

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	095	Deferred Compensation	01-0008	<u>Hardship Withdrawals</u>	Renew	This record series consists of requests received from participants to receive funds from their Deferred Compensation account due to a hardship along with required documentation pertaining to the hardship, and the letter sent to the participant from the City of Milwaukee Deferred Compensation Plan. Types of hardships include, but are not limited to: an illness or accident of the participant or beneficiary, the participant's spouse or the participant's or beneficiary's dependent; loss of the participant's or beneficiary's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, e.g. as the result of a natural disaster); other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant or beneficiary. Information contained on these request include, but are not limited to full name, address, date of birth, and social security number.	Creation + 2 Yrs. Office / 5 Yrs. City Records Center	Destroy Under Supervision	Yes
2	130	Legislative Reference Bureau	06-0008	<u>Parameter Books</u>	Renew	The Parameter book contains a listing of city streets and addresses that is used to determine the ward in which a city resident resides. These books are used on election day at the polling sites to ensure that an elector is at the correct polling location. Books are revised approximately every 10 years with the Aldermanic redistricting. Current data is available on the City's website, and previous versions (electronic or book format) are available for research at the City Archives at the Milwaukee Legislative Reference Bureau.	Permanent LRB	N/A	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
3	132	City Clerk/ License Division	17-0045	<u>License Applications-General</u>	New	This new series is being created to consolidate series, retention and dispositions for 25 existing license application series and 22 new licenses for ease of administration. These applications are submitted to the License Division by individuals and businesses to acquire a license to do business in the City of Milwaukee. These applications are used to gather information, evaluate if the applicant meets the statutory and regulatory requirements for the license, and are used by the committee and common council when approving or denying issuance of the license. This series includes applications, related license applications, supplementary materials such as floor plans, photographs, plans of operation, police reports, proof of residency, correspondence, proof of registration and public objections. For transparency purposes, license submissions are uploaded to the License Division website and made available for public viewing for one year after completion.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
4	132	City Clerk/ License Division	17-0047	<u>Alcohol and Related License Applications</u>	New	This new series is being created to consolidate series, retention and dispositions for 5 existing license application series and related licenses for ease of administration. These applications are submitted to the License Division by individuals and businesses to acquire an alcohol establishment. These applications are used to gather information, evaluate if the applicant meets the statutory and regulatory requirements for the license, and are used by the committee and common council when approving or denying issuance of the license. The series includes applications, related license applications, supplementary materials, such as floor plans, photographs, plans of operation, police reports, proof of residency, correspondence, proof of registration, and public objections.	Creation + 6 Yrs. Office	Destroy Under Supervision	Yes
5	132	City Clerk/ License Division	61-0231	<u>Appl Taxicab Drivers License & Attachments</u>	Amend	This record series title to be amended to <u>Public Passenger Vehicle Driver License Applications</u> . These licenses are issued to the drivers of taxicabs, shuttles, pedicabs, limousines, horse & surrey, touring motorcycle, and handicapped & elderly vehicles.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	Yes
6	132	City Clerk/ License Division	66-0031	<u>Appl Bicycle License</u>	Amend	Issuing a license for bicycles was discontinued 1/1/2003 and an online registration took its place. This type of registration is used by City of Milwaukee residents to identify bicycles and owners, and to aid in the return of recovered stolen bikes to the registered owners.	Event (Notice of change in ownership) + 30 Days Office	Destroy Under Supervision	Yes
7	132	City Clerk/ License Division	66-0036	<u>Wholesalers Report to Licensing Auth of Delinquent Bills</u>	Amend	Records include wholesalers reports of indebtedness for alcohol of "over 30 days" and beer "over 15 days", and clearance certificates from wholesalers when indebtedness is satisfied.	Event (Receipt of clearance certificate) + 30 Days Office	Destroy Under Supervision	Yes
8	132	City Clerk/ License Division	67-0056	<u>Applications for Bartender License</u>	Renewal	This record series contains applications for bartender licenses (regular or temporary). This license is required for any person who sells and/or serves alcohol at a licensed alcohol establishment or event. Records include applications, police reports, correspondence, and course certificates.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
9	132	City Clerk/ License Division	85-9040	<u>Appl Special Privilege Permits- Microfilm Copy</u>	Custodial Change	This schedule for license processing was transferred to DPW in 2010. This type of license was issued to businesses for any obstruction or excavation beyond the street line.	Permanent	N/A	No- schedules being transferred are sent as a list to the State Records Center, but do not require Committee or Board approval.
10	132	City Clerk/ License Division	85-M040	<u>Appl Special Privilege Permits</u>	Custodial Change	This schedule for license processing was transferred to DPW in 2010. This type of license was issued to businesses for any obstruction or excavation beyond the street line.	Creation + 1 Yr. Office	Destroy Under Supervision	No- schedules being transferred are sent as a list to the State Records Center, but do not require Committee or Board approval.
