

<u>Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Request Type</u>	<u>Retention</u>
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.
License 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.
Treasurer	07-E023	Facimile Installment & Delinquent Tax Bills	Renewal	Current + 7 Yrs.
Treasurer	07-E024	Return Remittance Payments and Coupons- Bank Lock Box	Renewal	Current + 4 Yrs.
Treasurer	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.
Health	17-E001	Food Establishment Inspection Plans (E-Vault)	New	Permanent
Health	17-S001	Food Establishment Inspection Plans	New	Event + 3 Mo.
Health	77-0128	Insp Report- Restaurant & Tavern H-3065 No Violation	Delete	Creation + 1 Yr.
Health	77-0129	Insp Report- Restaurant & Tavern H-3065 Violation	Delete	Creation + 5 Yr.
Health	77-0130	Insp Report- Food Establishment H-3066 No Violations	Delete	Creation + 1 Yr.
Health	77-0131	Insp Report- Food Establishment H-3066 Violations	Delete	Creation + 1 Yr.
Forestry	10-0052	Accounts Payable Department Records	New	Event + 6 Mo.
Forestry	11-0030	Investigation and Disciplinary Files	New	Event + 7 Yrs.
Forestry	11-0035	Personnel File	New	Event + 8 Yrs.
Forestry	11-0036	Personnel File- Medical	New	Event + 8 Yrs.
Forestry	17-0003	Code Enforcement Violation	New	Current + 7 Yrs.
Forestry	17-0004	Notice to Proceed	New	Current + 7 Yrs.
Forestry	17-0005	General Receipts	New	Creation + 1 Yr.
Forestry	17-0006	Storm Call Initial Switchboard Response	New	Creation + 7 Yrs.
Forestry	17-0007	Storm Damage Field Report	New	Creation + 7 Yrs.
Forestry	17-0008	Daily Line Clearance Log	New	Creation + 2 Yrs.
Forestry	17-0009	Infrastructure Services Division Damage Report	New	Creation + 7 Yrs.
Forestry	17-0010	B.E.S. Cable Damage Report	New	Creation + 7 Yrs.
Forestry	17-0011	Chemical Use	New	Creation + 2 Yrs.
Forestry	17-0012	Chemical Sign Out Sheet	New	Creation + 2 Yrs.
Forestry	17-0013	FO8 - Tree Removal	New	Creation + 7 Yrs.
Forestry	17-0014	Absence Analysis Calendar	New	Current + 2 Yrs.
Forestry	17-0015	Absence Call-In Report	New	Current + 2 Yrs.
Forestry	17-0016	Transitional Duty Time Card	New	Current + 2 Yrs.
Forestry	17-0017	Police Reports- Copy	New	Creation + 7 Yrs.
Forestry	17-0018	Damage Claims to Personal Property	New	Creation + 7 Yrs.
Forestry	58-0061	Accounts Receivable	Renewal	Creation + 7 Yrs.
Forestry	65-0134	Auto Impact Work Order	Renewal	Creation + 7 Yrs.
Forestry	66-0074	Progress Report- Daily	Renewal	Current + 7 Yrs.
Forestry	76-0117	Injury Reports: OSHA 300A, 301-EB-49, 300	New	Creation + 7 Yrs.
Water	07-E030	RS6000 Enquesta Online Data	Renewal	Creation + 7 Yrs.
Water	07-E031	GIS Water Online Data	Amend	Creation + 7 Yrs.
Water	07-E032	Full Operational & Financial Back Up Online Data	Renewal	Creation + 7 Yrs.
Global	07-0001	Open Records	Renewal	Current + 2 Yrs.
Global	17-0019	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

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-E002	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan		Subdivision Name

7. Record Series Year of Creation 1990	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 40 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description

THIS IS A NEW RETENTION SCHEDULE WHICH REPRESENTS THE ELECTRONIC VERSION OF YEAR TO DATE/ LIFETIME TO DATE BALANCES MICROFILM WILL BE SCANNED AND STORED IN THE CITY'S CENTRALIZED IMAGING SYSTEM KNOWN AS E-VAULT. THE YEARS THAT ARE STORED ON MICROFILM TO BE SCANNED ARE 1990-1999. BEGINNING IN THE YEAR 2000 FORWARD, THE INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE.

THESE RECORDS ARE DEFERRED SALARIES ANNUAL REPORTS (124.250) GENERATED BY THE COMPTROLLER'S OFFICE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. THE REPORTS CONTAIN PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

BOX 16: Wis. Stat. §19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? Evaluit What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (Office) 0 + Inactive 0 (Record Center/Other) 40 = Total 40	
Department Head: Beth Conradson-Cleary Division Head: Beth Conradson-Cleary Records Coordinator: Elaine Bieszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 86-9035	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances - Microfilm
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan		Subdivision Name

7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input checked="" type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 40 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description

THIS RECORD SERIES CONTAINS DEFERRED COMPENSATION YEAR TO DATE/ LIFETIME TO DATE BALANCES REPORTS. MICROFILM FROM THE YEARS 1989-1999 WILL BE SCANNED AND STORED IN THE CITY'S CENTRALIZED IMAGING SYSTEM KNOWN AS E-VAULT. THE YEARS 1976-1987 THAT ARE STORED ON MICROFILM ARE NOT PLANNED FOR SCANNING DUE TO THE UPCOMING RETENTION EXPIRATION. BEGINNING IN THE YEAR 2000 FORWARD, THE INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE.

