

# **City Information Management Committee 2017 Annual Report**

---

*This report is submitted pursuant to s. 320-1 of the Milwaukee Code of Ordinances.*

***Purpose: (Per s. 320-31 of the Milwaukee Code of Ordinances)***

*The City Information Management Committee recommends policies and guidelines to the Mayor and Common Council for management of the City's information resource, promote interdepartmental and intergovernmental sharing of information resources, and promulgate guidelines for development and maintenance of City records.*

**Members**

1. ***Chairman Alderman Nik Kovac, Common Council***
2. ***Vice-chair Nancy Olson, Chief Information Officer***
3. ***Jennifer Meyer-Stearns, Assistant Director-Library Operations, Mayoral Designee***
4. ***Aycha Sirvanci, Special Deputy Comptroller, City Comptroller Designee***
5. ***James Klajbor, Deputy City Treasurer, City Treasurer Designee***
6. ***Jim Owczarski, City Clerk***
7. ***Richard Watt, Policy and Administration Manager, Department of Administration  
Director Designee***
8. ***Judy Pinger, Central Library Manager, City Librarian Designee***
9. ***Jane E. T. Islo, Municipal Court Assistant Court Administrator, Chief Municipal Court  
Administrator Designee***
10. ***Deborah Wilichowski, Fire Technical Services Manager, Fire Chief Designee***
11. ***Chuck Burki, Information Systems Director, Police Chief Designee***

**Staff**

1. ***Bradley Houston, Maggie Turner, Jack Gaboury, City Clerk - Document Services, Staff  
Support***
2. ***Peter Block, Assistant City Attorney, Legal Advisor***
3. ***Chris Lee, Staff Assistant, City Clerk, Clerical Support***

### **Committee meetings held:**

*March 9, 2017*

*September 14, 2017*

*December 14, 2017*

Complete meeting minutes are attached as Exhibit A.

### **Items, Reports, and Issues Considered or Discussed:**

#### **2016 Annual Report**

The report was approved by the committee at its March 9, 2017 meeting.

#### **2018 Meeting Schedule**

The committee approved at its December 14, 2017 meeting the meeting schedule for the 2018 year to be at 10 a.m. at City Hall for the following dates: March 15, June 14, September 20, and December 13, 2018.

#### **ADA DOJ Project**

ITMD had issued an RFP and is pursuing a prospective consultant to evaluate the City's public facing websites for ADA compliance as required by an agreement with DOJ. Members and departments are to inform ITMD of any City websites outside of ITMD's scope.

#### **Comptroller IT audit activities**

Completed audits include 9-1-1 System Application Controls (to be submitted to Finance and Personnel Committee) and Department of Public Works License Plate Recognition System (in draft phase of development). Initiated and ongoing audits include Citizen Relationship Management Application Controls (ITMD/UCC; to be completed end of October) and Data Center Controls (to be completed end of November). Upcoming audits include Enterprise-wide Information Technology Risk Assessment (RFP for a consultant submitted and open for bidding), Network Security Controls - Penetration Testing and Scanning (RFP in development for a consultant), and Land Management System (to focus on implementation and change control management).

Complete list of 2017 Comptroller IT audit activities are attached as Exhibit B.

#### **Conference Bridges**

There is the ability to reserve a conference call number for conference call meetings via a RITS (Request IT Service at [www.Milwaukee.gov/RITS](http://www.Milwaukee.gov/RITS)) request to ITMD. Requestor will receive a password and phone number access through the City telephone system. A conference bridge is not audio recorded.

### **E-mail Encryption Instructions**

These instructions from ITMD, as directed by the email use policy, are an approach for City personnel and departments to send encrypted emails outside of the City if the emails contain personal or sensitive information. Encrypted emails sent out will remain in the sent box in the email system and will be searchable and recoverable for open records or litigation purposes. Encrypted emails will required the word "SENDENCRYPT" on the subject line. Recipients of encrypted emails can access the emails through Microsoft 365 login credentials or a one-time retrieval password. Departments that have a need for encrypted emails or suspect inappropriate use of encrypted emails should contact ITMD. Encrypted emails should not be widely used. The desire is to not engage in managing authorized accounts for email encryption.

