	e (Check all appr om: Paper [)		
9.				10. Event that in	tiates the Start	of the Retentie	on Time Period (C	heck One)
	Yrs Mo Wks	Days	Permanent*	Creation Fisca ☑ (CR) ☐ (F	Other (Sp			
-	: f selecting Permanent, cite	: supporting stat	ute, code, other	_ , ,	· —	ification in Bo	x 12. Record Serie	s Description.
_	Disposition (Check On Transfer - Other Local	ne): 🖾 Dest		oy Confidential		State Archives		nsfer - UW Archives
1:	2. Records Series Descrip	otion						
cu Ba	nis schedule is being rer stomer service records ack up tapes are created ox #16: Wis. Stat. §196.	s, including billed daily and me	ing and paym					
Γ	Estimated annual volume of t	this record:	(NOTE: ON	E CITY RECORDS CENT	ER STORAGE BOX :	= 1 CUBIC FOOT)		
	Record Organization: Alpl		Chronological	Other				
	<u>Is this record or its content av</u> Will these records be transfer				e <u>□ No</u> □ No			
	What Medium? Wi	hat point in the re	ecords cycle?	On-going Inactive (Record C		'rs. = Total		
H	Total Retention Requested-	Active (Omce)	1 11. T 0 118	. Hactive (Record C	enten/Uther) / T	15 TULAI		
					lun.			
L	Department Head: Ghassan	n Korban 🔾	Divisi	on Head: Carrie Le	wis 🗸 🗸 -	Records Coo	rdinator: Tim Ignat	owski (
1	3. Records Contain Person ☑ Yes ☐ No	nally identifiable	e Information (P	II): 1	4. Pll Registry ☐ Yes	Exemptions (Check YES If PII is	exempted):
1	5. Name of Agency	Program Contac	ctor 🛭 Re	cords Officer:]	ack Gaboury			
	Telephone: 414-286-8	8083	Email	jgabou@milv	aukee.gov			
1	Records Series Contain If yes, enter Statute/Code/ of						⊒ No	
1	7. APPROVAL SIGNATURI	ES		<u> </u>	aft of	afor	my 2/.	15/17
A	gency Official		Date (mm/dd	/ccyy) Ag	ncy Records Of	ficer	O Date	(mm/dd/ccyy)
	UBLIC RECORDS BOARD A lecords Law), and that no rec							19.35(5), (Open
	State Archivist		Date (mm/	/dd/ccyy) Exe	cutive Secretary	- PRB	Date	(mm/dd/ccyy)
		Approval subject	to 10-year sunse	et per Wis. Stat. § 1	6.61(4)(c). Action	n required befo	re:	
	•	. + F	,				· - · <u></u>	

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THOETOID						
 Read instructions provi completing. 	ded on pages 2-3 before	1. RDA # 07-E031	2. Record S GIS Water	Series Title - Online Data		
	Stat. § 16.61, this form must be	3. RDA Status (Cl	neck One):	New		☐ Renewal
completed and approved Records Board (PRR) wit	by the Agency and the Public hin one year of creation of the	4. Agency #: 0.	11251	5. Unit #:	641	
	records series and prior to disposition of any public record.				011	
	Forward original to the PRB. during the PRB review process.	6. Agency Name City of Milwauk	ee			
Division Name		Subdivision Nam	9			
Department of Public W	orks	Water Departme	nt			
7. Record Series Year	8. Medium for Records Storag		-			
of Creation 2007	L	orm Paper	Other (Specify	y)		
Yrs Mo Wi	d - Specify Actual Period S Days Permanent* C Discourse Code, other	10. Event that Initia Creation Fiscal (CR) (FIS	Other (S	specify)		
11. Disposition (Check	One): 🛛 Destroy 🔲 Destr	roy Confidential		- State Archives (W		sfer - UW Archives
☐ Transfer - Other L				****		
12. Records Series Desc	ripuon					
for record retention and	amended to update the recon disaster recovery of Water V ck up tapes are created daily 6.137	Vorks Engineerin				
Estimated annual volume	of this record: (NOTE: ON	E CITY RECORDS CENTER	R STORAGE BOX	= 1 CUBIC FOOT)		
	Ipha Numeric Chronological					
	available elsewhere? Yes Whe wiferred to another medium? Yes		□ No)		
What Medium?	What point in the records cycle?	On-going				
Total Retention Requested	I- Active (Office) 1 Yr. + 6 Yrs	s. Inactive (Record Cen	ter/Other) 7	Yrs. = Total		
Department Head: Ghass	san Korban GK Divisi	on Head: Carrie Lewi	s Ourl	Records Coordin	nator: Tim Ignatov	vski TŦ
13. Records Contain Per ☐ Yes ☑ No	sonally Identifiable Information (P	1(): 14.	PII Registry ☐ Yes	Exemptions (Che	eck YE\$ if PII is e	exempted):
15. Name of Agency [Program Contact or 🔲 Re	cords Officer: Jac	k Gaboury			
Telephone: 414-28	6-8083 Email	jgabou@milwa	ukee.gov			
	ains Content that is Confidential o		-	☐ Yes 🖾 I	No	
17. APPROVAL SIGNATU	IRES	\	ach	Llufou	u 2/	15/17
Agency Official	Date (mm/dd	/ccyy) Agen	y Records O	fficer	Date (n	nm/dd/ccyy)
	D APPROVAL – Authorization is con ecords are destroyed if litigation or a					.35(5), (Open
State Archivist	Date (mm/	/dd/ccyy) Execu	tive Secretary	– PRB	Date (n	nm/dd/ccyy)
	Approval subject to 10-year sunse	et per Wis. Stat. § 16.	61(4)(c). Actio	n required before:		