THESE RECORDS ARE DEFERRED SALARIES ANNUAL REPORTS (124.250) GENERATED BY THE COMPTROLLER'S OFFICE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. THE REPORTS CONTAIN PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

BOX 16: WIS. STAT. §19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? E-vault What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (office) 0 + Inactive 0 (Record Center/Other) 40 = Total 40	
Department Head: Beth Conradson Cleary Division Head: Beth Conradson Cleary Records Coordinator: Elaine Bleszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	2/15/12

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 86-M035	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan	Subdivision Name	

7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description

THIS SCHEDULE IS TO BE DELETED AS THESE RECORDS ARE NO LONGER GENERATED IN PAPER FORM BEGINNING IN THE YEAR 2000. ALL PAPER RECORDS HAVE BEEN TRANSFERRED TO MICROFILM SEE SCHEDULE D86-9035.

RECORD OF DEFERRED SALARIES ANNUAL REPORT (124.250) GENERATED BY THE COMPTROLLER'S OFFICE CONTAINS PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

THE MICROFILM COVERS (1990-1999); 2000 FORWARD INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN.

BOX 16: Wis. Stat. § 19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? Evalut What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (Office) 2 yrs. + Inactive (Record Center/Other) 0 yrs. = Total 2 yrs.	
Department Head: Beth Conradson Cleary Division Head: Beth Conradson Cleary Records Coordinator: Elaine Bleszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 16-0054	2. Record Series Title Municipal Identification Application and Affidavit
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 132
	6. Agency Name City of Milwaukee	
Division Name Common Council/City Clerk		Subdivision Name License Division

7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs: 6 Mo: Wks: Days: Permanent* <input type="checkbox"/>	
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>	
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description
This record series includes Municipal Identification Card Applications and Municipal Identification Card Affidavits.

The City of Milwaukee Municipal Identification Card is issued to City residents age 14 and older who have lived in Milwaukee for at least 15 days. Applications are accepted in person only at the City's License Division Office with an appointment. Proof of identity and residency are required, but these documents are not retained as part of the application. Per Wis. Stat. §66.0438 (3) this ID cannot be used to vote. This ID expires every 5 years. Cost is \$10 and if lost the replacement is \$5

Applications include name, date of birth, gender, address, applicant signature and notary public info.

Affidavits include previous applicant info and the new changes to any previous identity information, applicant signature and Notary Public info.

Internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- Common Council/City Clerk/License Division Staff.

Estimated annual volume of this record: 1 cu ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 6 months + Inactive (Record Center/Other) = 6 months Total	
Department Head: Jim Gaczarski Division Head: Jason Schunk Records Coordinator: Terry MacDonald TM	
13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> 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 Jack Gaboury Date (mm/dd/ccyy) 2/15/12

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 69-0055	2. Record Series Title US Savings Bonds Records
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 211
	6. Agency Name City of Milwaukee	
Division Name Comptroller's Office	Subdivision Name Administration	
7. Record Series Year of Creation 1942	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is to be deleted as this record series is obsolete and records are no longer generated as of 2007

The Office of the Comptroller assumed responsibility for administration of US Savings Bonds in May of 2007. Records include, but are not limited to payroll deduction register, issue register and enrollment cards and all reports associated with the issuance of U.S. Savings Bonds purchased through the employee payroll savings plan. The record of savings bonds issued are maintained by date and bond number on individual ledger sheets for each employee.

Box #16: Wis. Stat. §19.36 (10)(a)

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other by date and bond number	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 2 yrs. + Inactive (Record Center/Other) 2 Yrs. = Total	
Department Head: <i>Martin Martin</i>	Division Head: <i>ANN NELSON</i>
Records Coordinator: <i>TRANG DINK</i>	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 <i>Jack Gaboury</i> 2/15/17 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.	
State Archivist _____ Date (mm/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: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D00-0042	2. Record Series Title Cash Management Operations Files
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Financial Services
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> 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: 6 Cubic Feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) C+1 Inactive (Record Center/Other) 6 = Total C+7	
Department Head: Jim Klajbor, Deputy City Treasurer Division Head: Robyn Malone RM Records Coordinator: Margarita Gutierrez MB	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	

16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.
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17. APPROVAL SIGNATURES	
Agency Official _____ Date (mm/dd/ccyy) _____	Agency Records Officer <u>Jack Gaboury</u> <u>2/15/17</u> 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.

State Archivist _____ Date (mm/dd/ccyy) _____	Executive Secretary - PRB _____ Date (mm/dd/ccyy) _____
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D00-E040	2. Record Series Title Tax Collection Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 2000	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

Property tax collection reports generated by the Automated Tax Collection System (ATCS). These reports facilitate cash and account reconciliation, tax settlements, tax billing, collection, and enforcement efforts, and performance evaluations.

The report files are stored on the City Treasurer Department's file server, which 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: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 7 years + Inactive (Record Center/Other) 0 = Total Current + 7 years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A. Schmidt, Records Coordinator: Kerry R. Urban	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	2/15/12

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D07-E023	2. Record Series Title Facsimile Installment & Delinquent Tax Bills
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Microsoft Access database provides the means to produce facsimile installment tax bills and delinquent tax bills.