E-mail encryption instructions are attached as Exhibit C.

### **Land Management System (LMS)**

Under the Information and Technology Management Division (ITMD), LMS has replaced several aging home grown systems since 2016, including the NSS system. Departmental records that have been converted to LMS include Department of Public Works (DPW) permitting, Board of Zoning Appeals (BOZA) appeals, Department of City Development (DCD) planning, and Department of Neighborhood Services (DNS) records from the various departmental system. DNS is the bulk of the LMS system. There have been 2.5 million records converted to LMS, over 40,000 inspections have resulted in LMS since go-live, 120 iPads deployed to DNS field inspectors and some to DPW Forestry, more real-time data and usage for internal and public users, 18,178 building permits pulled in LMS, 44,650 enforcement cases created in LMS, 8,128 DPW permits pulled for right-of-way permits and special events, 1,000 of 26,000 citizen initiated permits paid for on weekends through LMS. LMS presents a robust system for DNS, allows for pulling permits online, and customers are self-serving themselves. DNS and ITMD have met with community organizations to assist them in using LMS. There have been significant concerns about user interface of LMS on the customer end from staff and external customers. DNS and ITMD will take the lead to address those concerns. System-related issues can be directed to ITMD, and office-related issues can be directed to DNS. The LMS homepage has video instructions and written instructions on using LMS. There are email notifications to citizens on permit approvals, outstanding fees, and denials.

### **Mainframe Decommission**

ITMD continues its goal to retire the mainframe by mid-2018. ITMD is identifying and diagnosing unused programs on the mainframe. Departments should contact ITMD with regards to any important programs that are still running under the mainframe or N275.

### **Mobile Device Policy**

At its September 14, 2017 meeting, the committee reviewed and recommended approval of a mobile device policy from ITMD to the Common Council. The purpose of the policy is to address the deployment of many mobile devices and field staff with a high level, citywide policy. The police and fire departments are not included in the policy, and their inclusion or non-inclusion needs to be addressed further. ITMD is also deploying a mobile device management tool to push out new apps, wipe clean all stolen or lost devices, and locate lost devices. The policy prohibits permanently storing records on mobile devices. Personnel should avoid using their own personal devices for storing City-related business. Such use would make records on a personal device a city record and open those device up for records requests. ITMD has a capital request in the 2018 budget to fund a social media records retention tool.

Mobile device policy is attached as Exhibit D.

### **Open Data**

ITMD had issued a RFP and contracted with OpenGov as the open data portal vendor. First goals are to import all data on City webpages into the open portal product, request for additional departmental datasets, and building the inventory.

### **Records Retention from City Records Center**

A goal of the City Records Center is to reduce the number of individual record schedules and increase the number of global schedules. The assumption is that departments are opted in into global schedules unless department notify otherwise to the City Records Center.

### **Proposed Department Record Schedules for Approval**

All 50 items pertaining to departmental schedule recommendations were approved at the March 9, 2017 meeting. Included in the recommendations of note were: creation of about 20 new schedules in DPW-Forestry for personnel records; digitalization of 11 years of reports from Deferred Compensation into e-vault; scanning of oversized food establishment structural drawings from the Health Department; renewal of 2 citywide global schedules; and one new schedule for copies of iRIS for departments. Approved schedules attached as Exhibit E.

Two sets of departmental schedule recommendations, 69 items for the first set and 120 items for the second set, were approved at the September 14, 2018 meeting. Included in the recommendations of note were: 38 closed schedules made into one general 4-year retention license schedule in the Licenses Division; permanent retaining of health disease history cards; change of surveillance cameras to a minimum of 120 days in the Police Department; change of 100 to 10 years for Employees' Retirement System after last payment benefits; and historic records of water levels in the City. Approved schedules attached as Exhibit F.

