

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017 REPORT #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	130	Legislative Reference Bureau (LRB)	06-0007	<u>Biennial Election Books</u>	Renewal	This record series contains a book which is compiled on a biennial basis in accordance with Wis. Stat. §7.22 (4). It contains election statistics and returns of all primaries and elections held from each ward. Biennials are made accessible to the public by posting on the City of Milwaukee Election Commission webpage.	Permanent	Permanent	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
2	130	Legislative Reference Bureau (LRB)	15-0007	<u>Board of Election Commissioners Meeting Minutes</u>	Renewal	The Election Commission will adopt use of the City's Global Schedule for Minutes. This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of minutes that are maintained by City departments are for reference purposes only. Minutes are to be sent directly to LRB by staff of official bodies upon approval.	Permanent	Permanent	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
3	133	Common Council/ City Clerk	17-0027	<u>Drug Mail-Back Pilot Program Reports</u>	New	<p>This is a new record series as a result of Common Council legislation (Resolution #151803) creating a program for the public to obtain free, postage paid envelopes in which they are able to fill with unwanted/unused medication and mail to a Milwaukee Police Department central collection location. This 2-year pilot program was created in December of 2016.</p> <p>Reports contained under this program include a USPS generated tracking report of envelopes that have been mailed. Information contained in this report includes, but is not limited to, unique USPS generated barcode number, transaction number, mailing date, mailer ID number, destination zip code, total postage, and date processed for payment. This report is run by staff in the City Clerk's Office on a weekly basis to track statistics for what location the envelope was picked up from and to track the quantity of envelopes per location.</p> <p>The Milwaukee Police Department's (MPD) central collection location receives all the envelopes mailed in the City of Milwaukee. Reports generated from MPD track the package serial number, delivery date, staff member name who received the package, weight, box #, and destruction date individually for envelopes picked up from MPD district locations, Milwaukee CVS Pharmacy locations, and the Milwaukee Metropolitan Sewerage District. MPD also fills out a Registrant Record of Controlled Substances Destroyed form for the US Department of Justice-Drug Enforcement Administration each time they have a batch ready for destruction along with a Memorandum containing a summary.</p> <p>The City of Milwaukee's Treasurer's Office is responsible for tracking the postage costs associated with providing this pilot program free of charge to the public. A monthly bank statement for this account is downloaded, and filed with other bank statements and reconciliations which are maintained under Treasure's schedule D00-0045 <u>Financial Services Operations Files</u> where it is maintained for the Current year + 7 Yrs.</p>	Event (End of Program) + 7 Yrs./ Office	Destroy	Yes

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4	156	Document Services	17-0026	<u>Mail Room Log Sheets</u>	New	This is a new record series created as a result of a change in City Mail Room operations. The City Mail Room stopped metering mail on site on September 29, 2016. This function was turned over to an outside vendor who comes in twice a day to retrieve mail trays and tubs from the Mail Room to take to their place of business to apply postage to the mail pieces. The Mail Room tracks how many trays and tubs were sent on a daily basis for verification purposes when the vendor sends a driver to pick up the mail. These log sheets contain the date, total number of trays and tubs sent to the vendor, and the vendor's name, address and contact information.	Current + 1 Yr./ Office	Destroy	Yes
5	156	Document Services	17-E001	<u>Food Establishment Inspection Plans</u>	New	The record series includes restaurant plans from completed restaurant construction and remodeling jobs. (See Health Dept. Schedule for full description) These records will be scanned upon receipt in the records center and maintained permanently on E-Vault	Permanent	E-Vault	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
6	156	Document Services	73-0263	<u>Standards and Appeals Cases- Decisions</u>	Renewal	This records series includes appeals for variances filed by petitioners from orders and denials by the Department of Neighborhood Services. Files consist of order and denial letter from which appeals were filed, correspondence, surveys, plans, drawings, photos, and original variances or decisions of the Commission and other pertinent information.	Permanent	Permanent	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
