

SCHEDULES FOR CIMC REVIEW - MARCH 15, 2018

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	150	Department of Administration	94-0046	<u>Official Bond Record and Teamster Compensation 1928-1944</u>	Delete	This record series is to be deleted, and any existing inventory will be transferred to the City Archives at MPL. These records are a listing of Workmen Compensation's policy numbers, expiration dates, and terms. Bonds issued to employee and approval dates.	Permanent	Transfer to the City Archives at MPL for Permanent Retention	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
2	150	Department of Administration	95-0068	<u>Ledgers- Former Town of Lake</u>	Delete	This record series is to be deleted, and any existing inventory will be transferred to the City Archives at MPL. Records include Volume 3, 1931-1933.	Permanent	Transfer to the City Archives at MPL for Permanent Retention	No- schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
3	230	Assessor's Office	18-0021	<u>Property Tax Exemption Files- Granted</u>	New	Granted Exemption files are maintained for properties meeting one or more of the property tax exemption criteria in Wis. Stat. §70.11. The files may also contain and written correspondence and/or attachments included with the application. Attachments may include, but are not limited to, information in which the property is used for such as an advertisement or business card. Files are kept in the office while the exemption is in effect.	Event (Revocation of exemption) + 3 Yrs./Office + 2 Yrs./ City Records Center	Destroy Under Supervision	Yes
4	230	Assessor's Office	18-0022	<u>Property Tax Exemption Denial Files</u>	New	Exempt denial files consist of their exempt applications in which did not meet the criteria set forth to make their property exempt from property taxes, and retained as proof of why exemption was denied and for inquiries from the property owner. The exemption denial files may contain any written correspondence and/or attachments included with the application. Attachments may include, but are not limited to, information in which the property is used for, such as an advertisement or business card. Exemption denial files are kept separate from granted exemption files as to not confuse those properties with those that are approved. Sometimes the property owner re-applies for property tax exemption in another year, at that point, all property records are then moved over to the granted file.	Fiscal Yr. + 3 Yrs./Office + 2 Yrs. City Records Center	Destroy Under Supervision	Yes
5	230	Assessor's Office	18-0023	<u>Objection Files</u>	New	Objection files contain objection forms, assessment notices, Board of Assesor Notices, Board of Review Letters and/or hearing exhibits, and any written correspondence between parties. Both successful and unsuccessful objections are kept in these files.	Fiscal Yr. + 4 Yrs./Office + 3 Yrs. City Records Center	Destroy Under Supervision	Yes
6	230	Assessor's Office	18-0024	<u>Low Income Housing Exempt Files</u>	New	The Assessor's Office requires low income housing owners to fill out an occupancy certification each year in order to determine if they are still exempt from property taxes. These files contain applications, correspondence, and property information such as, but not limited to, property and mailing address, buidling type, amount of renters, and rent amount received.	Fiscal Yr. + 3 Yrs./Office + 2 Yrs. City Records Center	Destroy Under Supervision	Yes
7	230	Assessor's Office	18-0025	<u>In-remission and Status Changes Files</u>	New	In-remissions (In-rem)s are foreclosures in which the properties become owned by the City of Milwaukee and exempt from property taxes. Status changes include sales from the City to a private owner or from an exempt property to an owner that is also exempt from property tax. These files include deed judgements, vacate letters, and system records to show information on the changes made.	Fiscal Yr. + 3 Yrs./Office + 2 Yrs. City Records Center	Destroy Under Supervision	Yes