11	132	City Clerk/ License Division	86-0064	<u>Permit, License or Certificate, Daily</u>	Amend	This record series title is to be amended to <u>Treasurers Reports and Invoices</u> . Records include the daily Treasurer's reconciliation reports and paid invoices.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	Yes
12	132	City Clerk/ License Division	89-0051	<u>License Grant List- Utilities & Licenses Committee</u>	Amend	This record series consists of lists of licenses recommended for approval by Utilities & Licenses Committee, and granted by the Common Council.	Creation + 1 Yr. Office + 4 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
13	134	Municipal Court	09-0054	<u>Case Jackets Closed</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 5 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
14	134	Municipal Court	09-0055	<u>Case Jackets- DL Suspension (2 Years)</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 7 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
15	134	Municipal Court	09-0056	<u>Case Jackets- DL Suspensions and VRDS (5 Years)</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 10 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
16	134	Municipal Court	09-0057	<u>Case Jackets- Vehicle Registration Denials (3 Years)</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 8 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
17	134	Municipal Court	09-0058	<u>Case Jackets- Referred to Collections (7 Years)</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 12 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
18	134	Municipal Court	09-0059	<u>Case Jackets- Property Liens</u>	Delete	This schedule is to be deleted because it was never used. Paper Case Jackets of this type will be maintained under schedule 79-0001 <u>Court Case File- Satisfied</u> , and electronic records will be maintained under schedule 09-E054 <u>Case Records- Closed (online)</u> .	Event (Court Case Satisfaction Date) + 15 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
19	134	Municipal Court	79-0001	<u>Court Case File- Satisfied</u>	Amend	Each Municipal Court Case File folder contains all documents from initiation of court action until its final disposition, relative to traffic and ordinance violations. Case files contain paper and are used to substantiate what has taken place when cases are adjudicated, reviewed, appealed, etc. Case files are also used by auditors to verify the court's accounting procedures and handling of funds. This schedule will supersede schedules: 09-0054 <u>Case Jackets- Closed</u> , 09-0055 <u>Case Jackets- DL Suspensions</u> , 09-0056 <u>Case Jackets-DL Suspensions & VRDs</u> , 09-0057 <u>Case Jackets-Vehicle Registration Denials</u> , 09-0058 <u>Case Jackets- Referred to Collections</u> , 09-0059 <u>Case Jackets- Property Liens</u> . Paper court case files are not comprehensive. Some records of a case exist only in electronic form; see schedules 09-E054. This schedule is in compliance with State Supreme Court Rules Chapter 72.01 (24a)-(24m).	Event (Final Entry of Judgment) + 5 Yrs. Office	Destroy Under Supervision	Yes
20	156	City Clerk/ Document Services Section	00-0000	<u>Supply Items in Records Center</u>	Delete	This schedule is obsolete and is to be deleted. This record series includes non-record items such as records cartons, manila folders, etc.	Permanent	N/A	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
21	156	City Clerk/ Document Services Section	10-0016	<u>Annual DSS Billing & Tracking Records</u>	Amend	This record series includes hard copy reports, vendor invoice cost disbursements, charge-out slips and other paper documentation used to enter costs associated with reimbursement billing fees for City Records Center categories: production, reference, storage, destruction, mail/postage and printing services. This data is entered into designated spreadsheets and the official DSS Billing Database and then used to prepare IRI's and for the creation of invoices in FMIS.	Current Year + 2 Yrs. Office	Destroy Under Supervision	Yes
22	156	City Clerk/ Document Services Section	10-S015	<u>DSS Billing Records (Paper)</u>	Delete	This schedule is obsolete and is to be deleted as the print shop is no longer in operation as of 2012. No current inventory exists under this schedule. This record series includes work orders for print jobs and paper orders that are scanned into an E-Vault application for department retrieval of billing records, issued by the Document Services Section.	Creation + 3 Mo. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
23	156	City Clerk/ Document Services Section	70-0047	<u>Req for Duplicate Work</u>	Delete	This schedule is obsolete and is to be deleted as the print shop is no longer in operation as of 2012. No current inventory exists under this schedule. This record series includes form CBP-144, which is used to order duplicating work from the Central Reproduction Division.	Creation + 1 Yr. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
24	156	Document Services	95-E170	<u>Intensive Surveys</u>	New	Intensive Survey records include a state-designated form and photos of residential/commercial/educational/religious properties surveyed to catalog information on historic properties. The form includes historic name, construction date, and the name of the architect/builder as well as other physical and historic information about the property. Abbreviated copies of this form are available at the Wisconsin Historical Society and lack documents related to the physical and historic background about the property. To preserve the historical information about these properties, they will be maintained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Permanent	N/A	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
25	156	Document Services	95-E171	<u>Certificate of Appropriateness (COA) File</u>	New	These records consist of materials required to issue a Certificate of Appropriateness, which is required for obtaining a building permit and permission to begin exterior work on a historically designated property. Materials include application forms, architectural & site plans, photos of property, and material samples. Files also include HPC staff reports, supporting material, the actual certificate issued, and correspondence (including letters of denial). To preserve the historical information about these properties, they will be maintained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Permanent	N/A	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
26	156	Document Services	95-E172	<u>Historically Designated Building Files</u>	New	This record series includes documentation from the Milwaukee Landmark Commission which was replaced by Historic Preservation (HPC) in 1981. Records reflect the application process for local designation of historic properties, buildings and districts, including correspondence, approvals and denials. Designation Study Reports as well as continuously updated research files are located in the HPC office. To preserve the historical information about these properties, they will be retained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Permanent	N/A	No - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
27	157	Community Development Grants Admin. (CDGA)	78-0043	<u>CDGA Monitoring Files</u>	Amend	This record series includes correspondence, activity reports, budget, insurance information, contracts, cost reports, contract amendments and any other information pertinent to the monitoring of Community Development Grant Administration projects. OMB Circular A-110 governs the retention of these records.	Event (Submission of Final Expenditure Report) + 5 Yrs. Office	Destroy Under Supervision	Yes
28	157	Community Development Grants Admin. (CDGA)	78-0044	<u>CDGA Fiscal Files</u>	Amend	This record series includes documentation regarding funding allocations to community groups and city departments. Fiscal files include any and all financial data CDGA is required to maintain by granting agency, such as HUD reports as well as resolutions and public hearing notices. Records contain income information as well as other pertinent personal information. OMB Circular A-110 governs the retention of these records.	Event (Final Payment) + 5 Yrs. Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
29	170	Election Commission	06-0008	<u>Parameter Books</u>	Renew	The Parameter book contains a listing of city streets and addresses that is used to determine the ward in which a city resident resides. These books are used on election day at the polling sites to ensure that an elector is at the correct polling location. Books are revised approximately every 10 years with the Aldermanic redistricting. Current data is available on the City's website, and previous versions (electronic or book format) are available for research at the City Archives at the Milwaukee Legislative Reference Bureau.	Event (Revision to books) + 30 Days Office	Transfer to LRB	Yes
30	170	Election Commission	10-0025	<u>Time Keeping Records</u>	New	The Election Commission will adopt use of the City's Global Schedule for Time Keeping Records. City departments that use formal paper records to document employee's hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees/managers have 2 years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series is specific to time keeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department.	Fiscal Yr. + 2 Yrs. Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals no not need to be presented to the Board.