Estimated annual volume of this record: 225 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 7 years + Inactive (Record Center/Other) 0 = Total Current + 7 Years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A. Schmidt Records Coordinator: Kerry R Urban	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D07-E024	2. Record Series Title Return Remittance Payments & Coupons-Bank Lock Box
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This record series includes images of return remittance tax bill payment coupons for taxes that are paid via the use of bank lock boxes. The bank under contract with the Office of the City Treasurer images the tax bill coupons when processing payments. CD Roms of the imaged coupons submitted with payments are sent to the Office of the City Treasurer for a retention period of current plus three years. The four year retention period is in accordance with the tax enforcement cycle. Audits are conducted routinely within a year. The four year time frame covers delinquent accounts. The records contain copies of payment checks which contain personally identifiable bank information.

Box #16: Wis. Stat. §19.36 (13)

Estimated annual volume of this record: 20 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 4 years + Inactive (Record Center/Other) 0 = Total Current + 4 years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A Schmidt PS Records Coordinator: Kerry R Urban	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D74-0369	2. Record Series Title Voucher - Treasurer Issues
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Financial Services
7. Record Series Year of Creation 1974	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 6 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Schedule D74-0369 Voucher - Treasurer Issues to be terminated 12/31/2017. Documents are now kept under D15-0024 Financial Services Operations Files-Paper and D15-E024 Financial Services Operations Files - Electronic.

This schedule will be set to expire on 12/31/2017 when the retention is up on the last remaining record.

Estimated annual volume of this record: 1 Cubic Foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) C+1 Inactive (Record Center/Other) 5 = Total C + 6	
Department Head: Jim Klajbor, Deputy City Treasurer Division Head: Robyn Malone RM Records Coordinator: Margarita Gutierrez MG	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D86-E078	2. Record Series Title Special Assessment Bond Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 1986	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 3 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> FIS <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

Special Assessment Bond Reports includes the following 3 reports:

- 1) Bonds in Tax Key Sequence
- 2) Bonds to Tax Roll and Bond History File
- 3) Special Assessment List- D.P.W.

Estimated annual volume of this record: 380 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 3 years + Inactive (Record Center/Other) 0 = Total Current + 3 years	
Department Head: Jim Klajbor, Deputy	Division Head: Richard A. Schmidt <i>RS</i> Records Coordinator: Kerry R. Urban <i>KRU</i>

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 04-9041	2. Record Series Title Mammography Films and Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health Department	Subdivision Name Administration	

7. Record Series Year of Creation 1990	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Other (Specify) Mammogram Films
9. Retention Time Period - Specify Actual Period Yrs: 10 Mo: Wks: Days: Permanent* <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation <input checked="" type="checkbox"/> (CR) Fiscal <input type="checkbox"/> (FIS) Other (Specify) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description

This record series contains mammogram films and reports containing results of mammogram tests for clients of the MBCCAP (Milwaukee Breast and Cervical Cancer Awareness Program). Film and or reports include mammogram results, name of provider reading the films, demographics to include patient name, address, City of Milwaukee medical records number, social security numbers, past history and physical information. Funding for the Well Woman's program includes a combination of State and Federal funds to support this program locally. The Wisconsin Well Woman Program provides preventative health screening services to low income, uninsured or underinsured women between the ages of 35 and 64. Women who do not have insurance can be seen to age 80 or above. Breast and cervical cancer screenings have been funded since 1994 by the US Centers for Disease Control. Covered services are available from participating providers at no cost to Well Woman clients. Retention is in keeping with the Mammography Quality Standards Act.

Box #16 - Wis. Stat. § 146.82 (1)

Estimated annual volume of this record: 7 cubic feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- 1 Active (Office) 9 + Inactive (Record Center/Other) 10 = Total		
Department Head: Bevan K. Baker, FACHE	Division Head: Tiffany Barta	Records Coordinator: Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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17. APPROVAL SIGNATURES	
Agency Official	Agency Records Officer
Date (mm/dd/ccyy)	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 05-0003	2. Record Series Title Pilot Project - Lead Safety
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health		Subdivision Name Administration
7. Record Series Year of Creation 1999	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series is to be deleted as the records are obsolete as of 2002. All records have been destroyed when retention was up on the last remaining records in 2009.

History:

Environmental records for purposes of documentation of lead remediation pilot program. The grant was developed to provide support to the pilot Ordinance 971298. The Ordinance passed in February, 1999 and began on May 1, 1999. The Ordinance "sunset" on May 1, 2002. This record schedule includes any and all documentation related to this pilot project program including but not limited to test sample analysis.

Estimated annual volume of this record: N/A (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 4 yrs. + 3 yrs. Inactive (Record Center/Other) 7 yrs. = Total	
Department Head: Bevan K. Baker, FACHE 2-8-17 Division Head: Lisa M. Lien 2/6/17 Records Coordinator: Peggy Luckow 2/6/17	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

State Archivist Date (mm/dd/ccyy)	Executive Secretary - PRB Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 85-0017	2. Record Series Title Special Supplemental Food Program WIC Record
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Administration

7. Record Series Year of Creation 1985	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

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.