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8	230	Assessor's Office	58-0057	<u>Personal Property File</u>	Renewal	Personal Property files document the tax value of furniture and equipment owned by businesses. The files contain the Sate of Personal Property tax form and communication between the tax payer and the Assessor's Office, including but not limited to emails or notes from the Assessor. Information in these files is used to determine the assessed value for each personal property account. Because the critical information from these files is captured in annual assessment rolls, the files themselves are primarily of administrative short- term audit value.	Fiscal Yr. + 2 Yrs./ Office + 2 Yrs./ City Records Center	Destroy Under Supervision	Yes
9	287	Employee's Retirement System (ERS)	02-0010	<u>Global Pension Settlement Consent Forms and Register</u>	Amend	This record series includes the original consent forms from members, retirees, survivors and other beneficiaries, who have consented to the City of Milwaukee Global Pension Settlement. It also includes forms from all parties that have objected to this settlement as well as those forms that could not be evaluated because signatures were illegible. The records are indexed using a control number that was assigned in sequential order as the forms were received. As of 2018, all consent forms and accompanying register have been digitized and will be retained and accessed in that format. ERS will maintain the electronic documents in their pension information management system (MERITS) for administrative use, and the City Archives at the City Records Center will import the images of these records for archival storage on E-Vault. All future consent forms will be filed as part of the Member Case File (06-E012). Once this schedule is approved, all paper records in inventory at the City Records Center will be destroyed.	Creation + 7 Yrs./ERS Office	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
10	287	Employee's Retirement System (ERS)	18-0020	<u>Employee Wage and Contribution Reporting</u>	New	Commencing in 2006, the City of Milwaukee and City agencies began transmitting secured electronic wage and contribution reporting files for each of their employees directly to ERS. The files contain employee name, social security number, employee identification number, bi-weekly wages/earnings, employee demographics (including any name or address changes and employment history/changes), member contributions and hours worked. The information received from the employer is loaded in ERS' pension information management system (MERITS) and stored on the ERS network server.	Event (Death of Employee or Final Payment) + 10 Yrs./ Office	Destroy Under Supervision	Yes
11	287	Employee's Retirement System (ERS)	18-0026	<u>Legacy Contribution Reporting Records</u>	New	This record series includes a summary and detail report of employee paycheck deductions and contributions to the Employee's Retirement System, including Annual Pension Histories, Annuity Savings Account Details, Bi-Weekly, Earnings and Contributions Reports, Contributions History Cards, and Enrollment Files Terminated. These records were not transferred into ERS's case management system in 2006, but still contain information of use to beneficiaries and ongoing administrative value for ERS staff. As such, they should continue to be maintained on microfilm in the City Records Center for historic/administrative purposes. This new schedule will consolidate a finite series of records from 6 prior schedules into one functionally-related series. All future contributions reporting will be managed under schedule 18-0020.	Creation + 7 Yrs./ERS Office	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
12	546	DPW/ Infrastructure/ Central Drafting	18-0001	<u>Investigation- City Attorney or Police- Homicide</u>	Amend	This record series consists of field books, sketch notes, and other materials related to the documentation of homicide-related crime scenes by Central Drafting staff. These records are used to compile an accurate representation of the crime scene by documenting spacial relationships between evidence and the surrounding area, and include explanatory notes and correspondence between the staff member of the City Drafting and the Milwaukee Police officer responsible for the investigation. These records have long-term, but limited value due to their relationship to homicide cases and the related statute of limitations. NOTE: This schedule was previously #84-0034, which was a duplicate number creating conflict with another series.	Event (Close or declaration of cold case) + 10 Yrs./Office + 30 Yrs./ City Records Center	Destroy Under Supervision	Yes