31	170	Election Commission	10-0052	<u>Accounts Payable Records- Departments</u>	New	The Election Commission will adopt use of the City's Global Schedule. This record series includes copies of Control Group Reports generated from the FMIS system along with accompanying invoices received by departments. Invoices are approved for payment by the Office of the Comptroller after departments submit these documents for review. 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.	Event (Submit to Comptroller's Office) + 6 Mos. Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals no not need to be presented to the Board.
32	170	Election Commission	11-0008	<u>Poll Worker Application</u>	Delete	This schedule is to be deleted as this record is a duplicate of the records under schedule 79-0098 <u>Application for Election Official Position</u> . Any existing inventory will be transferred and maintained under that schedule. City residents interested in serving as a poll worker complete an application. Staff interviews all applicants, and if the individual is hired, the information is entered into the Election Commission Poll Worker database. No action is taken on the other applicants.	Permanent	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
33	170	Election Commission	11-0035	<u>Personnel File</u>	New	The Election Commission will adopt use of the City's Global Schedule for <u>Personnel Files</u> G11-0035. 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.	Event (Separation from City Employment) + 8 Yrs. Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals no not need to be presented to the Board.
34	170	Election Commission	14-E015	<u>Time Owed & Allowed Reports</u>	New	The Election Commission will adopt use of the City's Global Schedule for <u>Time Owed and Allowed Reports</u> . This series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned, taken and total for each employee by City Department.	Fiscal Yr. + 2 Yrs. Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals no not need to be presented to the Board.
35	170	Election Commission	64-0048	<u>Payroll, Election Officials (Copy)</u>	Delete	This schedule is to be deleted as it is superseded by the Global Schedule for <u>Time Keeping Records</u> 10-0025. No inventory currently exists.	Fiscal Yr. + 1 Yr. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
36	170	Election Commission	74-0171	<u>Campaign Finance Reports</u>	Renew	This record series includes the Campaign Finance Report, Campaign Registration Statement and various schedules of receipts and disbursements as prescribed by the Wisconsin Ethics Commission. The Campaign Finance report summarizes contributions, expenditures and cash balance for a particular period & year-to-date. Information contained on this form includes the complete name & mailing address of the committee, & signature of candidate or treasurer. Schedule of Receipts include contributions from: Individuals (stating full name & mailing address, amount, occupation when amount exceeds \$200, and type of donation- in kind, loan or conduit); Committees (stating full name & address, amount and type- in kind or loan); Loans (stating date, full name & mailing address of source, type of income & amount). Disbursement Schedules include gross expenditures and contributions to committees (stating date, full name & address to whom payment is made, specific purpose of expenditure and amount. Additional disclosure of loans and obligations is also required. Wis. Stat. §7.23 governs the retention of these records.	Event (Date of Receipt in Election Office) + 6 Yrs. Office	Destroy Under Supervision	Yes
37	170	Election Commission	91-0003	<u>Accounting Records- General</u>	Delete	This schedule is to be deleted, and the Election Commission will adopt use of the City's Global Schedule for <u>Accounts Payable Records-Departments</u> , G10-0052. Any existing inventory will be transferred and maintained under that schedule.	Fiscal Yr. + 1 Yr. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
38	170	Election Commission	91-0004	<u>Purchase Files</u>	Renew	This record series includes purchase requisitions, purchase orders, brochures, invoice back-up documentation, correspondence, etc., related to procurement of materials and services. NOTE: This schedule does not include contracts for major equipment, which are maintained in the City's Procurement Office.	Fiscal Yr. + 3 Yrs. Office	Destroy Under Supervision	Yes
39	170	Election Commission	91-0005	<u>Personnel File- Former Employee</u>	Delete	This schedule is to be deleted , and the Election Commission will adopt use of the City's Global Schedule for <u>Personnel Files</u> G11-0035. Any existing inventory will be transferred and maintained under that schedule.	Event (Termination) + 5 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
40	170	Election Commission	91-0006	<u>Payroll Records- Annual</u>	Delete	This schedule is to be deleted as the Election Commission will adopt use of the City's Global schedules for <u>Time Keeping Records</u> 10-0025 and <u>Time Owed and Allowed Reports</u> 14-E015. Any existing inventory will be maintained under the appropriate schedule.	Fiscal Yr. + 1 Yr. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
41	191	Dept. of City Development/ Finance and Administration	13-0030	<u>Grant Files- CDGA</u>	Amend	This record series include CDGA-funded grant files that support/augment the activities of all divisions of DCD, excluding the Housing and Neighborhood Development division, which is covered under schedule D17-0028. Each file typically includes, but is not limited to, an application, resolution, budget amendments, vendor invoices, reports, reimbursement requests, completion documentation and correspondence.	Event (Receipt of final payment under the contract for contract services) + 6 Yrs. Office	Destroy Under Supervision	Yes
42	191	Dept. of City Development/ Finance and Administration	17-0028	<u>Grant Files- CDGA for Housing & Neighborhood Development Programs</u>	New	This record series includes CDGA funded grant files that support/augment the activities of the Housing and Neighborhood Development division of DCD. Each file typically includes, but is not limited to, an application, resolution, budget amendments, vendor invoices, reports, reimbursement requests, completion documentation and correspondence.	Event (Receipt of final payment under the contract for contract services) + 5 Yrs. Office	Destroy Under Supervision	Yes
43	191	Dept. of City Development/ Finance and Administration	17-0029	<u>Grant Files- Various Grantors for Housing and Neighborhood Development Programs</u>	New	This record series includes various Grantor, State or Federal-funded (not Federal CDBG grant files - see schedule 17-0028) grant files that support/augment the activities of the Housing and Neighborhood Development division of DCD. Each file typically includes, but is not limited to an application, resolution, award/agreement, terms and conditions, vendor invoices, reports, reimbursement requests, completion documentation and correspondence.	Event (submittal of final expenditure report to the Grantor) + 5 Yrs. Office	Destroy Under Supervision	Yes
