

## Delete/Superseded Schedule Request Form

**This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.**

|  |   |
|--|---|
| Department Name:<br>DPW-Sanitation                   | Department Number:<br>565                         |
| Department Head<br>Ghassan Korban <i>[Signature]</i> | Division Head<br>Laura Daniels <i>[Signature]</i> |
| Department Records Coordinator<br>Ana Benites        | City Records Officer<br>Brad Houston              |
| City Clerk (on behalf of the CIMC)<br>Jim Owczarski  | Date  |

**Option 1 – Deleting a Schedule** This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

**Option 2 – Superseding a Schedule** This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

| Schedule # |         | Series Title  | Change Requested                             |  | Details   |
|------------|---------|---|--|--|---|
| 1          | 73-0096 | Time Record C-251 Through 1986                        | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Records No Longer Generated/No Inventory  |
| 2          | 74-0064 | Frequency & Equipment Report                          | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to 74-0062 "Collection Frequency & Equipment Report"                                 |
| 3          | 74-0142 | Notice for Weed Destruction                           | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Forestry 17-0003 "Code Enforcement Violation" No Inventory/Final Disposition 2010 |
| 4          | 74-0147 | Commercial Collection Service (SS-65)                 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Records No Longer Generated/No Inventory  |
| 5          | 82-0029 | Tachograph Form Vehicle Without Accident or Probation | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Records No Longer Generated/No Inventory  |
| 6          | 82-0032 | Tachograph Form Vehicle With Accident or Incident     | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Records No Longer Generated/No Inventory  |
| 7          | 96-0025 | Notice of Snow Clearing                               | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Forestry 17-0003 "Code Enforcement Violation" No Inventory                        |
| 8          | 96-0026 | Special Service Request                               | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Records No Longer Generated/No Inventory  |
| 9          | 96-0027 | Complaint Service Request                             | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Unified Call Center   |
| 10         | 74-0159 | Correspondence File                                   | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to 74-0158 "General Subject Files & Correspondence"                                  |
| 11         | 65-0356 | Notice of Appointments-Promotions                     | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Global 11-0035 "Personnel File"   |



Office of the Common Council - City Clerk  
City Records Center

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Bradley Houston  
City Records Officer  
Bradley.Houston@milwaukee.gov

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| <u>Schedule #</u> |         | <u>Series Title</u>                | <u>Change Requested</u>                      |  | <u>Details</u>   |
|-------------------|---------|------------------------------------|--|--|--|
| 12                | 65-0357 | Notice of Appointment-Temporary    | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Global 11-0035 "Personnel File"                  |
| 13                | 67-0134 | Purchase Requisitions              | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to 74-0158 "General Subject Files & Correspondence" |
| 14                | 74-0152 | Payroll Report- Snow/Ice Control   | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to 65-0363 "Payroll - Employee Time Reports"        |
| 15                | 96-0024 | Driver Assignment Sheets           | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2            | Transfer to Buildings and Fleet/Fleet Dispatch               |
| 16                | 74-0063 | Personnel and Payroll Report SS-62 | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Global 10-0025 "Time Keeping Records Paper"      |
| 17                | 65-0363 | Payroll, Departmental (C)          | <input type="checkbox"/> Option 1            | <input checked="" type="checkbox"/> Option 2 | Transfer to Global 10-0025 "Time Keeping Records Paper"      |