7	156	Document Services	98-0002	<u>Daily Postage Transactions</u>	Amend	This schedule is being amended to reflect the inclusion of daily and weekly transaction reports, and to indicate the change in procedure to operations in the City Mail Room. Since the department stopped metering mail on site 9/29/2016, these reports are no longer generated thus this schedule will become obsolete and be deleted 12/31/2021 when retention is up on the last report. Reports include transaction account numbers, dates, charges & fees for mailing, counts of pieces of mail metered for each department, and total costs. A sticker printed by the mail meter machine is affixed to the report showing available funds balance in the mail meter machine as well as what amount was used for the day.	Current + 7 Yrs./ Office	Destroy Confidential	Yes
8	170	Election Commission	03-0025	<u>Official Canvass</u>	Renewal	This record series contains computer-generated reports based on data from the voting machine of official election results, including votes for each candidate in each ward. Wisconsin Stat. §7.23 (1)(i) governs the retention on these records.	Event (Date of the Election) + 10 Yrs. / City Records	Destroy	Yes

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9	170	Election Commission	06-0001	<u>Poll Lists</u>	Amend	This schedule is being amended to include non-partisan poll lists and to revise retention per Wis. Stat. §7.23(1)(e) which governs the destruction of these records. This record series (from the year 2000 and forward) contains poll lists for partisan and non-partisan elections. The poll list is an alphabetical listing of registered voters, which are annotated with sequential numbers to show who voted. Following each election a copy of the poll list is sent to Milwaukee County Election Commission. Information contained on these records includes, but is not limited to, ward number, name of voting location, election date, signature of election inspectors, number of votes cast, number of voters listed, first, middle and last name of registered voters, address of voter, and voter registration number.	Event (Date of Election) + 1 Yr. 10 mos./ City Records	Destroy Confidential	Yes
10	170	Election Commission	06-0002	<u>Poll Lists (Non-Partisan)</u>	Delete/ Superseded	This schedule is to be deleted as Wis. Stat. §7.23 (1)(e) does not differentiate retention for partisan vs non-partisan election poll lists. All current inventory will be transferred and maintained under schedule D06-0001. See same schedule for description of record.	Event (Date of Election) + 2 Yrs. /Office	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
11	170	Election Commission	06-0004	<u>Notice of Convicted Felon Status</u>	Renewal	This record series includes notifications sent to the City of Milwaukee Election Commission from the Department of Corrections for the purpose of inactivating a voter's registration record in the Statewide Voter Registration System (SVRS) because of their status as outlined in Wis. Stat. §6.03 (1)(b). These notifications are received prior to every election in the City of Milwaukee. The lists are maintained Election Day only. The list contains voter's name, alias name, if any, address and separation date.	Event (Election Day)	Destroy Confidential	Yes
12	170	Election Commission	06-0005	<u>Polling Location Books</u>	Renewal	This record series contains a list of all polling locations for each City election dating back to 1972. The books are used at polling sites by workers to direct voters to the correct voting locations. Information contained in the books include a listing of the polling sites by district and ward number, and building and street address of each location.	Event (Revision to books)	Transfer to City Archives at MPL	Yes
13	170	Election Commission	06-0006	<u>Punch Cards</u>	Delete	This schedule is to be deleted as it was a finite series of election punch cards from the 1930s and 1940s. These records were transferred to the City Archives at MPL in 2008. At that time the records were obsolete and are no longer generated.	N/A	Transfer to City Archives at MPL	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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14	170	Election Commission	06-0007	<u>Biennial Election Books</u>	Renewal	This record series contains a book which is compiled on a biennial basis in accordance with Wis. Stat. §7.22 (4). It contains election statistics and returns of all primaries and elections held from each ward. Biennials are made accessible to the public by posting on the City of Milwaukee Election Commission webpage.	Creation + 2 Yrs./ Office	Transfer to City Archives at LRB	Yes
15	170	Election Commission	15-0007	<u>Board of Election Commissioners Meeting Minutes</u>	New	The Election Commission will adopt use of the City's Global Schedule for Minutes. This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of minutes that are maintained by City departments are for reference purposes only. Minutes are to be sent directly to LRB by staff of official bodies upon approval.	Event (Approval of Meeting Minutes)	Transfer to LRB	No- Depts. adopting use of pre-approved Globals no need to be presented to the Board.