44	191	Dept. of City Development/ Finance and Administration	17-0030	<u>Loan Ledger Reports for Housing & Neighborhood Development Loan Programs</u>	New	This record series includes monthly activity reports that are generated from the Loan Ledger System to track loan activity information such as, but not limited to, new loans, cash receipts, loan balances, payoff amounts and interest due for Housing and Neighborhood Development loan programs.	Fiscal Year + 2 Yrs. Office + 5 Yrs. City Records Center	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
45	191	Dept. of City Development/ Finance and Administration	17-0031	<u>General Ledger Postings for Housing and Neighborhood Development Loan Programs</u>	New	This record series for general ledger accounting postings includes information for, but s not limited to, cash receipt transactions, cash disbursements, manual journal vouchers, trial balances and any accounting transaction activity available in the financial system for Housing and Neighborhood Development loan programs.	Fiscal Year + 2 Yrs. Office + 5 Yrs.- City Records Center	Destroy Under Supervision	Yes
46	191	Dept. of City Development/ Finance and Administration	17-0032	<u>Accounts Payable Invoices for Housing and Neighborhood Development Loan Programs</u>	New	This record series for accounts payable invoices includes, but not limited to, copies of issued checks, invoices and supporting documentation for Housing and Neighborhood Development loan programs.	Fiscal Year + 3 Yrs. Office + 7 Yrs. City Records Center	Destroy Under Supervision	Yes
47	191	Dept. of City Development/ Finance and Administration	17-0033	<u>Cash Receipts/Deposits for Housing and Neighborhood Development Loan Programs</u>	New	This record series includes cash receipts of customer checks and coupons for loan payments and loan costs (may include receipts from banks) as well as any other checks submitted for deposit that support Housing and Neighborhood Development loan programs.	Fiscal Year + 2 Yrs. Office + 5 Yrs. City Records Center	Destroy Under Supervision	Yes
48	191	Dept. of City Development/ Finance and Administration	17-0034	<u>Bank Statement Reconciliations for Housing and Neighborhood Development Loan Programs</u>	New	This record series for bank statement reconciliations includes supporting documentation of cleared and outstanding checks and interest earned for accounts that support Housing and Neighborhood Development loan programs.	Fiscal Year + 2 Yrs. Office + 5 Yrs. City Records Center	Destroy Under Supervision	Yes
49	191	Dept. of City Development/ Finance and Administration	17-0035	<u>Mortgage Loan Files for Housing and Neighborhood Development Loan Programs</u>	New	This record series for mortgage loan files may include, but is not limited to, recorded original mortgage loan documents, mortgage notes, notice of loan approval forms, liens/satisfaction of lien documents, recorded satisfaction of mortgage documents and bank information for mortgages through Housing and Neighborhood Development loan programs. Some of the documents are recorded at the Milwaukee County Register of Deeds Office.	Event (Date satisfaction of mortgage document is recorded at the Milwaukee County Register of Deeds Office) + 1 Yr	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
50	192	Dept. of City Development/ NIDC	13-0035	<u>Grant Files- CDGA</u>	Delete	This schedule is to be deleted because NIDC does not exist in the same form anymore and Unit #192 was consolidated under Unit #191.	Event (Receipt of final payment under the contract for contract services) + 5 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
51	192	Dept. of City Development/ NIDC	13-0036	<u>Grant Files- Various Grantors</u>	Delete	This schedule is to be deleted because NIDC does not exist in the same form anymore and Unit #192 was consolidated under Unit #191.	Event (submittal of final expenditure report to the Grantor) + 5 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
52	199	Historic Preservation	95-S170	<u>Intensive Surveys</u>	Amend	Intensive Survey records include a state-designated form and photos of residential/commercial/educational/religious properties surveyed to catalog information on historic properties. The form includes historic name, construction date, and the name of the architect/builder as well as other physical and historic information about the property. Abbreviated copies of this form are available at the Wisconsin Historical Society and lack documents related to the physical and historic background about the property. To preserve the historical information about these properties, they will be maintained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Event +3 Mo. Office	Destroy Under Supervision	Yes
53	199	Historic Preservation	95-S171	<u>Certificate of Appropriateness (COA) File</u>	Amend	These records consist of materials required to issue a Certificate of Appropriateness, which is required for obtaining a building permit and permission to begin exterior work on a historically designated property. Materials include application forms, architectural & site plans, photos of property, and material samples. Files also include HPC staff reports, supporting material, the actual certificate issued, and correspondence (including letters of denial). To preserve the historical information about these properties, they will be maintained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Event +3 Mo. Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
54	199	Historic Preservation	95-S172	<u>Historically Designated Building Files</u>	Amend	This record series includes documentation from the Milwaukee Landmark Commission which was replaced by Historic Preservation (HPC) in 1981. Records reflect the application process for local designation of historic properties, buildings and districts, including correspondence, approvals and denials. Designation Study Reports as well as continuously updated research files are located in the HPC office. To preserve the historical information about these properties, they will be retained permanently on E-Vault at the City Archives at the City of Milwaukee Records Center.	Event +3 Mo. Office	Destroy Under Supervision	Yes
55	287	ERS	00-E030	<u>ERS Litigation (other than disabilities)</u>	Amend	Member-related litigation documents are imaged and indexed under the individual's Person ID number in Merits (ERS Pension information management system). The imaged documents are maintained on the ERS server pursuant to Wis. Stat. §137.20.	Event (Final resolution of litigation) + 1 Yr. Office	Destroy Under Supervision	Yes
56	287	ERS	00-S030	<u>ERS Litigation (other than disabilities)</u>	Amend	Member-related litigation documents are imaged and indexed under the individual's Person ID number in Merits (ERS Pension information management system). The imaged documents are maintained on the ERS server pursuant to Wis. Stat. §137.20.	Event (Final resolution of litigation) + 1 Yr. Office	Destroy Under Supervision	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.