Records include but are not limited to financial operations, food draft issuance, equipment purchases and inventory, nutrition education, civil rights and fair hearing procedures, and participant certification. Records related to participant certification includes the documentation which supports the eligibility and/or ineligibility for each certification period in the three year retention period, i.e. questionnaires, growth grids, charting notes, flow sheets, termination/ineligibility letter and the most recent printed certification form indicating participant history.

Retention is in accordance with the requirements outlined in the Wisconsin WIC Program Operations Manual Section 10.42, Paragraphs A-C.

Estimated annual volume of this record: 10 cubic feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What Medium? What point in the records cycle?
Total Retention Requested- 1 Active (Office) 3 Inactive (Record Center/Other) 4 Yes Total
Department Head: Bevan K. Baker, FACHE 2-13-17 Division Head: Tiffany Barba 2/14/17 Records Coordinator: Peggy Luckow 2/15/17

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		Jack Gaboury 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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D17-E001	2. Record Series Title Food Establishment Inspection Plans (E-Vault)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 2008	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a new record series which is maintained on the City of Milwaukee's centralized imaging system (known as E-Vault) which includes restaurant plans from completed restaurant construction and remodeling jobs. The plan contains an architectural drawing of the facility. Plans are received from all food operations involving new construction or major remodeling. The information reviewed by the Health Department includes the overall layout, equipment location, plumbing fixtures, restrooms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect, contractor or operator.

These records are used on an as needed basis to verify the facility and equipment requirements that were communicated to the operator at the time of licensing. They verify what was approved by our plan review personnel at the time of initial licensing or at the time that a major remodeling of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing equipment such as a grill that is not located below a ventilation hood. This would be a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors has ever said anything. The inspector would then check the archived records showing the equipment layout and hood to see if the owner's story is accurate.

Per Wis. Stat. §137.20, the original paper plans will be scanned into E-Vault, and subjected to quality control review to ensure the images are acceptable. Upon verification the paper documents will be kept for 3 months and then destroyed confidentially. * The City of Milwaukee currently maintains a permanent collection of structure plans dating back to the City's inception for historic and reference purposes. These records will be included in that collection and maintained permanently.

Estimated annual volume of this record: determined in megabytes (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other Street Address	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Neighborhood Services Plans <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) P + Inactive (Record Center/Other) P = Total Permanent	
Department Head: Bevan K. Baker Division Head: Claire Evers Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-S001	2. Record Series Title Food Establishment Inspection Plans
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health

7. Record Series Year of Creation 2008	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 0 0 0 <input type="checkbox"/>	
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Scan into E-Vault & quality control	
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

12. Records Series Description
These records have not previously been scheduled.

This record series includes restaurant plans from completed restaurant construction and remodeling jobs. The plan contains an architectural drawing of the facility. These plans are received from all food operations involving new construction or major remodeling. The information reviewed by the Health Department includes the overall layout, equipment location, plumbing fixtures, restrooms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect, contractor or operator. The plans will be scanned into the City of Milwaukee's centralized imaging system (known as E-Vault) for permanent retention. See related Schedule D17-E0001.

These records are used on an as needed basis to verify the facility and equipment requirements that were communicated to the operator at the time of licensing. They verify what was approved by our plan review personnel at the time of initial licensing or at the time that a major remodeling of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing equipment such as a grill that is not located below a ventilation hood. This would be a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors has ever said anything. The inspector would then check the archived records showing the equipment layout and hood to see if the owner's story is accurate.

Estimated annual volume of this record: 3 Cubic Feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other Street Address	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where Dept. of Neighborhood Services Plans <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? E-Vault What point in the records cycle? Upon receipt at the City of Milwaukee Records 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 Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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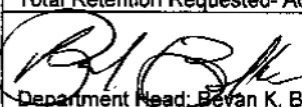

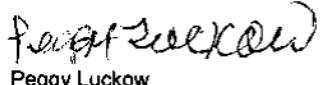
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D77-0128	2. Record Series Title Insp Report- Restaurant & Tavern H-3065 No Violation
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		


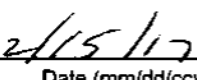
This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.

Form H-3065 Inspection Reports- Restaurant & Tavern (No Violation) are no longer generated, and no current inventory exists under this schedule.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 1 Year + Inactive (Record Center/Other) = Total 1 Year	
 Department Head: Bryan K. Baker	
 Division Head: Claire Evers	
 Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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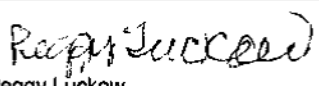
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D77-0129	2. Record Series Title Insp Report- Restaurant & Tavern H-3065 Violations
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 5 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.

Form H-3065 Inspection Reports- Restaurant & Tavern (Violations) are no longer generated, and no current inventory exists under this schedule.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Active (Office) 2 Years + Inactive (Record Center/Other) 3 Years = Total 5 Years		
 Department Head: Bevan K. Baker	 Division Head: Claire Evers	 Records Coordinator: Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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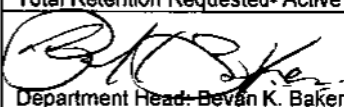


Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D77-0130	2. Record Series Title Insp Report- Food Establishment H-3066 No Violation
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department	Subdivision Name Consumer Environmental Health	
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 <input type="checkbox"/>		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

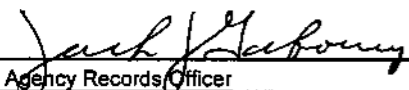
This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.