16	170	Election Commission	70-0097	<u>Rating Card for Election Official Exam (Inactive)</u>	Delete	This schedule is to be deleted as these records are obsolete and no longer generated.	N/A	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
17	170	Election Commission	70-0098	<u>Application for Election Official Position</u>	Renewal	This record series contains applications used to hire Election Inspectors or Chief Election Inspectors. Forms are filled out on the City of Milwaukee Election Commission Website and sent electronically to the Election Commission office for review and selection. Applications are printed and the information is entered into the HRMS database and the paper documents are stored in the office. Basic information contained on these applications includes, but is not limited to, first, middle & last name, date of birth, phone number, address, current employment information (employer name, address, duties, job title, length of employment), and other related questions to voter eligibility and preferences for working locations based on which position the person is applying for.	Event (Receipt of Application) + 90 Days / Office	Destroy Confidential	Yes
18	170	Election Commission	72-0044	<u>Board of Election Commissioners Meeting Minutes</u>	Delete/ Superseded	This schedule is to be deleted and the Election Commission will adopt use of the City's Global Schedule G15-0007 for <u>Minutes- City Boards, Commissions, Committees and Task Forces.</u>	Creation + 1 Yr./ Office	Transfer to LRB	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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19	191	Department of City Development (DCD) - Housing & Neighborhood Development	14-0007	<u>Rejected Loan Applications</u>	Custodial Transfer	This custodial change from DCD/NIDC Division 192 to DCD Division 191 reflects that DCD consolidated all of its division numbers under 191. This record series includes client loan applications for City or Federally funded housing rehabilitation loan and grant programs for clients who do not receive a loan or grant from such programs. Records may include income and tax documents submitted by applicants.	Current + 1 Yr. / Office	Destroy Confidential	No - schedules being transferred to another division are sent as a list to the State Records Center, but do not require Committee or Board approval.
20	287	Employee's Retirement System (ERS)	02-E008	<u>Earnings Limitation Records</u>	Amend	Retirees receiving early or disability retirement allowance, and who are subject to an outside earnings limitation, pursuant to Chapter 36 of the Milwaukee City Charter, are required to report to ERS (on an annual basis), all income he/she receives in addition to their retirement allowance. This record series includes outside earnings limitation records consisting of submissions of the federal tax return, any income reporting forms, schedules and income tax return attachments, along with the Outside Earnings Certification form. Documents will be imaged and maintained in Merits (ERS Pension information management system).	Event (Death of Member) + 10 Yrs. -Office	Destroy Confidential	Yes
21	287	Employee's Retirement System (ERS)	02-S008	<u>Earnings Limitation Records</u>	Amend	Retirees receiving early or disability retirement allowance, and who are subject to an outside earnings limitation pursuant to Chapter 36 of the Milwaukee City Charter are required to report to ERS (on an annual basis), all income he/she receives in addition to their retirement allowance. This record series includes outside earnings limitation records consisting of submissions of the federal tax return, any income reporting forms, schedules and income tax return attachments, along with the Outside Earnings Certification form. Per. Wis. Stat. §137.20 records will be imaged into the ERS Merits (information management system) software stored on the ERS server. Paper records will be kept until the end of the fiscal year plus one year. Server tapes are continuously backed-up on a regular cycle and stored offsite. Digital records will be indexed under the retiree's Person ID Number.	Fiscal Year / ERS + 1 Yr. / City Records	Destroy Confidential	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
22	287	Employee's Retirement System (ERS)	04-0029	<u>ERS Timecard Records</u>	Delete/ Superseded	This schedule is to be deleted, and ERS will adopt use of City-wide Global Schedule for Time Keeping Records and all current inventory will be transferred to Schedule D10-0025.	Current + 2 Yrs./ Office + 5 Yrs./ Records Center	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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23	287	Employee's Retirement System (ERS)	10-0025	<u>Time Keeping Records</u>	New	ERS will adopt use of City-wide Global schedule for Time Keeping Records. Records previously maintained under Schedule D04-0029 will be transferred to this schedule.	Fiscal Year + 2 Yrs./Office	Destroy Confidential	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
24	287	Employee's Retirement System (ERS)	04-0040	<u>ERS Pension Board Election Ballots</u>	Renewal	This record series includes paper ballots used by ERS to conduct periodic elections for members of the Annuity & Pension Board. The election ballots include the name of the candidates and reflect a vote for a candidate. Candidates have 30 days from the date the election results have been certified by the City of Milwaukee Election Commission to initiate a challenge.	Event (Results of the Election or until all objections & appeals have been resolved) + 90 days/ Office	Destroy	Yes
