

SCHEDULES FOR CIMC REVIEW - DECEMBER 14, 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	132	City Clerk/License Division	17-0050	<u>Lobbyist Registrations & Principal Expense Statements</u>	New	Lobbyist Registrations are filed by persons who are employed by principals, are contracted for, or that receive economic consideration other than reimbursement for actual expenses from a principal, and who lobbies on behalf of the principal.	Creation + 7 Yrs./ Office	Destroy Under Supervision	Yes
2	156	Document Services Section	17-0051	<u>Document Service Reports- Scanned</u>	New	This schedule contains paper records that are being scanned and maintained electronically in various Administrative E-Vault applications. Types of records include, but are not limited to, record retention schedule reports, State Public Records Board RDA forms, retention schedules (dating back to the 1950s), department history records, reports, statistics, meeting materials, etc. Per Wis. Stat. §137.20, the original paper documents will be imaged and subjected to review to ensure the quality of the images is acceptable. Upon verification of the quality, the paper documents will be kept on site for three months and then destroyed confidentially.	Event (Scan & Index) + 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.
3	166	Worker's Compensation	79-M010	<u>Workers Compensation Claims Case Files (Original)</u>	Renewal	This record series includes Worker's Compensation Injury and Illness Case Files. The contents of these case files include, but are not limited to, medical records, correspondence and medical bills, as well as other documentation relating to investigations and litigation. Per Wis. Stat. §137.20, the original paper documents will be imaged and subjected to review to ensure the quality of the images is acceptable. Upon verification of the quality, the paper documents will be kept on site for three months and then destroyed confidentially. Digital records will be retained until the closure of the claim + 12 years. See related Schedule 79-E010.	Event (Scan & Index) + 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.
4	170	Election Commission	17-E057	<u>Absentee Ballot Proof of Identification Documentation</u>	New	Wisconsin Photo ID law requires (unless they are exempt) a voter who submits an application to vote an absentee ballot by mail must include proof of their valid photo identification. The retention of the photo identifications are related to the voter's registration status. Per the recommendation of the Wisconsin Election Commission, the City of Milwaukee Election Commission is required to retain the proof of identification on file for all future elections until the voter's registration status changes (ex. change of address, inactivation, change of name, etc.) Annotated proof of identification documentation will be transferred to the City Records Center one month after the date of election to be scanned into E-Vault. (See schedule 17-S057)	Event (Change in registration status) + 4 Yrs./E-vault	Destroy Under Supervision	Yes
5	170	Election Commission	17-S057	<u>Absentee Ballot Proof of Identification Documentation</u>	New	See description of record in schedule 17-E057.	Event (Scan & Index) + 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.
6	211	Comptroller	74-0178	<u>Federal Grants</u>	Amend	This series includes, but is not limited to, records related to the administration of federal grants such as applications, agreements, vendor contracts, expenditures, vouchers, cost reports, financial reports and request for reimbursements which may include personal account numbers and social security numbers.	Event (Grant Termination) + 5 Yrs./ City Records Center	Destroy Under Supervision	Yes