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PAGE 1 OF 3	cheon, piop	oonton Addin	J11240011				
Read instructions provided on pages 2-3 before	1. RDA #	2. Record Series 1					
completing.	07-E032	Full Operational		•			
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public 	3. RDA Status (Ch	·		Amended	⊠ Renewal		
Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.		1251	5. Unit #: 6	41			
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 	6. Agency Name City of Milwauk	ee.					
Division Name	Subdivision Name	•					
Department of Public Works	Water Departmen						
7. Record Series Year of Creation 2007 8. Medium for Records Storage ⊠ Electronic/Digital ☐ Microfol	,	,					
Yrs Mo Wks Days Permanent*	10. Event that Initia Creation Fiscal ☑ (CR) ☐ (FIS) legal authority, or s	Other (Specify)			-		
11. Disposition (Check One): ☐ Destroy ☐ Destroy ☐ Destroy ☐ Transfer - Other Location (Specify):	by Confidential	☐ Transfer - State	Archives (WHS)	☐ Trans	fer - UW Archives		
12. Records Series Description							
Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT) Record Organization: Alpha Numeric Chronological Other Is this record or its content available elsewhere? Yes Where? Off Site Storage No Will these records be transferred to another medium? Yes - Computer Tape No What Medium? What point in the records cycle? On-going Total Retention Requested Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) Department Head: Ghassan Korban GL Division Head: Carrie Lewis C							
13. Records Contain Personally Identifiable Information (PII ☐ Yes ☑ No	1):	PII Registry Exem	ptions (<i>Check</i>	YES if PII is ex	xempted):		
	ords Officer: Jac	k Gaboury					
Telephone: 414-286-8083 Email	jgabou@milwa	ıkee.gov					
16. Records Series Contains Content that is Confidential or If yes, enter Statute/Code/ or explain other Legal Authority in E			Yes 🛚 No				
17. APPROVAL SIGNATURES		ach	Lako	my z	115/17		
Agency Official Date (mm/dd/	ccyy) Ageyno	Records Office		Date (m	m/dd/ccyy)		
PUBLIC RECORDS BOARD APPROVAL – Authorization is con Records Law), and that no records are destroyed if litigation or an	tingent on restrictions udit involving these n	to record destruction ecords has commend	on contained in to ced or is anticipa	Wis. Stat. § 19. ated.	35(5), (Open		
State Archivist Date (mm/c	id/ccyy) Execut	ive Secretary – PRE	3	Date (m	m/dd/ccyy)		
				-			