25	287	Employee's Retirement System (ERS)	06-E012	<u>Member Case Files</u>	Amend	This record series may include but is not limited to the following: pension benefit calculations and adjustments, certified official documents (social security cards, marriage certificates, birth/death certificates, name changes, DD-214, etc.), probate documents, family or civil court paperwork, group life insurance documents, tax withholding documents, membership application, separation of employment reports, pension beneficiary forms, and miscellaneous correspondences and documentations. As of 2006, this series includes records previously maintained under "Active Member Case Files" (D06-M009), "Deferred Member Case Files" (D06-M010), and "Retired Member Case Files" (D06-M011). Commencing in August 2007, this record series includes the Global Pension Settlement Consent forms (previously maintained under retention schedule D02-0010). ERS to purge the electronic record 10 years after the final payment is issued (includes member, survivor and beneficiary).	Event (Final Payment issued to member, survivor, beneficiary) + 10 Yrs. Office	Destroy Under Supervision	Yes
26	287	Employee's Retirement System (ERS)	06-E009	<u>Active Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to D06-E012	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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27	287	Employee's Retirement System (ERS)	06-E010	<u>Deferred Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to D06-E012	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
28	287	Employee's Retirement System (ERS)	06-E011	<u>Retired Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to schedule D06-E012	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
29	287	Employee's Retirement System (ERS)	06-S012	<u>Member Case Files</u>	Amend	This schedule is changed to reflect microfilming is no longer used, but rather scanning. Title changed from "Member Case Files Loose Batched Paperwork" to "Member Case Files". This record series may include but is not limited to the following: pension benefit calculations and adjustments, certified official documents (social security cards, marriage certificates, birth/death certificates, name changes, DD-214, etc.), probate documents, family or civil court paperwork, group life insurance documents, tax withholding documents, membership application, separation of employment reports, pension beneficiary forms, and miscellaneous correspondence and documentations. As of 2006, this series also includes records previously maintained under "Active Member Case Files" (D06-E009), "Deferred Member Case Files" (D06-E010), and "Retired Member Case Files" (D06-E011). Commencing in August 2007, this record series also includes the Global Pension Settlement Consent forms (prior retention schedule D02-0010).	Event (scan & index in Merits) + 90 Days- Office	Destroy Confidential	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
30	287	Employee's Retirement System (ERS)	06-M009	<u>Active Member Case Files</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Event (Scanning into Merits) + 120 Days/ Office	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
31	287	Employee's Retirement System (ERS)	06-M010	<u>Deferred Member Case Files</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Event (Scanning into Merits) + 90 days /Office	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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32	287	Employee's Retirement System (ERS)	06-M011	<u>Retired Member Case Files</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Event (Scanning into Merits) + 90 days - Office	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
33	287	Employee's Retirement System (ERS)	73-0303	<u>Correspondence, Misc.</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Creation + 7 Yrs./ Office	Transfer to D06-E012	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
34	287	Employee's Retirement System (ERS)	11-0035	<u>Personnel File</u>	New	ERS will adopt use of City-wide Global schedule for Personnel Files.	Event (Separation from City Employment) + 8 Yrs.	Destroy Confidential	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
35	287	Employee's Retirement System (ERS)	99-0135	<u>ERS Inactive Personnel Records</u>	Delete/ Superseded	This schedule is to be deleted, and ERS will adopt use of City-wide Global Schedules for Personnel Files and Personnel Files- Medical. All current inventory will be transferred to corresponding Global Schedule.	Event (Separation from City Employment) + 5 Yrs. /Office +10 Yrs./City Records	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