29 new or renewed schedules, 10 closed schedules due to adoption of a global schedule, 20 adopted global schedules, and 147 closed schedules due to being superseded by late series were approved at the December 14, 2018 meeting. Included in the recommendations of note were: ID records to be for 4 years and for the length of registration rather than 22 months to comply with the photo ID law; and a global schedule for hazardous environmental waste disposal. Approved schedules attached as Exhibit G.

#### **Release of Structure Plans, Designs, Specifications and Related Materials Policy**

A new, updated policy was presented with the goals to protect the City, promote access to records, and simplify access to records. The intention is to not amend the ordinance but bring the policy back in line with the ordinance. Over time the policy had added structures that were not in the ordinance, and the concern is that the current policy does not reflect the ordinance. The additional structures were removed in the new policy version. The new version was to be reviewed further by the City Attorney's Office due to concerns over adherence to the ordinance, further complexity, and open records.

The proposed revised policy is attached as Exhibit H.

#### **State Record Board Approval of Previous Schedules**

The State Records Board meeting held in December 2016 - 13 of 30 schedules were returned for revision relative to format errors and clarification. All returned schedules were revised except the schedules for DCD regarding a retention period of 3 years as opposed to matching a retention period of 4 years for state global schedules, which would be resubmitted to the state board unchanged. Language about creating a global schedule for photos was removed.

The State Records Board meeting held in June 2017 - 19 of 69 schedules were approved by the State Records Board with 4 exceptions that were changed: Election Commission notices to be destroyed after elections; election official application process trigger event to be the end of election cycles; property registration final disposition further clarified; and holding DNS property inspection photos until the end of the appeals process.

The State Records Board meeting held in November 2017 - 41 schedules from 17 departments were approved by the State Records Board with 3 exceptions that required minor changes; however, no official written notice of approval has been received yet.

### **Security Appliance**

ITMD issued an RFP and has contracted with Palo Alto to provide security appliance that will allow for potential intrusion detection to the network, provide better network security, replace all network firewalls, and give new VPNs remote access options. ITMD is testing Palo Alto prior its deployment across the network. Further deployment configuration will come forward first quarter next year. There will be monitoring capabilities for sites, logging of malicious sites visited, and no intention of blocking business appropriate sites.

### **Smart Cities Initiative**

Behind the Environmental Collaboration Office (ECO), an initiative is to make Milwaukee an eco-class smart city by using information technology to innovatively enhance quality of life and make urban services more efficient. ECO and the Mid-West Energy Consortium (M-WERC) have been working on this initiative for over a year stemming from the Urban Sustainability Directors Network and Envision America competition conference. There is synergy for Milwaukee to embrace its technology and publicize it. Milwaukee has technology strength and is not behind other cities; however, the City has not shown that strength, leveraged it adequately, marketed it accordingly, and created a culture. Next steps are to form a public-private working group to look at possibilities, identify technology to implement at a district scale in eco-industrial districts, acquire financing, and create a smart cities website. The technology sectors of focus are energy efficiency and eco-industrial districts. Possible eco-industrial districts are Century City, Menomonee Valley, Harbor District, and Water Technology District. Technologies to consider include electronic and driverless cars; streetlight infrastructure as a platform for apps, sensors, and cameras; and digital kiosks. Federal grant dollars may become available. Large private sector investments can be obtained. Examples of innovation have been Granicus and LMS. The committee is to have a role in the initiative.