Records Retention / Disposition Authorization

 Read instructions provided on pages 2-3 before completing. 		1. RDA #	2. Record Series Title				
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. 		07-0001	Open Records Requests neck One): New	☐ Amended Renewal			
			41251 5. Unit #:	900			
			6. Agency Name				
 Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 		City of Willwaus	City of Milwaukee				
Division Name		Subdivision Name					
City Clerk/Document Se		Citywide Global Schedules					
7. Record Series Year			ge (Check all appropriate)				
of Creation 1976 ⊠ Electronic/Digital □ Microform ⊠ Paper □ Other (Specify)							
9. Retention Time Perio Yrs Mo We	d - Specify Actual Period s Days Permanent*	10. Event that Initi	0. Event that Initiates the Start of the Retention Time Period (Check One)				
2	Days Femianent	· ·					
1 1	ite supporting statute, code, othe		_	2 Record Series Description			
11. Disposition (Check		troy Confidential	☐ Transfer - State Archives (M				
Transfer - Other L	, – , –	troy comidental					
12. Records Series Desc	ription						
This is a renewal of an	existing Citywide Global Sc	hedule- last appre	oved by the State Public R	tecords Board on 9/5/2007.			
	• .		•				
	s Citywide uniformity for the						
				copies of written responses,			
eitner approving or de	nying public requests, as we	il as copies of the	recoras suppliea.				
Estimated annual volume	of this record: (NOTE: ON	E CITY RECORDS CENTER	STORAGE BOX = 1 CUBIC FOOT)				
Record Organization: A	Alpha 🔲 Numeric 📉 Chronologica						
	t available elsewhere?	No No					
	What point in the records cycle?	S No					
Fotal Retention Requested		Inactive (Record Cente	r/Other) = 2 Yrs. Total				
			. 21	٠. ٨			
Department Read Jim C)wczarski Divisi	on Head: Jack Gabo	ury Records Coordin	nator: Terry MacDonald TV			
) (\			0				
\rightarrow							
	sonally identifiable information (PH): 14.	PII Registry Exemptions (Ch	eck YES if Pll is exempted):			
☐ Yes ☑ No ☐ Yes ☑ No							
15. Name of Agency Program Contact or Records Officer: Jack Gaboury							
Telephone: 414-286-8083 Email jgabou@milwaukee.gov							
16. Records Series Contains Content that is Confidential or Access is Protected: Yes No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.							
17. APPROVAL SIGNATU	JRES _ /	/	1 n 1				
1000	$\sim \frac{\partial}{\partial b}$	/フ し	ul Lakoung	2/6/17			
Agency Official Date (mm/dd/ccyy) Agency Records Officer Date (mm/dd/ccyy)							
PUBLIC RECORDS SOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.							
		····· -		D_1-1			
State Archivist	Date (mn	n/dd/ccyy) Execu	itive Secretary – PRB	Date (mm/dd/ccyy)			

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before:

TRUETOIO									
Read instructions provided on pages 2-3 before completing.		1. RDA # 17-0019	Interdepar	Series Title rtmental Requi	sition Invoices (IR	lls)- Department			
 In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process. 		3. RDA Status	Copy (Check One):	⊠ New	☐ Amended	Renewal			
		4. Agency #: 041251 5. Unit #: 900							
		6. Agency Name							
		City of Milwaukee Subdivision Name							
	Division Name City Clark/Document Services Section			Citywide Global Schedules					
City Clerk/Document Services Section 7. Record Series Year 8. Medium for Records Storage									
of Creation 2017									
9. Retention Time Period	I - Specify Actua	Period	10. Event that It	itiates the Star	t of the Retenti	on Time Period (Ch	eck One)		
Yrs Mio Wk	s Days	Permanent*	****	,					
1	l		☐ (CR)						
*If selecting Permanent, ci	te supporting sta								
11. Disposition (Check C		stroy 🛛 Dest	roy Confidential	☐ Transfer	- State Archives	(WHS) Tran	sfer - UW Archives		
12. Records Series Descr	iption								
This retention schedule is a new Global Schedule to provide Citywide uniformity for the retention and disposition of department copies of Interdepartmental Requisition Invoices (IRIs) for administrative and reference use.									
received by a department completed IRIs are sea authorization access to Estimated annual volume of	inned and main the electronic of this record:	ntained in E-va records. See	ault for 7 years related Comp	, and current troller schedu	ly, only Compules D02-E01	otroller's office st 7 & D02-S017.			
Record Organization:				1:					
Is this record or its content Will these records be trans				d into E-Vault	□ No				
What Medium?	What point in the r								
Total Retention Requested	- Current Ad	ctive (Office) + 1	yr. Inactive (Rec	ord Center/Other)	= 1 Yr. Total				
Department Head									
13. Records Contain Pers ☐ Yes ☑ No	onally identifiab	le Information (P	(1):	14. PII Registr ☐ Yes	y Exemptions (Check YES if PII is	exempted):		
	l Program Conta	ector 🖾 Re	cords Officer:	Jack Gaboury	<u> </u>				
JS									
16. Records Series Contains Content that is Confidential or Access is Protected: If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.									
17. APPROVAL SIGNATU	RES	2/6/	//2 5	acht	In four	14 Z)	16/17		
Agency Official	•	Date (mn/dd	/ccyy) (s	ency Records C	Officer	Date (i	mm/dd/ccyy)		
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.									
State Archivist		Date (mm	/dd/ccyy) Ex	ecutive Secretar	y – PRB	Date (mm/dd/ccyy)		
	Approval subject	t to 10-year sugs	et per Wis. Stat. §	16.61(4)(c) Acti	on required befo	re:			
	. Abiosai annier	io-your ounot	The said offer 3	(+)(~). / 100		· - · · — —			