Form H-3066 Inspection Reports- Food Establishment (No Violation) are no longer generated, and no current inventory exists under this schedule.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Active (Office) 1 Year + Inactive (Record Center/Other) = Total 1 Year		
 Department Head: Bevan K. Baker	 Division Head: Claire Evers	 Records Coordinator: Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access Is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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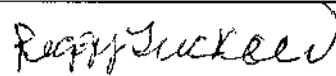
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # D77-0131	2. Record Series Title Insp Report- Food Establishment H-3066 Violations
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 5 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.

Form H-3066 Inspection Reports- Food Establishment (Violation) are no longer generated, and no current inventory exists under this schedule.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 2 Years + Inactive (Record Center/Other) 3 Years = Total 5 Years	
 Department Head: Bryan K. Baker	
 Division Head: Claire Evers	
 Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
	2/15/17
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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 10-0052	2. Record Series Title Accounts Payable Records - Departments
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 6 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Fwd to Comptroller for approval
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The Forestry Department will adopt use of the City of Milwaukee Global Schedule for Accounts Payable Records Departments (Paper Copies). This schedule provides city-wide uniformity for the retention and final disposition of records related to Accounts Payable Records - Departments. This records series includes copies of Control Group Reports generated from the FMIS system along with accompanying invoices received by all city departments. This includes the records for Procard Payments & Petty Cash. The Procard program is used for making purchases under \$5000 and eliminates the requisition, invoice & purchase order process. Procard purchases are reconciled each cycle by the Procard Manager and approved by the Procard approving official. Copies of statements & purchases are kept as backup. Petty Cash is issued to an employee for purchases made up to \$100. Copies of receipts are kept as backup. NOTE: Individual department records are available online via E-Vault to department-head authorized users under Schedule (211) 02-E016. City department heads must register to receive access to these records for designated personnel through the E-Vault Administrator with approval by the Office of the Comptroller. Access is limited to an employee's department. Department heads must submit a letter of request to the Document Services Manager.

Estimated annual volume of this record: 1 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? FMIS & E-Vault <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- 6 months Active (Office) + 0 Inactive (Record Center/Other) = 6 months Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Zoni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 11-0030	2. Record Series Title Investigation and Disciplinary Files
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Closure of Investigation
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This Forestry Department will adopt use of the City of Milwaukee's Global Schedule for Investigation and Disciplinary Files.

This record series includes notes, witness statements, evidence, reports and other documentation created and maintained in connection with internal investigations involving an employee which could include documents that are related to formal disciplinary action, such as suspension notices and warning letters. Investigative files may include Employee Home Visit forms which indicate the employee's personal information such as name, address, phone number as well as if an employee was actually home during the visit, why the employee was absent, who did the visit, and if the employee saw a doctor.

Investigative files should be separate from Employee Personnel Files and should be maintained separately in supervisory/managerial working files.

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: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = Closure of Investigation + 7 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

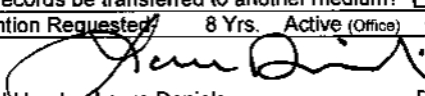
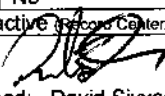
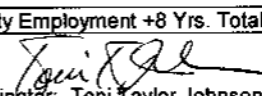
Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 11-0035	2. Record Series Title Personnel File
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> 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): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description


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 hired, performance appraisals, emergency contact information, job description & residency certification (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 occurrences/letters of commendation, recognition & awards, statement of acknowledgement of receipt of personnel policies and/or procedures, resignation form/letter signed by existing employee stating their intent to either end their employment or resigning from a current job to accept another employment opportunity from the City as of a certain date, letter of reference, certificate of license or professional designations, relocation reimbursement 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 tuition 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: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total Retention Requested: 8 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = Separation from City Employment +8 Yrs. Total	
Department Head:  Laura Daniels	Division Head:  David Sivy
Records Coordinator:  Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
			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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 11-0036	2. Record Series Title Personnel Files- Medical
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South

7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> 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): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

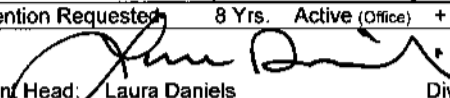

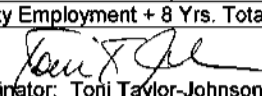
12. Records Series Description

This Forestry Department will adopt use of the City of Milwaukee's Global Schedule for Personnel Files- Medical.

This record series includes ADA compliance documentation records regarding reasonable accommodation requests, responses and materials under 29 CFR 1602-14 (ADA Act), FMLA Applications including dates & hours of leave, record of any dispute and its resolution, and medical certifications requested and received by formally designated departmental FMLA managerial representatives from authorized medical doctors, acting on behalf of City employees who submit requests for a leave of absence. Injury Reports, Application for Sick Leave or Injury Pay, Application for Absence Due to Personal Illness, as well as fitness for duty exams & results, return to work documentation, medical status updates, LTD Applications, Sick Leave Control Letters, and other occupational health related records may be included in this file.


NOTE: Departments may wish to retain a copy of FMLA Application forms (for reference purposes only) by eligibility year, in addition to copy filed under this schedule. Reference copies should be destroyed after one year.