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### CITY INFORMATION MANAGEMENT COMMITTEE

**ALD. NIK KOVAC, CHAIR**

**Nancy Olson, Vice-Chair**

**Chuck Burki, Jane Islo, James Klajbor, Jennifer Meyer, James Owczarski, Judy Pinger, Aycha Sirvanci, Richard Watt, and Deborah Wilichowski**

**Staff Assistant, Chris Lee, 286-2232, Fax: 286-3456,  
clee@milwaukee.gov**

---

Thursday, March 9, 2017

10:00 AM

Room 303, Third Floor, City Hall

---

**1. Call to order.**

*Meeting called to order at 10:02 a.m.*

**2. Roll Call.**

*Vice-chair Olson presiding over meeting.*

**Present** 7 - Islo, Owczarski, Klajbor, Watt, Wilichowski, Sirvanci and Pinger

**Absent** 1 - Burki

**Excused** 2 - Meyer and Kovac

**Individuals also present in participation:**

*Maggie Turner, City Records Center*

*Jack Gaboury, City Records Center*

*Commissioner Preston Cole, Department of Neighborhood Services*

*Erick Shambarger, Environmental Collaboration Office*

*Jeff Anthony, Mid-West Energy Research Consortium*

*Rhonda Kelsey, Purchasing Division*

**3. Review and approval of the previous meeting minutes from December 8, 2016.**

*Member Klajbor moved approval, seconded by member Wilichowski, of the meeting minutes from December 8, 2016. There were no objections from those members present.*

**4. Records retention.**

*-Proposed department record schedules for approval*

*Ms. Turner gave an overview. There are 50 schedules comprised of those from the offices of the Comptroller, Deferred Compensation, Forestry, Health, Treasurer, Water*

*Works, and citywide global schedules. Majority of the schedules are those being renewed or removed. There are not a lot of deleted schedules. Majority of the schedules come from Forestry with nearly 20 new schedules created from new personnel and records that were found not to be included. There are two new e-vault applications. Her office is digitizing 11 years of reports from Deferred Compensation into e-vault. The Health Department is scanning oversized structural drawings of food establishments. Two citywide global schedules are up for renewal, and one is a new schedule for copies of iRIS for departments.*

*Mr. Klajbor questioned Forestry personnel schedules and global schedules.*

*Ms. Turner said that schedules need to be listed under each individual department for identification despite adopting global schedules that are in place. Departments should inform City Records if they are following global schedules or their own. Global schedules are listed on the MINT, one for administrative and one for personnel.*

*Mr. Klajbor moved approval, second by Ms. Wilichowski, of the proposed department record schedules as presented. There were no objections from those members present.*

*Ms. Olson said that a short summary document would be useful to the committee if it would not pose a great deal of effort on staff. Further details can be found through the actual forms.*

*Ms. Wilichowski concurred and said that a description of a record should be on the summary document.*

*Ms. Turner said a summary page can be done.*

*Mr. Klajbor said that City Records should notify each department to make its description shorter and in Word format instead of .PDF for ease of copy and paste.*

*-State Records Board approval of previous schedules*

*Ms. Turner gave an overview. The state board approved in its November 2016 meeting the committee's 2016 third quarter 33 record schedules. The committee's 30 schedules from its December 2016 meeting will be heard by the state board next week. From those 30 schedules from December, 13 were returned for revision. Some were due to format errors and for further clarification. All were revised except the DCD schedules, which were returned for increasing the retention from 3 to 4 years to match state global schedules. DCD was not in agreement with the increase, and the state will review them unchanged. Language about creating a global schedule for photos was removed.*

*Ms. Olson commented. City records staff should perhaps appear to present the City's case regarding its schedules to the state when appropriate. The State returned the schedule for electronic fax records.*

*Mr. Gaboury and Ms. Turner replied. The state board requests that appearances be made at its management meetings prior to the board meetings. Staff will consider going to the next management meeting in May regarding today's schedules. The schedule for the electronic fax records was returned to remove the type of medium from the title to prevent multiple schedules based on medium type: paper, electronic,*

*and microfilm. One schedule form with a box to select the type of medium is preferred. Going forward the number of schedules that are submitted to the state board will be less than the number of schedules considered by the committee.*

*Ms. Olson said that the committee will hear both paper and electronic retention schedules, but only the electronic schedules will be sent to the state board. City Records staff should indicate in the summary the schedules that will be sent to the state board and those that will not.*

*Mr. Klajbor said that the City can have two forms with each one referencing a different medium in the title.*