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PAGE FOR 3						
 Read instructions provided on pages 2-3 before completing. 	1. RDA # 2. Record Series Title 76-0117 Injury Reports: OSHA 300A, 301-EB-49, 300					
In accordance with Wis. Stat. § 16.61, this form must be	3. RDA Status (Check One): ☐ New ☐ Amended ☒ Renewal					
completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the	4. Agency #: 041251 5. Unit #: 900					
records series and prior to disposition of any public record.	6. Agency Name					
Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	City of Milwaukee					
Division Name	Subdivision Name					
City Clerk/Document Services Section	Citywide Global Schedules					
7. Record Series Year 8. Medium for Records Storage						
of Creation 1976 ☑ Electronic/Digital ☐ Microform ☑ Paper ☐ Other (Specify)						
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* Creation Fiscal Other (Specify) (CR) (FIS) *If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.						
	by Confidential Transfer - State Archives (WHS) Transfer - UW Archives					
☐ Transfer - Other Location (Specify):	y outside I Training - State Albitines (111b)					
12. Records Series Description						
This is a renewal of an existing Citywide Global Scho	edule- last approved by the State Public Records Board on 8/27/2007.					
This record series includes a log, summary and incident	dent reports of work related injuries and illnesses of City Employees.					
	cial copies of these forms from each City of Milwaukee Department for					
	kers compensation injury laws. OSHA 300A Summary of Work Related					
	lliness Report; and Form 300 Log of Work Related Injuries and Illnesses					
	reviously known as Injury and Illness Record, OSHA-100, 102 & CA-					
49). Forms contain name, address, date of birth, so	cial security number, employee ID number and type of injury.					
Box #16: Wis. Stat. § 19.36 (10)(a)						
Estimated annual volume of this record: .5 cubic ft.	NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)					
Record Organization: Alpha Numeric Chronological						
Is this record or its content available elsewhere? Yes - Der Will these records be transferred to another medium? Yes						
What Medium? What point in the records cycle?						
Total Retention Requested- 7 Yrs. Active (Office) + 0	Inactive (Record Center/Other) = 7 Yrs. Total					
	(9)					
Decartment Head Strategy Division	Head: Jack Gaboury Records Coordinator: Terry MacDonald TM					
13. Pecords Contain Personally Identifiable Information (PII ⊠ Yes □ No): 14. Pil Registry Exemptions (Check YES if Pil is exempted): ☐ Yes ☑ No					
15. Name of Agency ☐ Program Contact or ☐ Rec	ords Officer: Jack Gaboury					
Telephone: 414-286-8083 Email	jgabou@milwaukee.gov					
16. Records Series Contains Content that is Confidential or Access is Protected: Yes No						
17. APPROVAL SIGNATURES						
05/10- 2/6/1) Jack Laboury 2/6/17					
Agency Official Drate (mon/dd/c	zyy) Agency Records Officer Date (mm/dd/ccyy)					
PUBLIC RECORDS BDARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Bacerds Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.						
State Archivist Date (mm/d	d/ccyy) Executive Secretary – PRB Date (mm/dd/ccyy)					
	per Wis. Stat. § 16.61(4)(c). Action required before:					
Apployal adoject to 10-year adriact	hor tito, own 3 total(4)(a), righter reduine polate.					