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7	230	Assessor's Office	62-0051	<u>Exempt Property Record Card- Active</u>	Delete	This schedule is to be deleted, and no inventory currently exists. Records generated in the future will be superseded by schedule 15-0022 <u>Exemption Reports Bi-annual</u> .	Permanent	Permanent	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
8	230	Assessor's Office	62-0052	<u>Exempt Property Record Card- Inactive</u>	Delete	This schedule is to be deleted, and no inventory currently exists. Records generated in the future will be superseded by schedule 15-0022 <u>Exemption Reports Bi-annual</u> .	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.
9	360	Dept. of Neighborhood Services	80-0048	<u>Application for Permit Rooming House, Hotel</u>	Delete	This schedule is to be deleted as custodianship of these records was transferred to the City Clerk/License Division, and they are maintaining these records under schedule 17-0045 <u>License Applications- General</u> .	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.
10	548	DPW- Infrastructure Administration	69-0201	<u>City Engineer Correspondence</u>	Amend	This record series includes City of Milwaukee Engineer correspondence, Resolutions, reports, public safety letters, property owner mailings, etc. This schedule is being amended to further clarify the records series content.	Fiscal Year + 2 Yrs./Office +13 Yrs./ City Records Center	Destroy Under Supervision	Yes
11	548	DPW- Infrastructure Administration	80-0042	<u>Sub-Account Folder- State and Federal Aid</u>	Amend	This record series includes work orders, contracts, State Municipal Agreements, request for reimbursements, progress invoice statements, resolutions, communications, and other related documents for State and Federal Aid projects. This record series also consists of Project ID numbers that are grant related such as BR320 Bridges, ST320 Streets, and C523 which are contract files that goes along with the ST/BR320 grant related projects. This schedule is being amended to reduce the retention from 15 to 11 years.	Fiscal Year + 1 Yr./Office + 10 Yrs./City Records Center	Destroy Under Supervision	Yes
12	565	DPW- Sanitation	17-0055	<u>Truck Changes for Scale Report</u>	New	This record series includes the Truck Changes for Scale report which identifies a daily listing of truck numbers (Garbage, Recycling, Front Load, Rear Load or any other equipment) and route assignments, as well as any deviation from original scheduled route and reason (ex. truck breaks down). The form contains a program code to identify the assigned material (refuse, garbage, recycling, or waste material). The Scale Operator uses the report to record weights at the contracted material collection agency.	Creation + 2 Yrs./Office	Destroy Under Supervision	Yes
13	565	DPW- Sanitation	17-E054	<u>Violation Photographs</u>	New	This record series contains digital photographs taken to document various violations such as weed removal, recycling or garbage cart return, contaminated recycling, prohibited electronics discarded in garbage or recycling carts, snow/ice sidewalk violations, litter, as well as other actions that are against the City Code of Ordinances.	Creation + 5 Yrs./Office	Destroy Under Supervision	Yes

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14	565	DPW- Sanitation	74-0062	<u>Collection Frequency & Equipment Report</u>	Amend	This schedule is being amended to change the title and revise the description. This record series contains a monthly report that monitors garbage and recycling collection and equipment use frequency. The report lists the employee, vehicle number, work days, daily tonnage and any break-downs of equipment.	Creation + 2 Yrs./ Office	Destroy Under Supervision	Yes
15	565	DPW- Sanitation	74-0136	<u>Snow & Ice Control Documentation</u>	Amend	This schedule is being amended to change the title and revise the description. This record series contains a chronological record of an entire weather event (ice control and emergency snow removal operations) such as weather reports, driver sign-in sheets, memos regarding change in operations, forms, alerts, logs and other related documentation used during general ice control and emergency operations.	Creation + 2 Yrs./ Office + 2 Yrs./ City Records Center	Destroy Under Supervision	Yes
16	565	DPW- Sanitation	74-0143	<u>Contractor Snow Equipment Time Sheets</u>	Amend	This schedule is being amended to change the title and revise the description. This record series contains Time Sheets for private contractors working within the City of Milwaukee for emergency snow removal operations or general ice control. The time sheets indicate the contractor's name, company address, phone number, contract number, the time worked and supervisor's signature. Payment is issued to contractors per the service agreement. These time sheets are not entered into "CityTime" (Online Time Entry for City of Milwaukee employees). Payments are generated via FMIS (City's Financial Information Management System)	Creation + 2 Yrs./ Office + 3 Yrs./ City Records Center	Destroy Under Supervision	Yes
17	565	DPW- Sanitation	74-0144	<u>Estimate of Commercial Rubbish Collection</u>	Amend	This schedule is being amended to change the title and revise the description. Commercial Rubbish Collection Receipt Booklets are maintained for collection of materials outside the normal residential garbage. Fees for the construction collection must be paid in a district office before collection. The booklets document the type of material collected (wood, dirt, concrete, etc.), name of employee who provided a cost estimate, address of collection, receipt and payment info such as check number.	Creation + 3 Yrs./ Office	Destroy Under Supervision	Yes
18	565	DPW- Sanitation	74-0146	<u>Staff Work Log- Districts</u>	Amend	This schedule is being amended to change the title and revise the description. This record series contains daily work logs associated with Sanitation office employees and field staff. Information contained in the work logs includes, but is not limited to, assignments, hours, task completion, incomplete tasks, and other documentation of daily activities.	Creation + 1 Yr./ Office	Destroy Under Supervision	Yes
19	565	DPW- Sanitation	74-0151	<u>Apartment Garbage Service Agreement</u>	Amend	This schedule is being amended to change the title and revise the description. This record series includes service agreements between the City of Milwaukee and the property owner to drive on private property to service recycling and garbage containers.	Event (Agreement rescinded) + 7 Yrs.	Destroy Under Supervision	Yes