*Ms. Turner said that the schedules from Deferred Compensation and Health Department numbered 86M35 and 17S001, respectively, will not go the state board.*

## **5. Communication on Land Management System (LMS).**

*Ms. Olson gave an update on the implementation of LMS in city departments. DPW permitting, BOZA appeals, and DCD planning were converted to LMS in February 2016. DNS was converted to LMS in October 2016 and is the bulk of the system. LMS replaced several aging home grown systems, some with history such as the NISC. ITMD will ultimately turn down the NISC. Conversion was not without incident, and ITMD has addressed incidents along the way. LMS is continually being modified as problems and opportunities are presented. Current data going into LMS are those from the Development Center permitting. There have been 2.5 million records converted into LMS. Since October 3, 2016, there have been over 40,000 inspections that resulted in LMS. ITMD are deploying 20 iPads to the DNS field inspectors. There are apps specific to code enforcement or inspections and are easier for the inspectors to use. 30 more iPads will be ready to go in stages in the next few months. ITMD did deploy mobile device management where iPads can be wiped if lost or stolen and refreshed or updated remotely. Through LMS there is more real time data for internal and public users, such as inspection resolutions that can be seen immediately.*

*Mr. Cole commented. The conversion to LMS from NISC for DNS had some difficulties, was a gradual process initially, and is now quickly being utilized. There are various neighborhood organizations outside of the City that use DNS records to manage landlords, tenants, and properties. Nancy and he have gone out to several communities to assist them in using LMS. Some paper records were kept as a backup to conversion. LMS is proving to be a better tool than NISC, works better in tablet form than desktop form, presents a robust system for DNS. There is excitement with LMS today from DNS, especially the development center section regarding metrics going forward. iPads offer a new dynamic where inspectors can go right to work rather than coming downtown first.*

*Mr. Owczarski commented. Staff and external customers have significant concerns about user interface of LMS on the customer end, especially for those who used the old system. The issue is the functionality of the system. Feedback has been that LMS does not do certain things the right way. The right channels should be made aware of these concerns to address them without being burdensome. The address records retention of NISC needs to be addressed. His office wants to use LMS and is looking to integrate the License Division licensing process into LMS.*

*Mr. Cole added comments. DNS will help ITMD take the lead on addressing concerns*

*about using LMS. Contacts can be forwarded to his office to meet with those neighborhood organizations with concerns. DNS went through the process with those same concerns and has manipulated the system to meet its needs. There is psychology in changing systems.*

*Ms. Olson added comments. The LMS homepage has video instructions and written instructions for both community groups and contractors. LMS allows for pulling permits online. More online training can be done, but it is difficult to get to people. Clerk staff have expressed that there is more data, functionality, and progress in LMS. No one likes changing into a new system but people typically will come to embrace a new system once it's in place. Concerns can be due to system-related or office-related issues. System-related issues can be directed to ITMD while office-related issues can be directed to DNS. There is a meeting next week to discuss the address records retention of NISC. ITMD will soon move to integrate and implement the City Clerk's office into LMS, especially for the licensing and historic preservation processes.*

## **6. Report on Smart Cities Initiative.**

*Mr. Shambarger gave an overview.*

*The goal of the initiative is to make the City an eco-class city. Mid-West Energy Research Consortium (M-WERC) and ECO have been working on smart cities issues for over a year. The smart cities initiative stemmed from a conference with peers around information technology improvement (IT) and using IT to be resource efficient, process efficient, decrease pollution and carbon, be more transparent, and be all positive things that technology offers. There is synergy for the City to have a culture of innovation. The City has technology strength but does not show that strength on its website or through marketing. The City needs to embrace its technology, publicize it, and become a smart city. Milwaukee is not behind other cities. The City has two industry clusters built around technology and clean technology through the Water Council and M-WERC. The City has technology strength through its universities.*

*A smart city means finding ways to use information technology to enhance the quality of life, and make urban services more efficient, such as energy utility and transportation sectors, in order to reduce resource consumption, waste, and overall costs. The overall goal is to improve the quality of life for residents.*