57	300	MPD Global	07-E004	<u>Digital Surveillance Camera Records</u>	Delete	This schedule is to be deleted and will be superseded by schedule 17-E036 <u>MPD Monitoring & Surveillance Recordings</u> . Any existing inventory will be transferred and managed according to the retention outlined in that schedule. Digital images taken from pole cameras are initially captured on workstation monitoring computers and data is continually, directly transmitted to computer disks and then transferred at the end of the day to the EMC Network.	Creation + 30 days Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
58	300	MPD Global	07-E005	<u>Police Squad Audio & Video Recordings</u>	Delete	This schedule is to be deleted and will be superseded by schedule 17-E036 <u>MPD Monitoring & Surveillance Recordings</u> . Any existing inventory will be transferred and managed according to the retention outlined in that schedule. The questioning of prisoners apprehended by on-duty police officers is stored digitally on squad computer disks. This record series includes digital audio and video recordings captured from police squad car microphones and cameras.	Creation + 30 days Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
59	300	MPD Global	17-E036	<u>MPD Monitoring & Surveillance Recordings</u>	New	This new schedule is a consolidation of previous video schedules as well as to provide specific guidance for records custodians to retain different categories of monitoring and surveillance videos in line with statutory and administrative needs. This record series includes recordings captured from MPD's building security cameras, interview room cameras, pole cameras, and in-car (audio and video) cameras. The primary purpose for the recordings is in the interest of public/officer safety for evidentiary purposes. Digital recordings may be transferred to other appropriate MPD schedules if the content on the audio or video recordings is needed for evidentiary purposes to adjudicate criminal cases.	Creation + 121 days Office	Destroy Under Supervision	Yes
60	300	MPD Global	64-0099	<u>Emergency Detention Report</u>	Renewal	This record series contains a Statement of Emergency Detention by a Law Enforcement Officer which states there is cause to believe: a subject is mentally ill, drug dependent, or developmentally disabled. The subject evidenced behavior which constitutes a substantial probability or physical harm to self or to others. Taking the subject into custody is the least restrictive alternative appropriate or physical harm to self or to others as set forth in Wis. Stat. §51.15 (1). This form is hand written by a sworn member of MPD. Once completed, it is forwarded to the Imaging Section and scanned into MPD Intellinetics (MPD Imaging System). Per Wis. Stat. §137.20, paper records will be retained on-site for 30 days after imaging and quality controls, then destroyed confidentially.	Current Year + 7 Yrs. MPD Intellinetics	Destroy Under Supervision	Yes
61	381	Health Dept./ Admin.	00-0052	<u>Detail Program Revenue Worksheets</u>	Renew	This record contains a variety of accounts receivable back-up documentations/worksheets segregated by program name. Files may include records from the Municipal Health Services Program (MHSP), Fetal Infant Mortality Review (FIMR), and Interdepartmental Requisition Invoices (IRIs) billings to other departments and other various revenue programs.	Creation + 7 Yrs. Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
62	381	Health Dept./ Admin.	98-0017	<u>Disease History Cards</u>	Amend	This record series contains records documenting diagnosed diseases that are used to track statistics dating back to 1919, referred to by Health Department Communicable Disease Staff for purposes of personal verification of illness or public health reasons. Early records in this series were maintained by year, alphabetically by last name on 3x5 index cards, and then the most recent records are full sized sheets, alphabetical in folders. Information contained on the 3x5 index cards includes, but is not limited to, disease, patient name, address, age, sex, marital status, race, school or employment, date of onset, name of hospital, admission and release dates, contact info, doctor's name, date reported, treatment and remarks and card number. Diseases can include measles, mumps, chicken pox, influenza, polio, etc. Information contained in the most recent records include, but are not limited to Mumps Worksheet, Acute & Communicable Disease Case Report, Test Results, Investigation Log, Letters to those who may be exposed or infected, MHD Surveillance & Case Management Sheets. Due to the long term retention and unique nature of these records, the paper records will be imaged and stored on the Wisconsin Electronic Disease Surveillance System (WEDSS). Per Wis. Stat §137.20, the original paper records will be retained for 3 months after imaging and quality control, then destroyed confidentially.	Event (Scanning into WEDSS) + 3 months Office	Destroy Under Supervision	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.