36	287	Employee's Retirement System (ERS)	17-E020	<u>Case Management Claim Files</u>	New	Effective 2017, records previously maintained under schedules 07-E026 <u>Medical Records</u> , and 07-E027 <u>Medical Records Loose Batched Paperwork (Electronic)</u> will be transferred to this schedule. This record series includes, but is not limited to, application for disability retirement, healthcare provider medical records, authorization for release of information forms, worker's compensation medical claim file, employment-related information, certified official documents, administrative appeal/circuit court documents (generated should the employee's application be denied or member is de-certified upon periodic medical re-examination), medical reports (i.e. medical examination by personal physician, physician statement and independent medical examination report), reports of the Medical Council and Medical Panel, and any related correspondence pertaining to a member's disability retirement claim. Per Wis. Stat. §137.20 the documents are imaged and indexed under the retiree's Person ID number in Merits (ERS information management system) on the ERS server.	Event (Death of Member) + 10 Yrs. Office	Destroy Under Supervision	Yes

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37	287	Employee's Retirement System (ERS)	07-E026	<u>Medical Records</u>	Delete/ Superseded	This schedule is to be deleted and transfer all records to schedule D17-E020 <u>Case Management Claim Files</u> , which consolidates and transfers all previous separate schedules relating to various types of disability retirement/medical records.	Permanent	Transfer to D17-E020	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
38	287	Employee's Retirement System (ERS)	07-E027	<u>Medical Records</u> <u>Loose Batched Paperwork (Electronic)</u>	Delete/ Superseded	This schedule is to be deleted and transfer all records to schedule D17-E020 <u>Case Management Claim Files</u> , which consolidates and transfers all previous separate schedules relating to various types of disability retirement/medical records.	Permanent	Transfer to D17-E020	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
39	287	Employee's Retirement System (ERS)	17-S020	<u>Case Management Claim Files</u>	New	This is a new schedule created to operation consolidation of member files. Effective 2017, records previously maintained under schedules D97-0062, D97-0063, D99-0118, D99-0124, D07-0026, D07-0027, will be transferred to this schedule. This record series includes, but is not limited to, application for disability retirement, healthcare provider medical records, authorization for release of information forms, worker's compensation medical claim file, employment-related information, certified official documents, administrative appeal/circuit court documents (generated should the employee's application be denied or member is de-certified upon periodic medical re-examination), medical reports (i.e. medical examination by personal physician, physician statement and independent medical examination report), reports of the Medical Council and Medical Panel, and any related correspondence pertaining to a member's disability retirement claim. Per. Wis. Stat. §137.20 records will be imaged into the ERS Merits (information management system) software stored on the ERS server. Server tapes are continuously backed-up on a regular cycle and stored offsite.	Event (Final Disposition) + 90 days/ Office	Destroy Confidential	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
40	287	Employee's Retirement System (ERS)	07-0026	<u>Medical Records</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Scanning into Merits) + 90 days /Office	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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41	287	Employee's Retirement System (ERS)	07-0027	<u>Medical Records Loose Batched Paperwork</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Scanning into Merits) + 90 days/ Office	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
42	287	Employee's Retirement System (ERS)	97-0062	<u>Disability Reviews/Appeals Closed</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Closure of File) + 2 Yrs. - Office / 5 Yrs. - City Records	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
43	287	Employee's Retirement System (ERS)	97-0063	<u>Medical Files- Inactive</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
44	287	Employee's Retirement System (ERS)	99-0118	<u>Medical Files- Not Pertinent</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
45	287	Employee's Retirement System (ERS)	99-0124	<u>Medical Files- Duplicates</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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46	287	Employee's Retirement System (ERS)	65-0033	<u>Personnel Deduction Status Notice</u>	Delete	This schedule is to be deleted as these records are obsolete and no current inventory exists.	Creation + 1 Yr./Office	Destroy	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
47	287	Employee's Retirement System (ERS)	69-0080	<u>Continuation Sheet for Schedule A of Forms...</u>	Delete	This schedule is to be deleted. No current inventory exists. Prior to 2012, ERS was the FICA reporting agent for the City of Milwaukee. After 2012, the Comptroller's Office took over the responsibilities and duties as the City of Milwaukee's FICA reporting agent. This record series includes Continuation Sheet for Schedule A of Forms 941, 941-M, 941-SS or 943 Report of Wages Taxable under FICA and related Data.	Fiscal Year + 5 Yrs./Office	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