*The internet-of-things is the inter-networking of physical devices, vehicles, buildings, and other things embedded with electronics, software, sensors, actuators, and network connectivity that enable these objects to collect and exchange data. Examples are the BUBLR bike system infrastructure and apps on phones. The City should not create duplicative services.*

*His involvement started with the Urban Sustainability Directors Network where he was referred to and attended Envision America, a 10 city competition conference in Charlotte. At the conference cities came and created dialogue with private and public sectors about possibilities. A possibility is using technology on a city scale in eco-industrial districts like Century City, Menomonee Valley, Harbor District, and Water Technology District. Much was learned about what other cities were doing. Columbus, Ohio was a recipient of \$40 million smart cities challenge grant through US DOT to rethink its transportation structure. Technologies that the City should consider relative to transportation include electronic vehicles and driverless cars.*

*Boston, Massachusetts is timing its traffic signals from real data from people's smart phones. Kansas City, through the private sector, put in digital kiosks around its downtown paid through sponsorship dollars. Other cities at the conference were Charlotte, San Diego, and Copenhagen. The City should get into the game for federal grant dollars. The City of Charlotte are using its streetlight infrastructure as platform for other apps, sensors, and cameras to the fixtures.*

*The technology sectors that he is focused on are building energy efficiency and eco-industrial districts. Building owners should cut energy use by 20% over a decade and implement new building technologies and controls. There is unique opportunity on a district scale. Pilot programs should be done on a small scale initially.*

*Next steps are planned. Committee feedback is sought on what has been working on thus far. An immediate task is to form a working group from the public-private sectors to look at possibilities, identify technology to implement at a district scale in eco-industrial districts, and acquire financing. Large private sector investments can be obtained if done right, such as selling advertising in kiosks like in Kansas City. Companies can have demonstration sites to show their customers. The City needs to get in early to get products for free. The Water Council and M-WERC wants to showcase their IT products at those clusters and for the City to act as an IT laboratory. A smart cities website will be created.*

*Ms. Olson said an interest is to leverage and share technology cohesively amongst ourselves. Of importance are marketing apps, building marketing theme, starting early, branding, and showcasing technology together. An example would include integrating Milwaukee Mobile Park app, small cells on streets with Verizon, smart street lights, and parking meters together in the same space.*

*Mr. Anthony commented. The number of technology companies is exploding. M-WERC wants to create a framework to manage technology interest by acting as a clearing house to bring technologies and groups in a controlled manner and figure out what type of pilot projects make the most sense in the eco-districts.*

*Mr. Owczarski commented. The leveraging of technology for internal purposes has been inadequate. The City is a leading example for the Granicus system but more could have been leveraged from it. The City has not done a good job of creating a culture of technology thinkers at the management level where there are and could be lost opportunities.*

*Ms. Olson added remarks. Granicus was very innovative. The City does not do a good job of marketing. LMS is an example of an innovative new system that should be embraced internally and externally. The committee will have a role on the smart city initiative. More of the internet-of-things are being seen, including for records retention schedules and data.*

## **7. Email Encryption Instructions.**

*Ms. Olson gave an overview. Instructions have been provided to members. These instructions are an approach for City personnel to send encrypted emails outside of the city if the emails contain personal or sensitive information. Encrypted emails sent out will remain in the sent box in the email system, which will allow the emails to be searchable and recoverable for open records or litigation purposes. Everyone will be able to send an encrypted email like normal but will require the word "SENDENCRYPT"*

*be in the subject line. Recipients of these encrypted emails can either login with Microsoft 365 credentials or get a one-time password to get the encrypted emails. The email use policy included a section on encryption emails referencing that ITMD can provide instructions on encryption emails to departments as requested.*

*Ms. Kelsey inquired about the instructions being disseminated to all departments and employees.*