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: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium?	What point in the records cycle?
Total Retention Requested: 8 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = Separation from City Employment + 8 Yrs. Total	
Department Head:  Laura Daniels	Division Head:  David Sivyer
Records Coordinator:  Toni Taylor-Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
			2/15/12

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.

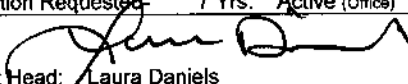


State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0003	2. Record Series Title Code Enforcement Violations
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2015	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Code Enforcement Violations overseen by the Forestry department include Tall Grass/Weed Destruction (*City of Milwaukee Ordinance 80.17*) and Sidewalk Snow/Ice Clearing (*City of Milwaukee Ordinance 116-8 & City Charter 11-24*) notices. These notices indicate the address of the violation, date witnessed, type of violation, Inspector name or initials, area of property in violation, re-inspection date and by whom.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other By Address and then Date		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

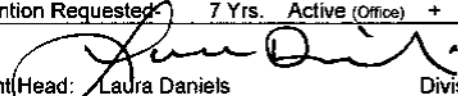
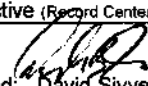

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0004	2. Record Series Title Notice to Proceed
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2014	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

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: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head:  Laura Daniels	Division Head:  David Sivyver
Records Coordinator:  Tori Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) 2/15/12
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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.

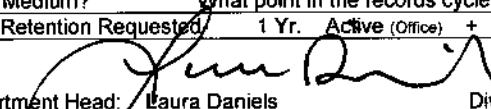
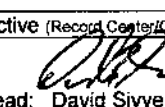
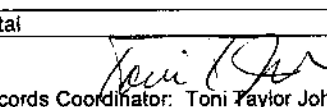
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0005	2. Record Series Title General Receipts
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains copies of invoices and receipts for things such as fuel refill (large yard tank), rugs, supplies, etc. Original receipts/invoices are forwarded to the central office for payment, and these receipts are back-up copies in the event that the Central Office does not receive them.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Forestry Central Office <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 1 Yr. Active (Office) + 0 Inactive (Record Center/Other) = 1 Yr. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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) 2/15/17
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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.

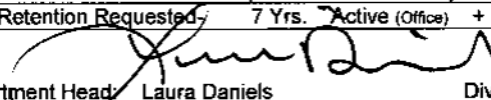
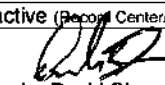
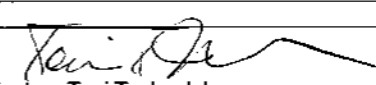
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

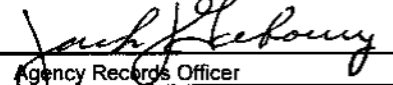
<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 17-0006	2. Record Series Title Storm Call- Initial Switchboard Response
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a log of the date and time the switchboard was called to notify the Forestry Department about storm damage. Problems could be trees down, blocking streets or sidewalks etc. The log lists the problem, location, what work needs to be done, who was assigned to this work and what type of equipment was used.

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

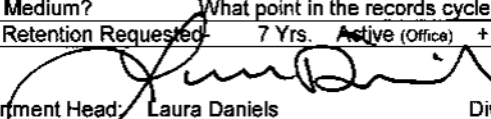
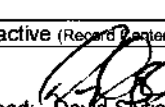
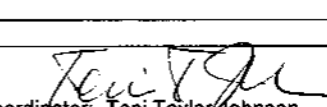
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____


Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0007	2. Record Series Title Storm Damage Field Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

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.

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Slyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	 Jack Gaboury	Date (mm/dd/ccyy)
			2/15/12

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.

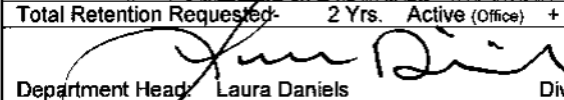

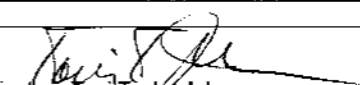
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____


Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0008	2. Record Series Title Daily Line Clearance Log
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains Daily Line Clearance Logs. They are used when tree branches get too close to overhead telephone lines and other wires. The log specifies the date and district number where clearance was done, workers and truck numbers used, location and number of trees cleared and how long clearance took.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0009	2. Record Series Title Infrastructure Services Damage Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a copy of a letter from the Infrastructure Division notifying interested parties of damage to City property and describes the type of damages and potential cost implications. A Damage Report is also attached. The Damage Report details the name of the contractor or subcontractor, address of the damage site, what work is being done, what caused the damage, who fixed the damage, when the repair was done and how it was repaired, the type of materials used to make the repair.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

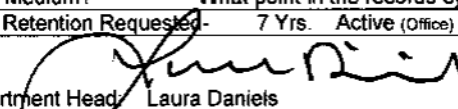
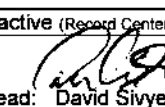
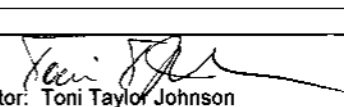
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0010	2. Record Series Title B.E.S. Cable Damage Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

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 of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Silyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	 Jack Gaboury	Date (mm/dd/ccyy)
		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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary -- PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0011	2. Record Series Title Chemical Use
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The Chemical Use report is used in addition to the FO-16 Daily Report in order to detail when a chemical application has been used at a job site. The form identifies the date the chemical was applied, the name of the chemical used, EPA registration number, who applied the chemical, where and why it was used, how it was mixed, what was used to apply it and the weather (wind direction and speed) at the time of use.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 2 Yrs. Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