48	339	Milwaukee Police Department (MPD) Auto Data Processing	07-0005	<u>Digital Audio/Video Storage Records</u>	Delete/ Superseded	This schedule is to be deleted and all records will be transferred and maintained under schedule D07-E005 <u>Police Squad Audio & Video Recordings</u> .	Creation + 1 Day/ MPD	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
49	360	Department of Neighborhood Services (DNS) - Administration	00-E001	<u>Property Registration</u>	Amend	All property ownership in the City of Milwaukee must be registered with the Department of Neighborhood Services, except owner-occupied single family, duplexes, or condominium units. Property Registration Applications include tax key numbers, all owners' names, and the name, address and phone number of an authorized contact person. Applications may include number of units, owners' address and phone number. Due to the long term retention of these records, per Wis. Stat. §137.20, the original paper will be scanned into the E-Vault.	Creation + 2 Yrs./ DNS +98 Yrs. / E-Vault	Destroy	Yes
50	360	Department of Neighborhood Services (DNS) - Administration	00-S001	<u>Property Registration</u>	Amend	All property ownership in the City of Milwaukee must be registered with the Department of Neighborhood Services, except owner-occupied single family, duplexes, or condominium units. Property Registration Applications include tax key numbers, all owners' names, and the name, address and phone number of an authorized contact person. Applications may include number of units, owners' address and phone number. Due to the long term retention of these records, per Wis. Stat. §137.20, the original paper will be scanned into the E-Vault.	Event (scan & perform quality control operations on images) + 3 Mo./ City Records	Destroy	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
51	360	Department of Neighborhood Services (DNS) - Standards & Appeals	70-0011	<u>Condemnation Records</u>	Renewal	This record series consists of folders pertaining to buildings moved to other locations (inside or outside the City of Milwaukee), buildings condemned by the Department of Neighborhood Services and subsequently razed. Records include photos, Orders, bills, receipts, approvals and legal paperwork pertaining to collections, judgements and liens.	Creation + 15 Yrs. / Office	Transfer to MPL to screen for historic value (MPLSCREEN)	Yes
52	360	Department of Neighborhood Services (DNS) - Standards & Appeals	73-0263	<u>Standards and Appeals Cases- Decisions</u>	Renewal	This record series includes appeals for variances filed by petitioners from orders and denials by the Department of Neighborhood Services. Files consist of order and denial letter from which appeals were filed, correspondence, surveys, plans, drawings, photos, and original variances or decisions of the Commission and other pertinent information.	Creation + 7 Yrs./ Office	Transfer to City Archives at City Records Center	Yes
53	360	Department of Neighborhood Services (DNS) - Standards & Appeals	80-0001	<u>Order to Correct- Razed Structures</u>	Delete/ Superseded	This schedule is to be deleted as it is superseded by Schedule 70-0011 <u>Condemnation Records</u> .	Creation + 1 Yr./ Office	Destroy	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
54	360	Department of Neighborhood Services (DNS) - Standards & Appeals	80-0004	<u>Photographs- Code Violations</u>	Renewal	This record series contains photographs which are used for housing maintenance- code violations to secure enforcement and aid in prosecution. They are no longer of value after a period of time due to changes in conditions and demand of courts for current evidence.	Creation + 5 Yrs./ Office	Destroy	Yes
55	360	Department of Neighborhood Services (DNS) - Standards & Appeals	82-0041	<u>Completed Building Maintenance Inspection File</u>	Renewal	This record series contains completed violation letters, referrals, and chronological inspection reports. These may include inspector notes, communications, and data that includes name, address, violations, and other pertinent information. They are no longer of value after a period of time due to changes in conditions and demand of courts for current evidence.	Creation + 5 Yrs./ Office	Destroy	Yes

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
56	381	Health Dept./ Accounting	04-0001	<u>Accounting Stubs</u>	Amend	This record series contains accounting stubs for invoices issued by the Health Department. The Health Dept. issues invoices for food, tattoo, and weights & measures inspections. These list the vendor name, invoice number, amount due/amount paid and description of service. Another type of invoice is for a lead abatement permit stub that the contractor purchases. It lists the name of the contractor and the permit number. The cash is deposited with the City Treasurer on form CBP-200 Deposit to City Treasurer, and detail for the accounting stubs are summarized on a departmental report of cash receipts.	Creation + 7 Yrs./ Office	Destroy	Yes
57	381	Health Dept. / Admin	11-0036	<u>Personnel Files- Medical</u>	New	The Health Department will adopt use of the Citywide Global Schedule for Personnel Files- Medical.	Event (Separation from City Employment) + 8 Yrs./ City Records	Destroy Confidential	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