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13	546	DPW/ Infrastructure/ Central Drafting	72-0166	<u>Land Acquisition & Vacation Proceedings</u>	Amend	This record series includes final map, description, and supplementary material produced by Central Drafting to support City of Milwaukee land acquisition and property vacation proceedings, as described by Milwaukee Code of Ordinances 308-28-4. Due to the ongoing administrative and historical value associated with these maps, and because Central Drafting's organizational scheme may make it easier to find maps for particular addresses or areas, these should be kept separately and stored permanently in E-Vault. Records received in paper format should be retained for 90 days after scanning for quality control purposes and then destroyed.	Creation + 15 Yrs./ Office	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
14	546	DPW/ Infrastructure/ Central Drafting	72-0171	<u>Quarter Sections- Milwaukee County</u>	Amend	Quarter section maps created by the Central Drafting Section of the Infrastructure Division to provide aggregate survey and property boundary data for areas within the City of Milwaukee. In addition to engineering data, recent electronic versions of these maps serve as the authority for house and building address numbering via the Assessor's Office. Current versions of these maps are made available to the public via the Milwaukee Quarter Section app on the City of Milwaukee website. Scanned paper records should be retained 90 days after scanning for quality control purposes and then destroyed.	Event (When superseded) + 2 Yrs.	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
15	546	DPW/ Infrastructure/ Central Drafting	72-0173	<u>Official City of Milwaukee Map</u>	Amend	Official Map of the City of Milwaukee, including city boundaries, street layout, major features such as parks and public buildings, aldermanic district boundaries, police district boundaries, voting wards, parcel and tax key information, and other information about the City of Milwaukee. Much of the information contained in the official map is made available to the public via the Map Milwaukee Portal on the City of Milwaukee website. Creation and maintenance of these records is mandated by Milwaukee Code of Ordinances Ch. 19.03 and Wis. Stat. 62.23 (6), and has significant historical value. Due to the electronic and mutable nature of the records, an annual snapshot of the Official Map should be exported from its active system and transferred for archival retention in the City Records Center E-Vault system.	Event (Upon Revision) + 1 Yr.	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
16	546	DPW/ Infrastructure/ Central Drafting	77-0168	<u>Reviews- Planned Development, Certified Survey</u>	Amend	Records supporting review of certified survey maps or planned developments by Central Drafting, as such review relates to public improvement. Files may also contain copies of related maps, as well as originals of internal and external correspondence and departmental memoranda that prompted the review. Once the certified map, plat or planned development has been approved, and accepted in the final form, these records are no longer required for administrative purposes and should be kept for statute of limitations reasons only, then destroyed.	Event (Approval of final plan) + 3 Yrs./ Office + 4 Yrs./ City Records	Destroy Under Supervision	Yes
17	546	DPW/ Infrastructure/ Central Drafting	77-0169	<u>Certified Survey Map Check Records</u>	Amend	Prints or electronic versions of certified survey maps, as submitted to the City of Milwaukee, which show required corrections to the documents, along with all correspondence relating to the review charges for the infrastructure Division and Department of Public Works, as outlined in Milwaukee Code of Ordinances 81-49 5. Once corrections have been made and the final copy of the survey has been certified, these records may be destroyed.	Event (Final Copy Certified) + 1 Yr./ Office	Destroy Under Supervision	Yes