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20	565	DPW- Sanitation	74-0154	<u>Dump Check Report</u>	Renewal	The dump check report is used to monitor the arrival of trucks at the transfer station, as each truck has a specified arrival time so that there is not a back-up of trucks waiting to get in. Reports are filled out by supervisors at the transfer stations, and notations are made on drivers not following the schedule, as drivers who repeatedly do not adhere to the schedule can face consequences.	Creation + 1 Yr./ Office	Destroy Under Supervision	Yes
21	565	DPW- Sanitation	74-0156	<u>Hardship Exemptions</u>	Amend	This schedule is being amended to change the title and revise the description. This record series contains hardship applications for snow removal or cart return. The applications serve as a request for special assistance for City of Milwaukee residents who are either a senior citizen or physically unable to handle garbage and recycling carts or otherwise do not have anyone in the household who can provide this function. Applications are renewed annually, and contain the resident's name, address, phone number, type of assistance required, and other information as needed.	Event (Hardship request expires or rescinded) + 2 Yrs./ Office	Destroy Under Supervision	Yes
22	565	DPW- Sanitation	74-0158	<u>General Subject Files and Correspondence</u>	Amend	This record series is being amended to combine general subject files for Sanitation as well as department correspondence. Correspondence is in the form of memos, emails, letters to the public from the Commissioner and Department Head. Subject files may contain, but are not limited to, special event records, maps, annual events, races, parades, purchasing requisitions, vendor correspondence, quotes, item specifications, etc.	Creation + 7 Yrs./ Office	MPLSCREEN	Yes
23	565	DPW- Sanitation	74-0160	<u>Annual Report- Bureau</u>	Renewal	These records consist of Annual Reports of the DPW/Sanitation division. Reports include such information as newly created programs, obsolete programs, statistics related to tons of solid waste, recycling, leaves, street sweeping, inches of snow, Clean and Green program activity, and any catastrophe and response that occurred during the year.	Creation + 3 Yrs./ Office	Transfer to LRB for permanent retention	Yes
24	565	DPW- Sanitation	79-0048	<u>Safety Shoe Purchase Authorization</u>	Renewal	Sanitation employees are required to wear specific safety shoes, which may be purchased outside of the department. The employee would then request reimbursement for the shoe purchase. Employee safety shoe records are used to track the date and frequency of purchase as well as to ensure the time the employee is on the job is beyond the point required length of time for reimbursement. Records in this series includes, but is not limited to, Safety Shoe Vouchers, Authorization to Purchase Safety Shoes, reimbursement request, and receipts which may contain personally identifiable financial information.	Creation + 2 Yrs./ Office + 1 Yr./ City Records Center	Destroy Under Supervision	Yes
25	570	DPW- Sewer Maintenance	84-0032	<u>Crew Leaders Daily Time Report</u>	Amend	This record series contains the <u>Crew Leaders Daily Time Report</u> for Infrastructure's Sewer Field Investigator, Sewer Exam, Cleaning Crew, Large Repair Crew, Yard Crew and Mason Crew. Information contained on the form includes, but is not limited to, Employee's name and ID number, date, hours worked, program number, equipment used & number of hours, material description & quantity. The reverse side contains the <u>Daily Productivity Report</u> and information on the street or alley address, date, description of work and program number. These records are used for payroll and invoicing purposes.	Fiscal Year + 7 Yrs./ City Records Center	Destroy Under Supervision	Yes