63	381	Health Dept./ Admin	98-E017	<u>Disease History Cards</u>	Renewal	This record series contains records documenting diagnosed diseases that are used to track statistics dating back to 1919, referred to by Health Department Communicable Disease Staff for purposes of personal verification of illness or public health reasons. Early records in this series were maintained by year, alphabetically by last name on 3x5 index cards, and then the most recent records are full sized sheets, alphabetical in folders. Information contained on the 3x5 index cards includes, but is not limited to, disease, patient name, address, age, sex, marital status, race, school or employment, date of onset, name of hospital, admission and release dates, contact info, doctor's name, date reported, treatment and remarks and card number. Diseases can include measles, mumps, chicken pox, influenza, polio, etc. Information contained in the most recent records include, but are not limited to Mumps Worksheet, Acute & Communicable Disease Case Report, Test Results, Investigation Log, Letters to those who may be exposed or infected, MHD Surveillance & Case Management Sheets. Due to the long term retention and unique nature of these records, the paper records will be imaged and stored on the Wisconsin Electronic Disease Surveillance System (WEDSS). Per Wis. Stat §137.20, the original paper records will be retained for 3 months after imaging and quality control, then destroyed confidentially.	Permanent WEDSS (Wisconsin Electronic Disease Surveillance System)	N/A	Yes
64	382	Health Dept./ Maternal/Child Health	72-0077	<u>Special Case Env- Exc Cases- All Ages</u>	Delete	This schedule is to be deleted as these records are obsolete and the record is no longer generated.	Event (Death of Patient) + 70 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
65	382	Health Dept./ Maternal/Child Health	78-0089	<u>Initial Contact & Related Lead Poisoning Records</u>	Renew	These forms are used to identify the child tested, the tests done, and action taken subsequent to the testing, including treatment. The initial contact includes a permission signature and medical information release form.	Creation + 15 Yrs. Office	Destroy Under Supervision	Yes
66	383	Health Dept./ Consumer Protection/ Environmental	79-0055	<u>Appl Filling Station License CC-306</u>	Delete	This schedule is to be deleted as custodianship of these records was transferred to the City Clerk/License Division (Milwaukee Code of Ordinances Chapter 84-45) and they are maintaining these records under schedule 17-0045 <u>License Applications- General</u> . No inventory currently exists.	Creation + 4 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
67	383	Health Dept./ Consumer Protection/ Environmental	91-0065	<u>Application for Massage Establishment License</u>	Delete	This schedule is to be deleted as custodianship of these records was transferred to the City Clerk/License Division (Milwaukee Code of Ordinances Chapter 81) and they are maintaining these records under schedule 17-0045 <u>License Applications- General</u> . No inventory currently exists.	Creation + 4 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
68	384	Health Dept./ Family and Community Health	17-0046	<u>Nurse-Family Partnership Client Records</u>	New	These records contain charting and documentation including forms H-705 and H-172 for clients that were referred to or enrolled in the City of Milwaukee's Nurse-Family Partnership Program. The Nurse-Family Partnership Program is a program in which first-time mothers receive home visitation services from City of Milwaukee registered nurses. The registered nurses keep electronic charts for each client in addition to hard- copy charting and documentation. The hard-copy documentation consists of items such as nursing assessments, billing forms, developmental screenings, and other health or case management documentation.	Creation + 3 Yrs. Office + 4 Yrs. Records Center	Destroy Under Supervision	Yes
69	384	Health Dept./ Disease Control Environmental Health	73-0134	<u>Child Health Record (H- 105)</u>	Delete	This schedule will be deleted as these records are obsolete and the record is no longer generated. Child Health records are now generated by the Health Department under schedule 73-0135 <u>Patient Service Record (H-1006)</u> .	Creation + 7 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
70	384	Health Dept./ Public Health Nursing	81-0035	<u>Child Health Conference Record H- 909</u>	Delete	This schedule will be deleted as these records are obsolete and the record is no longer generated. This record series contained medical examination reports with current medical and nursing notes relating to progress of the child, immunizations given, and recommendations made. Health Department does general charting at this time, and records with this information are maintained under schedule 73-01335 <u>Patient Service Record (H-1006)</u> .	Event (Birth Year) + 13 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
71	386	Health Dept./ Disease Control Environmental Health	80-0019	<u>Immunization Program- Federal- Info & Consent Forms</u>	Delete	This schedule is to be deleted as these records are superseded by schedule 80-0079 <u>Vaccine Administration Record & Consent Form (H-623)</u> . Any current inventory will be transferred and maintained according to the retention governed by that schedule. These records contained consent forms to receive vaccines for the Swine Flu, Polio Myelitis, and Influenza.	Creation + 10 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
72	386	Health Dept./ Disease Control Environmental Health	80-0079	<u>Vaccine Administration Record & Consent (H- 623)</u>	Amend	This record is used to record vaccines administered to City of Milwaukee Health Clinic patients. Types of vaccines include, but are not limited to, Hepatitis A & B, Human Papillomavirus (HPV), Flu, Polio and Rotavirus. Information contained on these forms include the patient's full name and address, phone number, date of birth, social security number, medical history questions, type of vaccine given/received, and the signature of the patient or legal guardian.	Current Year + 2 Yrs. Office + 5 Yrs. City Records Center	Destroy Under Supervision	Yes
73	501	DPW	85-M040	<u>Application for Special Privilege Permits</u>	Amend	The function of issuing licenses for Special Privilege Permits was transferred from the City Clerk License Division to DPW in 2010. As a result of Common Council action, Special Privilege Permits are issued to allow an entity to have a private item that is not otherwise allowed by code to exist in the public right-of-way. These types of items include, but are not limited to a statue, awning with legs, balcony projection, stairs, handicap ramp, signs, building façade, etc. Business are billed annually for the use of the public right of way, until the obstruction is removed or the privilege is rescinded. Records include a Petition for a Special Privilege, payment of fees per Milwaukee City Ordinance Chapter 245 as well as photos, maps or letters on a case by case basis. The Schedule Number will be changed to remove the "M" code for microfilming and the retention will also be revised so that it is event driven.	Event (Special Privilege Rescinded) + 5 Yrs. Office	Destroy Under Supervision	Yes
74	501	DPW	85-9040	<u>Appl Special Privilege Permits- Microfilm Copy</u>	Custodial Change	The function of issuing licenses for Special Privilege Permits was transferred from the City Clerk License Division to DPW in 2010. This type of license is issued to businesses for any obstruction or excavation beyond the street line. These records will no longer be microfilmed. This schedule is to be deleted as records will now only be kept in paper form.	Permanent	N/A	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
75	132	City Clerk/ License Division	06-0013	<u>24 Hour Establishment Applications</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> , and any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to convenience stores, filling stations, personal service establishments, recording studios and restaurants that wish to operate between the hours of 12:00 a.m. and 5:00 a.m.	Creation + 4 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
76	132	City Clerk/ License Division	07-0025	<u>Appl Tag Day Solicitation</u>	Delete	This schedule is to be deleted as this license was discontinued in 2000. This type of license was issued to nonprofit organizations to solicit the public on certain days.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
77	132	City Clerk/ License Division	12-0013	<u>Domestic Partnership Registration</u>	Delete	This schedule is to be deleted. As of 2013, registration is now done by Milwaukee County.	Permanent	N/A	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