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18	546	DPW/ Infrastructure/ Central Drafting	78-0047	<u>Plats and Index</u>	Amend	Official engineering maps, and indexes to containing volumes, of land subdivisions within the City of Milwaukee, as submitted by surveyors and/or property owners following requirements described in Milwaukee Code of Ordinances 119-6 to 119-10. Maps are received by the Department of City Development, which maintains all required certificates and distributes the plats for review by the City Engineer, Public Works Commissioner, and City Treasurer. Once approved by council, Central Drafting maintains the final approved and certified copy. Because of the high administrative and historical value, the final version of all plats should be maintained as archival material at the City Records Center, either in paper or electronic form (in E-vault for the latter). This is a revision of an existing schedule to clarify workflow and render the schedule format-neutral. Schedules 78-9047 and 78-M047 will be incorporated into this series. Paper or microfilm records scanned to E-Vault should be retained for 90 days for quality control purposes, then destroyed.	Event (Common Council Approval) + 5 Yrs./Office	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes
19	546	DPW/ Infrastructure/ Central Drafting	84-0035	<u>Investigation Report, City Attorney- Non Homicide</u>	Renewal	This record series includes field books, sketch notes, and other materials related to the documentation of non-homicide-related crime scenes by Central Drafting staff. These records are used to compile an accurate representation of the crime scene by documenting spacial relationships between evidence and the surrounding area, and include explanatory notes and correspondence between the staff member of City Drafting and the Milwaukee Police officer responsible for the investigation.	Event (Close of Investigation) + 3 Yrs./Office +7 Yrs. City Records Center	Destroy Under Supervision	Yes
20	546	DPW/ Infrastructure/ Central Drafting	87-0026	<u>Public Correspondence Files</u>	Amend	Routine correspondence between employees of Central Drafting and members of the public. Typically this correspondence consists of requests for information from Central Drafting, particularly regarding public ways and the City of Milwaukee interests in various properties. In some cases, this correspondence may also take the form of requests for copies of prints or maps created or maintained by Central Drafting. With some exceptions, this correspondence likely has high administrative value, but low historical value, and so can be destroyed once no longer useful for reference or legal purposes.	Creation + 2 Yrs./Office + 4 Yrs. Records Center	Destroy Under Supervision	Yes
21	546	DPW/ Infrastructure/ Central Drafting	93-0012	<u>Annexations and Detachments- Original Drawings</u>	Amend	Maps of all areas annexed by, or detached from, the City of Milwaukee, including the Town of Lake, Town of Granville, and portions of the Town of Wauwatosa. These records have extremely high historical value and should be retained as archival records. This schedule is being updated for purposes of format-neutrality. Paper or microfilm records should be kept for 90 days after scanning for quality control purposes, then destroyed.	Creation + 10 Yrs./Office +20 Yrs./City Records Center	Transfer to the City Archives at MPL for Permanent Retention	Yes
22	546	DPW/ Infrastructure/ Central Drafting	95-0176	<u>Abstract Files</u>	Amend	This series is records relating to particular quarter-sections in the City of Milwaukee, including quarter section prints with right-of-way revisions, copies of deeds certifying such revisions, and common council file materials relating to the approval or changes to the revisions, including such records from the historical Town of Lake. The records provide a historical overview of the development of each quarter section, and as such are of extremely high administrative and historical value. Each existing file should be imaged and stored permanently in the City Records Center's E-vault system, and all subsequent changes should be sent to the City Records Center once approved by the Milwaukee Common Council. Paper or microfilm records should be kept for 90 days after scanning for quality control purposes, then destroyed.	Event (Change to quarter-section approved by council) + 5 Yrs./ Office	Transfer to the City Archives at the City Records Center for Permanent Retention	Yes

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23	546	DPW/ Infrastructure/ Central Drafting	96-0059	<u>Digger's Hotline Requests</u>	Renewal	Digger's Hotline requests all utilities to paint in their utility locations within a specified time for use by general contractors or private citizens planning to excavate. This series includes two types of requests for Digger's Hotline formation: computer printouts and handwritten requests taken over the telephone. Also included is an audit of requests sent via computer to the City from Digger's Hotline. Information in the requests includes the type of location, field representative, type of work, requesting party name, address, and phone number, address where markings are to be done, and the plan numbers used for markings.	Creation + 2 Yrs./Office + 5 Yrs. Records Center	Destroy Under Supervision	Yes
24	546	DPW/ Infrastructure/ Central Drafting	97-0108	<u>Building Moving Permit & Oversized Load Routes</u>	Renewal	Application and permit for transport of buildings via public roadways, including a sketch of the building being moved and a sketch of the truck axle layout. DPW generates routes to be used to move the oversized load and attaches the routes to a record in Milwaukee's Land Management System to inform the permit desk and movers of the route. These records have low administrative value once the move of the building has been completed.	Creation + 1 Yr./Office	Destroy Under Supervision	Yes
25	900	Global	02-0016	<u>Accounts Payable</u>	Renewal	Records related to the purchase of goods or services. May include approved claims, procurement record checklists, purchase orders, and other payment history records, invoice requests, merchandise receipts, vendor invoices, agency vouchers, service reports, and other supporting documentation. Also includes records used by accounts payable to track and monitor the claims and payment process on a daily basis, including manual and automated logs, registers, listings and related records. This record series includes Control Group Reports generated from the FMIS system along with accompanying invoices received by all city departments. This includes the records for Procard Payments and Petty Cash, for purchases under \$5,000 and \$100, respectively. This schedule supersedes Schedules 09-E087 and 10-0052	Fiscal Yr. + 8 Yrs.	Destroy Under Supervision	Yes
26	900	Global	18-0008	<u>Accounts Receivable</u>	New	Records related to the receipt of funds for goods or services provided. These may include, but are not limited to, records documenting receipt of funds including forms, cash register receipts, receipts remittance forms, cash receipts and attached documentation, accounts receivable invoices, deposit forms, lockbox reports, and other accounts receivable documentation.	Fiscal Yr. + 8 Yrs.	Destroy Under Supervision	Yes
27	900	Global	73-0298	<u>Audit Reports- Final & Department Response</u>	Renewal	Audit reports are used to inform auditee (Departments, including non-city agencies, where a financial relationship exists, etc.) of its financial and operational activities. Attention is directed to findings with recommendations for correction. Some audit reports are strictly informational to the Common Council such as status updates and Fraud Hotline reports. These records are considered permanent by the City of Milwaukee and subject to City Ordinance Ch. 305-32.	Creation + 10 Yrs./Office	Transfer to the City Archives at the Legislative Reference Bureau for Permanent Retention	Yes
28	900	Global	18-0004	<u>Audit Work Papers & Supporting Documentation</u>	New	The records maintained under this schedule are audit work papers and all required documentation per Yellowbook standards, which are detailed information and data upon which audit reports, the annual audit plan, and the fraud hotline report is based. Required documentation includes audit file workpapers, continuing education required certificates, and any other required documentation for compliance with Generally Accepted Government Auditing Standards.	Creation + 7 Yrs./Comptroller's Office	Destroy Under Supervision	Yes