58	381	Health Dept./ Consumer Environ- mental Health	60-0018	<u>Application Close Out Sale License</u>	Delete	This schedule will be deleted as these records are obsolete. The form was discontinued in 2015. The Application Close Out Sale License are no longer generated and no current inventory exists under this schedule.	Creation + 1 Yr.- Office / 3 Yrs. - City Records	Destroy	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
59	381	Health Dept. / Disease Control Env. Health	73-0030	<u>Immunization, First Registry Orig 1965-1967</u>	Delete	This schedule will be deleted as these records are obsolete. The form was mailed out for the purpose of acquiring information concerning the first immunization status of newborn infants in the City of Milwaukee. Form H-40 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
60	381	Health Dept. / Disease Control Env. Health	73-0031	<u>Immunization Status, First Yr. Registry Orig 1965-67</u>	Delete	This schedule will be deleted as these records are obsolete. This form was mailed out for the purpose of acquiring information concerning the immunization status of one year old infants in the City of Milwaukee. Form H-41 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
61	381	Health Dept. / Disease Control Env. Health	73-0032	<u>Immunization History Newborn & First Yr. Orig 1965-67</u>	Delete	This schedule will be deleted as these records are obsolete. This record was a form for the compilation of first immunization status of newborn infants and immunization status of one year old infants in the City of Milwaukee; and contracts made by the Health Education Division with parents of newborn and one year old infants. Form H-1104 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
62	383	Health Dept./ Consumer Environ- mental Health	17-S001	<u>Food Establishment Inspection Plans</u>	New	This record series includes restaurant plans from completed restaurant construction and remodeling jobs. Plans contain 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 plan review personnel at the time of initial licensing or 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. The paper records will be imaged and stored on E-Vault; per Wis. Stat §137.20, the original paper records will be retained for 3 months after imaging and quality control, then destroyed confidentially.	Event (Final Inspection) + 30 Days /Office	Transfer to City Records / E- Vault (Permanent)	Yes- Resubmission as rejected initially because of permanent retention request
63	501	Dept. of Public Works (DPW)	11-0035	<u>Personnel File</u>	New	DPW will adopt use of the City-wide Global schedule for Personnel Files.	Event (Separation from City Employment) + 8 Yrs./City Records	Destroy Confidential	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
64	501	Dept. of Public Works (DPW)	11-0036	<u>Personnel Files- Medical</u>	New	DPW will adopt use of the City-wide Global schedule for Personnel Files- Medical.	Event (Separation from City Employment) + 8 Yrs./ City Records	Destroy Confidential	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
65	501	Dept. of Public Works (DPW)	78-0128	<u>Personnel Folder-DPW Executive</u>	Delete/ Superseded	This schedule is to be deleted as DPW will adopt use of the City-wide Global schedules D11-0035 Personnel Files and D11-0036 Personnel Files- Medical. All current inventory will be transferred and maintained under the Global Schedules. It has been determined that these schedules should not be sent to MPL for screening and this schedule will be removed from MPL-862 as well.	Event (Termination) + 20 Yrs./ City Records	MPLSCREEN	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
66	501	Dept. of Public Works (DPW)	78-0195	<u>Personnel Folder-DPW</u>	Delete/ Superseded	This schedule is to be deleted as DPW will adopt use of the City-wide Global schedules D11-0035 <u>Personnel Files</u> and D11-0036 <u>Personnel Files- Medical</u> . All current inventory will be transferred and maintained under the Global Schedules.	Event (Final Entry) + 5 Yrs./ City Records	Destroy Confidential	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
67	862	MPL Archives	06-0005	<u>Polling Location Books</u>	Renewal	This record series contains a list of all polling locations for each City election dating back to 1972. The books are used at polling sites by workers to direct voters to the correct voting locations. Information contained in the books include a listing of the polling sites by district and ward number, and building and street address of each location.	Permanent	Permanent	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
68	862	MPL Archives	70-0011	<u>Condemnation Records</u>	Renewal	This record series consists of folders pertaining to buildings moved to other locations (inside or outside the City of Milwaukee), buildings condemned by the Department of Neighborhood Services and subsequently razed. Records include photos, Orders, bills, receipts, approvals and legal paperwork pertaining to collections, judgements and liens.	Permanent	Permanent	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
69	862	MPL Archives	78-0128	<u>Personnel Folder-DPW Executive</u>	Delete	This schedule is to be removed from MPL's listing as it has been determined that Personnel Folders will not be screened for historic value.	Permanent	MPL	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.