78	132	City Clerk/ License Division	15-0032	<u>Food Applications</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> or 17-0047 <u>Alcohol and Related License Applications</u> as appropriate. Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to any restaurant, retail food establishment, food peddler, community food program, school, college, university, temporary or seasonal food stand or any location in which food is provided to the public.	Creation + 4 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
79	132	City Clerk/ License Division	15-0033	<u>Public Entertainment Application</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> or 17-0047 <u>Alcohol and Related License Applications</u> as appropriate. Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses who provide any entertainment of any nature or description to which the public generally may gain admission, either with or without the payment of a fee.	Creation + 4 Yrs. Office	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
80	132	City Clerk/ License Division	60-0005	<u>Appl Bill Poster License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to person, firm or corporation engaged in the business of outdoor advertising for a cash consideration by placing, posting or painting on billboards, ground or roof signs, displays, or on the walls of buildings to advertise goods or products to announce coming events, attractions or contests.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
81	132	City Clerk/ License Division	60-0007	<u>Appl Cigarette License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> or 17-0047 <u>Alcohol and Related License Applications</u> as appropriate. Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in selling cigarette and tobacco products.	Creation + 4 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
82	132	City Clerk/ License Division	60-0008	<u>Appl Class A Malt License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0047 <u>Alcohol and Related License Applications</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses selling fermented malt beverages for consumption off premises.	Creation + 4 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
83	132	City Clerk/ License Division	60-0009	<u>Appl Class A Intoxicating Liquor License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0047 <u>Alcohol and Related License Applications</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses selling intoxicating liquor for consumption off premises.	Creation + 6 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
84	132	City Clerk/ License Division	60-0010	<u>Appl Class B Tavern & Related Licenses</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0047 <u>Alcohol and Related License Applications</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to taverns, restaurants and other businesses selling and/or serving alcohol beverages for consumption on the premises.	Creation + 6 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
85	132	City Clerk/ License Division	60-0011	<u>Appl Class B Beer Only License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0047 <u>Alcohol and Related License Applications</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to restaurants and other businesses selling and/or serving fermented malt beverages for consumption on the premises.	Creation + 4 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
86	132	City Clerk/ License Division	60-0012	<u>Appl Class B (Special) License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to bona fide clubs, organized labor unions, county or local fair associations, or agricultural societies, churches, lodges or societies or to posts established by veterans' organizations to temporarily sell fermented malt beverages, wine and soda water beverages at a particular picnic or similar gathering, or at a meeting of a veterans' post or during a fair conducted by fair associations or agricultural societies.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
87	132	City Clerk/ License Division	60-0024	<u>Appl Junk Collector License</u>	Delete	This schedule is to be deleted as this license no longer exists as of 2015. Junk collector activities are now included in the Recycling, Salvaging or Towing Premises license which will now be filed in the 17-0045 <u>License Applications- General</u> series. This type of license was issued to junk collector vehicles.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
88	132	City Clerk/ License Division	60-0025	<u>Appl Junk Dealer License</u>	Delete	This schedule is to be deleted as this license no longer exists as of 2015. Auto wrecker activities are now included in the Recycling, Salvaging or Towing Premises license which will now be filed in the 17-0045 <u>License Applications- General</u> series. This type of license is issued to businesses that have a junk yard.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
89	132	City Clerk/ License Division	60-0027	<u>Appl Parking Station License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses that store motor vehicles where the owner or person storing such vehicle is charged a fee.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
90	132	City Clerk/ License Division	60-0028	<u>Appl Pawnbrokers License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in lending money on personal property or goods which are pledged as security for the loan on the condition that if the loan is not repaid within a specified period of time the goods used as security may be sold to compensate for nonpayment.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
91	132	City Clerk/ License Division	60-0031	<u>Appl Private Waste Collector License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses that collect for transport waste materials on any street or alley.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
92	132	City Clerk/ License Division	60-0034	<u>Appl Second Hand Dealers License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> or 17-0047 <u>Alcohol and Related License Applications</u> as appropriate. Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in the purchase, sale or exchange of any second hand articles of personal property to and from the public.	Creation + 4 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
93	132	City Clerk/ License Division	60-0041	<u>Appl Used Bike, Tires, Batteries License</u>	Delete	This schedule is to be deleted as this license no longer exists as of 2015. Used bikes, tires and batteries business activities are now included in the Recycling, Salvaging or Towing Premises license which will now be filed in the <u>License Applications- General</u> series. This type of license is issued to businesses that buy, sell and/or deal in used bikes, tires, and batteries.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
94	132	City Clerk/ License Division	60-0042	<u>Appl Used or Second Hand Vehicle Dealer License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in buying, selling, exchanging or dealing in secondhand motor vehicles, including secondhand parts of motor vehicles, either retail or wholesale.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
95	132	City Clerk/ License Division	61-0232	<u>Appl Amusement Machine Distributors</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses distributing amusement machines.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
96	132	City Clerk/ License Division	61-0233	<u>Appl Phonograph Distributors Licenses</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses distributing phonograph machines.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
97	132	City Clerk/ License Division	66-0038	<u>Correspondence License Division- Reference Only</u>	Delete	This schedule is to be deleted. As of 2017 all correspondence is part of the application. Request for information and general beer and liquor inquires are kept electronically.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
98	132	City Clerk/ License Division	67-0057	<u>App Curb Space Area Privilege Permit</u>	Delete	This schedule is to be deleted as this license was discontinued in 2009. This type of license was issued to businesses selling merchandise in a designated curb space area for a special event.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
99	132	City Clerk/ License Division	67-0058	<u>Appl Auto Wrecker License</u>	Delete	This schedule is to be deleted as this license no longer exists as of 2015. Auto wrecker activities are now included in the Recycling, Salvaging or Towing Premises license which will not be filed in the 17-0045 <u>License Applications- General</u> series. This type of license is issued to businesses that buy motor vehicles for purposes of dismantling or disassembling, or that dismantles or disassembles any such motor vehicle for the purpose of dealing in the parts thereof.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