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29	900	Global	18-0016	<u>Capital and Non-Capital Equipment Inventories</u>	New	Records include running inventories of capital equipment such as motor vehicles, audio-visual equipment, computers, printing and mailing equipment, production copiers, tools lab equipment, furniture, etc., that describe each piece of property, denote its location, and provide totals of each type of equipment owned by City Departments. Also included are the same types of inventories for non-capital equipment such as office supplies, computers, commodities, parts, and materials.	Fiscal + 4 Yrs.	Destroy Under Supervision	Yes
30	900	Global	18-0010	<u>Cash Management Administrative Records</u>	New	Records used to track ongoing cash inflow and outflow, including daily deposit records, cash receipts, reports on cash received by the Treasurer's Office and other departments, bank statements, cash books, daily cash register receipts and reconciliation, and related documentation. Also included in this series are records related to investment portfolio management of all City units. This series also includes correspondence and other administrative supporting documentation not otherwise scheduled. Records in this series may be scanned and maintained in financial management systems, including FMIS and department-specific systems. Paper records scanned in this manner should be retained for 3 months after scanning for quality control purposes, then destroyed.	Fiscal Yr. + 7 Yrs.	Destroy Under Supervision	Yes
31	900	Global	18-0011	<u>Checks (Cancelled)</u>	New	Images of checks issued and paid by the Treasurer's Office, provided by the City of Milwaukee's working bank and retained as proof of payment and to provide copies as needed.	Fiscal Yr. + 7 Yrs.	Destroy Under Supervision	Yes
32	900	Global	18-0012	<u>Checks (Received)</u>	New	Checks received and cashed by city departments in exchange for services rendered or bills issued, including tax bills. Once cashed, these checks are scanned and maintained electronically by the City of Milwaukee's working bank.	Event (Deposit and imaging of check) + 2 Weeks	Destroy Under Supervision	Yes
33	900	Global	18-0006	<u>City Budget (Final & Proposed)</u>	New	Executive Budget for the City of Milwaukee, comprising a description of the total anticipated revenues for the upcoming fiscal year and a breakdown of the appropriation of those funds by department and line-item. The full budget includes a budget forecast for Milwaukee; detailed narrative descriptions of each department's mission, services, outcome measures and related activities; and a summary of appropriations by expenditure category. For each fiscal year, a budget packet is produced consisting of the line-item budget proposed by the mayor, the department descriptions and allocation summaries, and the adopted budget following amendments from Common Council. Some years also include a summary of the capital improvement plan to be adopted by the City over the next 5-6 years. All of these iterations have historic value and should be retained permanently.	Creation + 3 Yrs./ Budget Office	Transfer to the City Archives at the Legislative Reference Bureau for Permanent Retention	Yes
34	900	Global	85-0157	<u>Comprehensive Annual Financial Report</u>	Amend	Annual statement of revenues and expenditures for the City of Milwaukee, as well as independent examination of the financial status of the City. The CAFR covers the actual financial activity of the year to which it pertains, vs. the prospective spending and revenues of the following year represented in the City Budget.	Creation + 3 Yrs./ Comptroller's Office	Transfer to the City Archives at the Legislative Reference Bureau for Permanent Retention	Yes