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26	701	Records to be Screened for MPL Archives	17-0059	<u>Emergency Government Coordinator Files</u>	New	This schedule contains correspondence, policies, and operations manuals for the Milwaukee Emergency Government Administration, which was created to coordinate City government response to a natural disaster or attack. This office was subsumed under the Office of Emergency Management and Homeland Security in 2007. These records document important policies and procedures around defense of City government, and should be screened for historical value.	City Archives at MPL/Permanent	Permanent	Yes
27	701	Records to be Screened for MPL Archives	17-0060	<u>Radiological Survey Materials</u>	New	This record series contains various pieces of equipment maintained by the Emergency Government Administration to be used in the vent of a radiological event, such as a nuclear attack. Equipment includes survey meters, dosimeters, radiation detection kits, log books, and various manuals documenting the use of the tools. All of the equipment is long-since obsolete. The items may have some historical or display interest, but have been unusable for their original function for some time. A representative sample should be retained for permanent preservation	City Archives at MPL/Permanent	Permanent	Yes
28	900	City-wide Global Schedules	17-0052	<u>Hazardous/ Environmental Waste Disposal Manifests</u>	New	This is a new City of Milwaukee Global schedule created for use by all departments disposing of hazardous or environmental waste to ensure compliance and limit liability associated with sending waste for disposal. Due to the long-term potential harmful effects of mis-handled substances to human health or the environment, and in keeping with State General Schedule RISK0071 – Waste Disposal Site Records, this schedule's disposition will be permanent. Examples of hazardous or environmental substances may include, but are not limited to biomedical waste (blood, specimens, tissue, sharps, infectious or pathological waste, etc.), automobile waste chemicals (oil, antifreeze, fuel, etc.), paint (thinners, solvents etc.), asbestos, pesticides, herbicides, batteries etc. Department records may include, but are not limited to, receipts from waste removal facilities, certificates of destruction, disposal company information, certificates of proper handling, collection log sheets, the identity, composition, and quantity of material removed.	Originating Department/ Permanent	Permanent	Yes
Schedules being Deleted and Superseded by pre-approve Global Schedules									
29	131	City Clerk/ Administration	76-0009	<u>Payroll Report of Time Off Overtime (CPB-171)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports.</u>	Fiscal Year + 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.
30	151	Dept. of Administration/ Budget & Management	67-0008	<u>Time Off & Payroll Information Record</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports.</u>	Fiscal Year + 3 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.
31	152	Dept. of Administration/ Purchasing	61-058L	<u>Time Off Overtime, Payroll Rept. To City Service</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports.</u>	Fiscal Year + 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.

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32	163	Milwaukee Police Department (MPD)- Safety Division	65-0249	<u>Payroll Report of Time Off Overtime (C)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> .	Fiscal Year + 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.
33	230	Assessor's Office	65-0265	<u>Payroll Report of Time Off Overtime (C)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> .	Fiscal Year + 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.
34	*	Milwaukee Police Department (MPD)	92-0027	<u>Overtime Report YTD Summary by Pay Period 113.642</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> . *This applies to MPD Division #s 329, 330, 332, 333, 334, 335, 339, 340, 342, 343, 344, 346, 347, 349, 351, 352, 357, & 358.	Fiscal Year + 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.
35	328	Fire Department	65-0165	<u>Payroll Report of Time Off Overtime (c)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> .	Fiscal Year + 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.
36	360	Dept. of Neighborhood Services (DNS)	64-0157	<u>Payroll Report of Time Off Overtime (Copy)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> .	Fiscal Year + 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.
37	381	Health Department/ Admin	65-0181	<u>Payroll Report of Time Off Overtime (C)</u>	Delete	This schedule is to be deleted and any future records will be superseded by the Global schedule 14-E015 <u>Time Owed and Allowed Reports</u> .	Fiscal Year + 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	548	DPW- Infrastructure Administration	70-0180	<u>Accounting Vouchers Debit and Credit</u>	Delete	This schedules is to be deleted as records are obsolete. Any future records generated will be maintained under 10-0052 <u>Accounts Payable Records- Departments</u> .	Event (Audit) + 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.
Department Adoptions of pre-approved Global Schedules									
39	131	City Clerk/ Administration	14-E015	<u>Time Owed and Allowed Reports</u>	New	The City Clerk's Office will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