100	132	City Clerk/ License Division	67-0062	<u>Appl Snow Plow License Motorized</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses removing snow or ice from the public or sidewalks or public alleys of the city by means of motorized sweepers or plows.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
101	132	City Clerk/ License Division	69-0058	<u>Appl Taxicab Owners Permit</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses or persons to own and operate a public passenger vehicle.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
102	132	City Clerk/ License Division	73-0021	<u>Appl Home Improvement Contractors Certificate</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to persons engaged in the business of installing, repairing, servicing, improving or remodeling any permanent installation or improvement attached to an existing home or building used for residence purposes, but not exceeding 6 living units, accessory buildings, or any appurtenance thereto, or any sidewalks, driveways or other approaches to such building.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
103	132	City Clerk/ License Division	73-0022	<u>Appl Home Improvement Salesman's Certificate</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to persons who solicit or sell at any place within the city, other than within a building or structure used as a place of business, any home improvement or permanent installation or similar improvement attached to an existing home or building used for residence purposes, but not exceeding 6 living units, accessory buildings, or any appurtenance thereto, or any sidewalks, driveways or other approaches to such building.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
104	132	City Clerk/ License Division	73-0123	<u>Appl Shooting Gallery</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses operating a shooting gallery or place to practice target shooting.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
105	132	City Clerk/ License Division	73-0124	<u>Appl Direct Seller</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to persons who sell goods or take sales orders for the later delivery of goods on any public way or other public premises, and includes peddlers and solicitors.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
106	132	City Clerk/ License Division	73-0125	<u>Appl Livery License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to persons who provide transport to the public using horse-drawn surrey for hire.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
107	132	City Clerk/ License Division	79-0054	<u>Appl Private Alarm Business License</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in providing, selling, leasing, renting, installing, monitoring, servicing, altering, moving or causing any alarm system to be sold, installed, monitored, serviced or altered in or on any other person's building, place of business, structure, residence or other facility for compensation.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
108	132	City Clerk/ License Division	79-0058	<u>Appl Daytime Residential and Impacted Area</u>	Delete	This schedule is to be deleted as this license is now obtained from the Milwaukee Police district stations. This type of license was issued to city residents parking on city streets during specified hours.	Creation + 2 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
109	132	City Clerk/ License Division	83-0002	<u>Appl Food Peddler Vehicle Permit</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> or 17-0047 <u>Alcohol and Related License Applications</u> as appropriate. Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to any person and business who operates a pushed, pedaled, pulled or motorized vehicle from which food is prepared or sold.	Creation + 4 Yrs. Office	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
110	132	City Clerk/ License Division	83-0003	<u>Appl Use Civic Center Plaza (Applicants Limited)</u>	Delete	This schedule is to be deleted as this license was discontinued in 2010. This type of license was issued to nonprofit organizations and organizations devoted to public purposes using the civic center plaza.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
111	132	City Clerk/ License Division	84-0036	<u>Appl Class D Operator- Limited</u>	Delete	This schedule is to be deleted as these applications are now interfiled with the Class D Bartender license applications. This type of license is issued to individuals working as temporary bartenders for nonprofit events.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
112	132	City Clerk/ License Division	86-0002	<u>Receipt, CC 222</u>	Delete	This schedule is to be deleted. Receipts are now in a new format and kept with the Daily Treasurer's Reconciliation Reports.	Creation + 2 Yrs. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
113	132	City Clerk/ License Division	91-0047	<u>Appl Special Event- Sales from Barricade Area</u>	Delete	This schedule is to be deleted as this license was discontinued in 1999. This type of license was issued to applicants who wish to sell within the barricade area setup by the police and committee during the city festival and circus parade.	Creation + 1 Yr. Office + 4 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
114	132	City Clerk/ License Division	91-0048	<u>Appl Special Event- Sales from Private Property</u>	Delete	This schedule is to be deleted as this license was discontinued in 1999. This type of license was issued to applicants who wish to sell from private property during the city of festival and circus parade.	Creation + 1 Yr. Office + 4 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
115	132	City Clerk/ License Division	99-0103	<u>Special Privilege Newspaper Vending Box Apps</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> , and any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses for the use of newspaper vending boxes.	Creation + 1 Yr. Office + 2 Yrs. City Records Center	Destroy Under Supervision	No - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.

SCHEDULES FOR CIMC REVIEW - SEPTEMBER 14, 2017
REPORT #2 -- CART approved August 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
116	132	City Clerk/ License Division	99-0104	<u>Civic Center Plaza</u>	Delete	This schedule is to be deleted as this license was discontinued in 2010. This type of license was issued to businesses using the civic center plaza.	Creation + 2 Yrs. Office + 2 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
117	132	City Clerk/ License Division	99-0105	<u>Escort Business and Escort License Application</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses or persons who (for a fee, commission, salary, hire, profit, payment or other monetary considerations) accompanies or offers to accompany another person to or about social affairs, entertainments or places of amusement or consorts with another person about an place of public resort or within any private quarters.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
118	132	City Clerk/ License Division	99-0106	<u>Precious Metal & Gem Dealers' License Applications</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses engaged in buying, selling or receiving secondhand jewelry, sterling silverware or gold or silver coins or bullion to and from the public.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
119	132	City Clerk/ License Division	99-0139	<u>Mobile Home Park License Application & Resolution</u>	Delete	This schedule is to be deleted as these records will be consolidated under schedule 17-0045 <u>License Applications- General</u> . Any existing inventory will be transferred and maintained according to the retention governed by that schedule. This type of license is issued to businesses or persons who operate and maintain a manufactured home community.	Creation + 1 Yr. Office + 3 Yrs. City Records Center	Destroy Under Supervision	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
120	862	Milwaukee Public Library/City Archives	17-0049	<u>Rivers--Record of Stages</u>	New	This is a new record series created to officially list newly discovered records from the City of Milwaukee, Department of Public Works/Engineer's Office to be transferred and maintained permanently at the City Archives at the Milwaukee Public Library. These records consist of logs created by the City Engineer's Office: daily temperature readings of the Milwaukee River January 1952 -1962, daily recordings of river stages from 1982 through 1968, and hourly recordings of river stages from 1962-1981.	Permanent MPL City Archives	Permanent	No- this is an administrative/housekeeping schedule for archival records and does not involve any records destruction.