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35	900	Global	18-0009	<u>Credit Card Receipts and Other Information Received From Sales</u>	New	Credit Card receipts and related documentation associated with credit card transactions. These records should be encrypted or otherwise protected to comply with PCI privacy standards, and are managed by the City's banking service provider; the records should not be stored on City servers. Departments with a need to store these records locally should consult with Information Technology Management Division (ITMD).	Event (Date of Transaction) + 3 Yrs.	Destroy Under Supervision	Yes
36	900	Global	93-0004	<u>Department Budget Review Summaries</u>	Renewal	Summaries, prepared for Common Council Review, of the major activities and budget requests for the upcoming fiscal year. These summaries consist of both the slide deck for the formal presentation made to the Finance and Personnel Committee by the department itself and of the Legislative Reference Bureau Staff Analysis of each year's proposed executive budget. The summaries and analyses provide a record of the impact of the mayor's budget proposal.	Event (Conclusion of Budget Process) + 4 Yrs.	Transfer to the City Archives at the Legislative Reference Bureau for Permanent Retention	Yes
37	900	Global	18-0007	<u>Departmental Budget & Appropriation Requests</u>	New	Requests from individual departments for appropriations from the master city budget for the upcoming fiscal year, along with justifications and program descriptions. These requests are submitted as standard forms (BMD-2 and BMD-2a) maintained by the office of Budget and Management, and used in the preparation of allocations in the proposed budget presented to Common Council. Also included in this series are non-required forms for special funding requests or circumstances, such as Special Purpose Account Requests, Grant and Aid budget requests, Carryover fund requests, and Capital Request Forms. Approved elements are included in the text of the budget document, but it may be useful for departments to retain the appropriation requests for appeal/amendment purposes.	Event (Conclusion of Budget Process) + 4 Yrs.	Destroy Under Supervision	Yes
38	900	Global	18-0002	<u>Fiscal Policies, Procedures, & Manuals</u>	New	All written policies and procedures, either City-wide or department-wide, pertaining to fiscal administration. These records may take the form of memoranda, rules, orders, directives, procedural instructions, regulations, bulletins, notices, and any other instructions issued for managing financial records. Example of records in this series include FMIS System documentation, the Financials Overview Manual, the City Chart of Accounts, and any department-specific procedures manuals.	Retain until Superseded	Transfer to City Records Center for archives screening	Yes
39	900	Global	18-0015	<u>General Ledger</u>	New	The general ledger summarizes the transactions from the Journal entries to provide information on the status of City financial transactions against the adopted/approved budget. This information is currently maintained in its official form within the Financial Management Information System, under legal custody of the Comptroller and physical custody of Information Technology. Some departments, such as the Department of City Development or Milwaukee Water Works, may also maintain ledgers of funds managed by quasi-city agencies such as the Milwaukee Housing Authority.	Permanent	Export to City Archives at the City Records Center (E-Vault)	Yes