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40	132	Municipal Court	11-0022	<u>Classification File</u>	New	The Municipal Court will adopt use of the City's Global schedule for Classification Files.	Event (Final report) + 10 Yrs./ Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
41	132	Municipal Court	11-0025	<u>EEO/ERD Complaint Files</u>	New	The Municipal Court will adopt use of the City's Global schedule for EEO/ERD Complaint files.	Event (Final disposition of charge) + 7 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
42	132	Municipal Court	11-0027	<u>Employment Applications/ Resumes- Unsolicited</u>	New	The Municipal Court will adopt use of the City's Global schedule for Employment Applications/Resumes- Unsolicited.	Current Year + 6 months/Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
43	132	Municipal Court	11-0031	<u>Job Advertisements</u>	New	The Municipal Court will adopt use of the City's Global schedule for Job Advertisements.	Event (Date of Hire) + 4 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
44	132	Municipal Court	11-0032	<u>Job Descriptions- Form CS25</u>	New	The Municipal Court will adopt use of the City's Global schedule for Job Descriptions.	Event (when superseded) + 10 Yrs./ Office	Transfer to MPL with the authority to screen records for historic value	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
45	132	Municipal Court	11-0033	<u>Layoff Plan Files</u>	New	The Municipal Court will adopt use of the City's Global schedule for Layoff Plan files.	Event (Plan becomes superseded) + 1 month/Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
46	132	Municipal Court	11-0034	<u>Litigation Files</u>	New	The Municipal Court will adopt use of the City's Global schedule for Litigation Files.	Event (Date of Closure or Final Disposition) + 8 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
47	132	Municipal Court	11-0036	<u>Personnel Files- Medical</u>	New	The Municipal Court will adopt use of the City's Global schedule for Personnel Files- Medical.	Event (Separation from service) + 8 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
48	132	Municipal Court	12-0033	<u>Organizational History</u>	New	The Municipal Court will adopt use of the City's Global schedule for Organizational History.	Creation + 20 Yrs./Office	Transfer to City Archives at MPL	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

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49	132	Municipal Court	76-0117	<u>Injury Reports:</u> <u>OSHA 300A, 301-EB-49, 300</u>	New	The Municipal Court will adopt use of the City's Global schedule for Injury Reports.	Creation + 7 Yrs./ Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
50	151	Dept. of Administration/ Budget & Management	14-E015	<u>Time Owed and Allowed Reports</u>	New	The Budget Office will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
51	152	Dept. of Administration/ Purchasing	14-E015	<u>Time Owed and Allowed Reports</u>	New	Purchasing will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
52	230	Assessor's Office	14-E015	<u>Time Owed and Allowed Reports</u>	New	The Assessor's Office will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
53	360	Dept. of Neighborhood Services (DNS)	14-E015	<u>Time Owed and Allowed Reports</u>	New	DNS will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
54	300	Milwaukee Police Department (MPD)	14-E015	<u>Time Owed and Allowed Reports</u>	New	MPD will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
55	328	Fire Department	14-E015	<u>Time Owed and Allowed Reports</u>	New	The Fire Department will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
56	381	Health Department/ Admin	14-E015	<u>Time Owed and Allowed Reports</u>	New	Health Dept. will adopt use of the City's Global schedule for Time Owed and Allowed Reports.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
57	548	DPW- Infrastructure Administration	10-0052	<u>Accounts Payable Records- Departments</u>	New	The Infrastructure Division will adopt use of the City's Global schedule for Accounts Payable Records.	Event (Submit to Comptroller's Office) + 6 months/ Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

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58	565	DPW-Sanitation	10-0025	<u>Time Keeping Records (Paper)</u>	New	Sanitation will adopt use of the City's Global schedule for Time Keeping Records.	Fiscal Year + 2 Yrs./Office	Destroy Under Supervision	No- Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
See Separate Delete/Superseded Schedule Request Form for 130 schedules from the Comptroller's Office Divisions 211 & 240									
See Separate Delete/Superseded Schedule Request Form for 17 schedules from Sanitation									