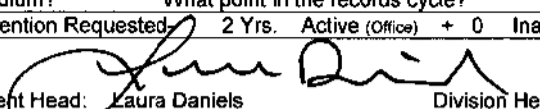
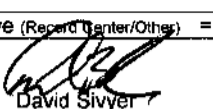
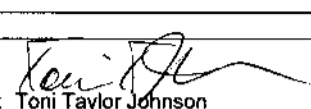
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0012	2. Record Series Title Chemical Sign Out Sheet
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a continuous sign out sheet that identifies the chemical name, how much was used, date it was used and the name the employee of who used it. Examples of potential chemicals used can be insecticides and pesticides.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyler	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)	 Jack Gaboury	Date (mm/dd/ccyy)
		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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0013	2. Record Series Title FO8- Tree Removal
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The FO8 Tree Removal report describes the area in which a tree is located, the species and size, the reason it is being removed, when, who and what truck was used to remove it. It also lists whether a new tree was planted and the species of tree.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	2/15/12

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0014	2. Record Series Title Absence Analysis Calendar
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> 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: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? DPW Time Entry System <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 2 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	2/15/12

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0015	2. Record Series Title Absence Call-in Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		


Absence Call-In Reports are created when an employee calls in absent to work. The employee in the office who receives the call fills out the report with the date and time the call was received and indicates the employee's name and reason for being absent. The report is signed by the employee who filled out the report and the office supervisor who approved it.

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 creates an audit trail to ensure that there is documentation of employee absences.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0016	2. Record Series Title Transitional Duty Time Card
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Transitional Duty Time Cards are used when an employee performs work other than what is required by their primary job description due to a work related illness or injury. Information contained on this form records time the employee worked or time when the employee was at the doctor's office during work hours when the employee is on either injury pay or worker's compensation. Personally identifiable information contained on this form includes name, address, work location, employee ID, and information related to illness or injury.

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 creates an audit trail to ensure that there is documentation of employee absences.

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: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Slyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0017	2. Record Series Title Police Reports - Copy
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Police Department accident reports are sent when an automobile has damaged a city street tree or the irrigation system maintained by the Forestry Department. Accident reports contain the driver's name, address, and driver license number. Internal authorization to gain access to these records shall be given by the City of Milwaukee/Dept of Public Works/Forestry Staff

Estimated annual volume of this record: .5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Original is at the Milwaukee Police Department <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 7 + Inactive (Record Center/Other) = 7 Yrs Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

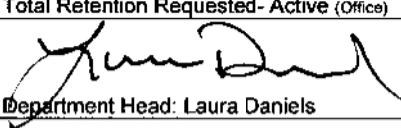
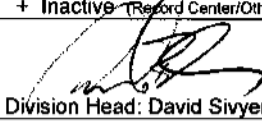

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____


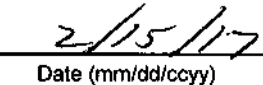
Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read Instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0018	2. Record Series Title Damage Claims to Personal Property
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

City Attorney Claims are received by Forestry for reimbursement of damages from the City caused by Forestry to personal property. Claims are received by the City Clerk's office and forward to the City Attorney's Office. Packet contains the complaint letter, photos of the damage & repair estimates. The Forestry Department investigates the claim and provides a response along with supporting document including service requests, national weather service climate data, property damage reports & photos of the damage.

Estimated annual volume of this record: .5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 4 + Inactive (Record Center/Other) 3 = 7 Yrs Total	
 Department Head: Laura Daniels	
 Division Head: David Sivyer	
 Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

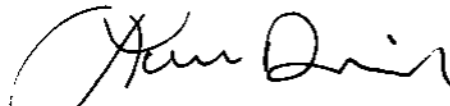


State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____


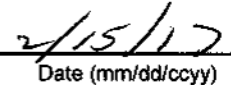
Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 58-0061	2. Record Series Title Accounts Receivable
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record contains copies of invoices for tree damage, flower sales, etc that vendors are billed for services provided by Forestry. Original invoices are sent to vendors, these are backup copies.

Estimated annual volume of this record: 0.5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 7 + Inactive (Record Center/Other) 7 = Total	
 Department Head: Laura Daniels	
 Division Head: David Sivyer	
 Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 65-0134	2. Record Series Title Auto Impact Work Order
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 1965	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Auto Impact Work Orders are filled out when an automobile or contractor has damaged a tree. The work order includes the date the damage occurred, address, size and species of tree, what action was taken, who made the repair/replacement, how long it took, date work was completed, and before and after images of the damage.

Police department accident reports may also be attached to the work order. When accident reports are attached, personally identifiable information may be included (if not redacted) of the driver's name, address, and driver's license number. Therefore, internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- City of Milwaukee/Dept. of Public Works/Forestry Staff.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 5 Yrs. Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization


<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 66-0074	2. Record Series Title Progress Reports, Daily
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 1966	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Daily Progress Reports (FO-16) are used to track the site address and what type of work was done at a particular location. This is notated on the form as Performance Measures. The Performance Measures are listed by code number with a description, and the hours and quantity. The form also contains the name of the employee, the trucks and other equipment used.