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40	900	Global	02-0017	<u>Interdepartmental Requisitions & Invoices (IRIs)</u>	Renewal	IRIs are issued from one City department to another for collection of payment for goods and services. The IRI includes accounting information, transaction charges, department info, and supporting documents related to transactions. IRIs are received by a department, prepared for payment and forwarded to the Comptroller's Office for processing. The completed IRIs are scanned and maintained in E-Vault for the length of their retention period.	Fiscal Yr. + 7 Yrs.	Destroy Under Supervision	Yes
41	900	Global	18-0014	<u>Journal Entries</u>	New	Financial vehicle used to track revenue and expenditures of City departments, including both receipt and voucher/order entries. These entries are posted to the general ledger once the transactions they describe have completed. Records may include, but are not limited to, internal transfers (chargebacks), payment transfers, revenue transfers, budget transfers, and budget entries for projects. Also included is documentation supporting the allocation of procard expenditures, as well as supporting documentation for project budgets.	Fiscal + 15 Yrs.	Destroy Under Supervision	Yes
42	900	Global	18-0005	<u>Reconciliation Working Documents</u>	New	Intermediate fiscal records of receipts and disbursements used to reconcile accounts, including spreadsheets, proof sheets or trial balance work sheets, abstracts of receipts, disbursements, or claims, and other supporting documents related to voucher or procard transactions.	Creation + 7 Yrs./Comptroller or FMIS	Destroy Under Supervision	Yes
43	900	Global	18-0017	<u>Request for Disposal of Scrap, Surplus, or Obsolete Material</u>	New	Records that identify surplus property and track the disposition of property. These records include requests for disposal of surplus property, receipts, copies of reporting forms and supporting documentation that describes the property and the proposed method of disposition. The records might also include acquisition information, depreciation schedules and other reports related to the property/asset being disposed.	Fiscal + 4 Yrs.	Destroy Under Supervision	Yes
44	900	Global	18-0013	<u>Request to Transfer Funds</u>	New	Forms and related documentation to transfer allocated funds between accounts, usually within divisions. When the transfer is approved, the city financial system will update each account based on the final form.	Fiscal + 2 Yrs.	Destroy Under Supervision	Yes
45	900	Global	18-0003	<u>Routine Status & Activity Reports</u>	New	Internal statistical and narrative reports created by a department on the routine operations and functions of a fiscal office, including weekly, monthly and quarterly reports for operations, management analysis and planning. Examples include control group reports, purchasing cross-reference reports, custom process scheduler reports, query printouts, and all other data summaries saved or separated from FMIS.	Retain until no longer needed	Destroy Under Supervision	Yes
46	900	Global	18-0018	<u>Trial Balance & Transaction Reports</u>	New	Report generated from FMIS or other accounting system, run at the end of each biweekly period and the end of each fiscal year to verify that the total of all debits in the general ledger equals the total of all credits. The report is used to correct errors from fund mismatches or other mathematical errors to bring the fund balances in line with Generally Accepted Accounting Principles. The end-of-year adjusted trial balance is critical for an accurate accounting of city cash flow and is used extensively in audits of fiscal bookkeeping. As such, they should be retained permanently with the General Ledger to which they pertain.	Permanent	Export to City Archives at the City Records Center (E-Vault)	Yes

See Delete/Superseded Schedule Request Form for 27 schedules from ERS

See Delete/Superseded Schedule Request Form for 19 schedules from DPW/Infrastructure/Central Drafting & Records



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

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: Employees' Retirement System	Department Number: 287
Department Head Bernard J. Allen	Division Head
Department Records Coordinator Karen McElwee	City Records Officer
City Clerk (on behalf of the CMC)	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	D00-M047	ERS Enrollment Files Terminated	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	92 boxes
2	02-9010	Global Pension Settlement Consent Forms	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 06-E012 <u>Member Case Files</u>
3	73-0306	Group Life Insurance Application, Inactive	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	3 boxes
4	73-0308	Group Life Insurance Death Claims	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Final Disposition in 2024
5	73-0307	Group Life Insurance Monthly Payroll Deduction List	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	2 boxes pending destruction
6	99-0126	Group Life Insurance Remittances	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 06-S012 <u>Member Case Files</u>
7	05-M008	Chapter 36 of the City Charter	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Transfer 8 boxes to LRB
8	05-9008	Chapter 36 of the City Charter	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
9	61-M340	Group Life Insurance Application, Active	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
10	61-9340	Group Life Insurance Application, Active	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 06-E012 <u>Member Case Files</u> ; 1 box



Office of the Common Council - City Clerk
City Records Center

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Bradley Houston
City Records Officer
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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: Employees' Retirement System	Department Number: 287
Department Head Bernard J. Allen	Division Head
Department Records Coordinator Karen McElwee	City Records Officer
City Clerk (on behalf of the CIMC)	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	D99-0112	Annual Pension History Fiche (working copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
2	D00-M035	Annual Pension History Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 (Legacy Contribution Reporting); 2 Boxes
3	D64-M294	Annuity Savings Account Detail	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
4	D72-M046	Beneficiaries History Card Current	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
5	D00-M036	Bi-Weekly Pension Earnings & Contributions	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
6	D99-0113	Bi-Weekly Earnings and Contributions (work copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
7	D69-0075	Contributions History Card-Terminated	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No current inventory
8	D02-0011	Cross-Indexing of Pension Rules	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Records Obsolete; 25 boxes
9	D73-0028	Employee Gross Wages & Deductions (1956-1957)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Transfer to 18-0026 (Legacy Contribution Reporting); 14 boxes
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: Employees' Retirement System	Department Number: 287
Department Head Bernard J. Allen	Division Head
Department Records Coordinator Karen McElwee	City Records Officer
City Clerk (on behalf of the CIMC)	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	99-0111	Annual Pension History Fiche (Security Copy)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 3 boxes
2	00-9035	Annual Pension History Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 3 microfilm rolls
3	79-9007	Annuity Savings Account Detail	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 250 microfilm rolls
4	00-9036	Bi-Weekly Pension Earnings & Contributions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 3 microfilm rolls
5	99-0114	Bi-Weekly Pension Earnings & Contributions (fiche)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 1 box
6	64-9295	Contributions History Card- Active Employees	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 23 rolls of microfilm
7	64-M295	Contributions History Card- Active Employees	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Current Inventory Exists
8	00-9047	ERS Enrollment Files -- Terminated	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 18-0026 <u>Legacy Contribution Reporting Records</u> ; 76 rolls of microfilm
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: DPW/Infrastructure Services/Central Drafting and Records	Department Number: 546
Department Head Jeffrey Polenske <i>Jeffrey S. Polenske Jr</i>	Division Head Tim Thur <i>Timothy J. Thur</i>
Department Records Coordinator Yance Marti <i>Yance Marti</i>	City Records Officer
City Clerk (on behalf of the CIMC)	Date 10/18/17

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	69-0203	Receipts for Cash Sales of Tile House <input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No longer Created <i>No Inventory</i>
2	72-0170	Official City of Milwaukee Map-Sepia <input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	<i>No Inventory</i>
3	72-M163	Homicide Drawings <input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No Longer produced <i>10-15-96</i>
4	72-0167	Land Acquisition and Vacation <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 72-0166 <i>Transfer Inventory</i>
5	72-9166	Land Acquisition and Vacation <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 72-0166 <i>No Inventory</i>
6	72-M166	Land Acquisition and Vacation <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 72-0166 <i>Transfer Inventory</i>
7	85-M016	Land Acquisition and Vacation <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 72-0166 <i>Transfer Inventory</i>
8	78-9047	Plats and Index, Metro MKE <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 78-0047 <i>Transfer Inventory</i>
9	78-M047	Plats and Index, Metro MKE <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 78-0047 <i>Transfer Inventory</i>
10	95-9176	Abstract Envelopes <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 95-0176 <i>No Inventory</i>
11	95-M176	Abstract Envelopes <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 95-0176 <i>No Inventory</i>



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12	72-0168	Annexation and Detachment Drawings—Tracings	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 93-0012 No Inventory
13	93-M012	Original Drawings of Annexations and Detachments	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 93-0012 No Inventory
14	93-9012	Original Drawings of Annexations and Detachments	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 93-0012 No Inventory
15	97-0132	Specialty Maps	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created No Inventory
16	70-9182	House Number Quarter Section Atlas Pages	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 78-0047 No Inventory
17	72-0164	Plat Pages – Handdrawn, Cemetery, Assessor, and Unrecorded Plats	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 78-0047 Transfer Inventory
18	87-0027	Request for Prints or Maps	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 87-0026 No Inventory
19	88-0003	Quarter-Section Revision Notice	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created No Inventory