Estimated annual volume of this record: 2 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested 7 Yrs. Active (Office) + Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Laura Daniels Division Head: David Siver Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
			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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 76-0117	2. Record Series Title Injury Reports: OSHA 300A, 301-EB-49, 300
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series includes a log, summary and incident reports of work related injuries and illnesses of City Employees. Department of Employee Relations receives the official copies of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws. OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB-49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. (These forms were previously known as Injury and Illness Record, OSHA-100, 102 & CA-49). Forms contain name, address, date of birth, social 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: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes - Dept. of Employee Relations Office <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
		<i>Jack Gaboury</i>	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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 07-E030	2. Record Series Title RS6000 Enquesta Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being renewed to satisfy audit requirements for record retention and disaster recovery of Water Works customer service records, including billing and payments, work orders, names and addresses. Data is continuously updated. Back up tapes are created daily and monthly.

Box #16: Wis. Stat. §196.137

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban <i>GK</i> Division Head: Carrie Lewis <i>CWL</i> Records Coordinator: Tim Ignatowski <i>TI</i>	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 07-E031	2. Record Series Title GIS Water - Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being amended to update the record series title and description. This schedule satisfies audit requirements for record retention and disaster recovery of Water Works Engineering GIS (Geographic Information Systems) and Water Works Distribution. Back up tapes are created daily and monthly.

Box #16: Wis. Stat. §196.137

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban <i>GK</i> Division Head: Carrie Lewis <i>awl</i> Records Coordinator: Tim Ignatowski <i>TI</i>	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
		<i>Jack Gaboury</i>	<i>2/15/17</i>

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)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 07-E032	2. Record Series Title Full Operational & Financial Backup Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being renewed to satisfy audit requirements for record retention and disaster recovery of Water Works financial data, water quality reporting, tracking data, and general data used in the day to day operations of the City of Milwaukee Water Works. The data is imputed into the Water Works network. Files are updated continuously; daily and monthly back up tapes are created.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban GK Division Head: Carrie Lewis CWL Records Coordinator: Tim Ignatowski TI	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 07-0001	2. Record Series Title Open Records Requests
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description



This is a renewal of an existing Citywide Global Schedule- last approved by the State Public Records Board on 9/5/2007.

This schedule provides Citywide uniformity for the retention and disposal of records related to compliance with Wisconsin Open Records Laws. This includes any formal written requests received from the public, any copies of written responses, either approving or denying public requests, as well as copies of the records supplied.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head: Jim Owczarski	Division Head: Jack Gaboury	Records Coordinator: Terry MacDonald TM

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES

	2/6/17		2/6/17
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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

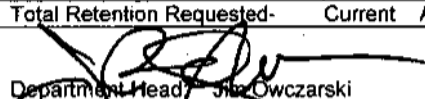

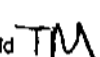
Records Retention / Disposition Authorization

<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.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.	1. RDA # 17-0019	2. Record Series Title Interdepartmental Requisition Invoices (IRIs)- Department Copy
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description



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.

IRIs are issued from one City department to another for collection of payment for goods and services. The IRI includes accounting information, transaction charges, department info, and supporting documents related to transactions. IRIs are received by a department, prepared for payment, and then forwarded to the City Comptroller's office for processing. The completed IRIs are scanned and maintained in E-vault for 7 years, and currently, only Comptroller's office staff has authorization access to the electronic records. See related Comptroller schedules D02-E017 & D02-S017.

Estimated annual volume of this record: 5 cu ft (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes All City IRIs are scanned into E-Vault <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium?	What point in the records cycle?
Total Retention Requested- Current Active (Office) + 1 yr. Inactive (Record Center/Other) = 1 Yr. Total	
Department Head:  J. Owczarski	Division Head: Jack Gaboury  Jack Gaboury
Records Coordinator: Terry MacDonald  TM	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES

 Agency Official	2/6/17 Date (mm/dd/ccyy)	 Agency Records Officer	2/6/17 Date (mm/dd/ccyy)
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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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization

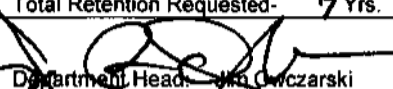

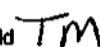
<ul style="list-style-type: none">Read instructions provided on pages 2-3 before completing.In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.	1. RDA # 76-0117	2. Record Series Title Injury Reports: OSHA 300A, 301-EB-49, 300
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

12. Records Series Description

This is a renewal of an existing Citywide Global Schedule- last approved by the State Public Records Board on 8/27/2007.

This record series includes a log, summary and incident reports of work related injuries and illnesses of City Employees. Department of Employee Relations receives the official copies of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws. OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB-49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. (These forms were previously known as Injury and Illness Record, OSHA-100, 102 & CA-49). Forms contain name, address, date of birth, social 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: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes - Dept. of Employee Relations Office <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head:  Jack Gaboury	Division Head: Jack Gaboury  Records Coordinator: Terry MacDonald 

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury
Telephone: 414-286-8083 Email: jgabour@milwaukee.gov

16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.

17. APPROVAL SIGNATURES	
 Agency Official	 Agency Records Officer
Date (mm/dd/ccyy): 2/6/17	Date (mm/dd/ccyy): 2/6/17

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.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
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Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____