*Mr. Owczarski questioned an authority feature for encryption emails.*

*Ms. Islo asked about those who abuse and send everything encrypted.*

*Ms. Olson replied. She will consider sending information to department heads but do not want to encourage wide use of encryption emails. Departments that have a need for encryption emails should contact ITMD. The wording that prompts an encryption email can be changed at the discretion of ITMD. The desire is to not be engaged in managing authorized accounts. People will not like to receive many encrypted emails, which involves extra steps to open them. People who are carbon copied on encrypted email will receive plain text emails and not encrypted email. The email use policy states that there is no expectation for privacy. Departments can let her office know of any employees inappropriately using encryption emails. ITMD can do an e-discovery search.*

## **8. Updates.**

*-Open Data*

*Ms. Olson said that ITMD will issue a RFP soon for an open data portal.*

*-ADA DOJ project progress*

*Ms. Olson said that ITMD has put out an RFP for a third party consultant to evaluate the City's public facing websites for ADA compliance as required by an agreement with the Department of Justice. Contract details are being worked out with a prospective consultant. Departments need to be aware of this requirement and track public facing City websites, which there are some that are popping up that ITMD does not know about. Members are to inform ITMD of any City websites outside of ITMD's scope.*

*-Security appliance*

*Ms. Olson said ITMD is evaluating a RFP for a security appliance with the Purchasing Division. A security appliance will increase ITMD's posture on the network, give ITMD more insight to malware, and make it easier for ITMD to observe external attacks. A security appliance will replace existing hardware on ITMD's network, which currently does it in form of firewalls and VPNs.*

## **9. Review and approval of CIMC 2016 annual report.**

*Member Klajbor said that the report was well done by clerk staff and should be submitted to the Common Council.*

*Member Klajbor moved approval, seconded by member Owczarski, of the CIMC 2016 annual report. There were no objections from those members present.*

10. The following files may be placed on file as no longer necessary:

- A. [151552](#) Communication relating to the matters to be considered by the City Information Management Committee at its March 10, 2016 meeting.
- Sponsors:** THE CHAIR
- A motion was made by James Klajbor, seconded by Deborah Wilichowski, that this Communication be PLACED ON FILE. This motion PREVAILED by the following vote:
- Aye** 7 - Islo, Owczarski, Klajbor, Watt, Wilichowski, Sirvanciand Pinger
- No** 0
- Absent** 1 - Burki
- Excused** 2 - Meyerand Kovac
- B. [160157](#) Communication relating to the matters to be considered by the City Information Management Committee at its June 9, 2016 meeting.
- Sponsors:** THE CHAIR
- A motion was made by James Klajbor, seconded by Deborah Wilichowski, that this Communication be PLACED ON FILE. This motion PREVAILED by the following vote:
- Aye** 7 - Islo, Owczarski, Klajbor, Watt, Wilichowski, Sirvanciand Pinger
- No** 0
- Absent** 1 - Burki
- Excused** 2 - Meyerand Kovac
- C. [160578](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 8, 2016 meeting.
- Sponsors:** THE CHAIR
- A motion was made by James Klajbor, seconded by Deborah Wilichowski, that this Communication be PLACED ON FILE. This motion PREVAILED by the following vote:
- Aye** 7 - Islo, Owczarski, Klajbor, Watt, Wilichowski, Sirvanciand Pinger
- No** 0
- Absent** 1 - Burki
- Excused** 2 - Meyerand Kovac
- D. [161089](#) Communication relating to the matters to be considered by the City Information Management Committee at its December 8, 2016 meeting.

**Sponsors:** THE CHAIR

A motion was made by James Klajbor, seconded by Deborah Wilichowski, that this Communication be PLACED ON FILE. This motion PREVAILED by the following vote:

**Aye** 7 - Islo, Owczarski, Klajbor, Watt, Wilichowski, Sirvanciand Pinger

**No** 0

**Absent** 1 - Burki

**Excused** 2 - Meyerand Kovac

## 11. Adjournment.

*Meeting adjourned at 11:10 a.m.*

*Chris Lee, Staff Assistant  
Council Records Section  
City Clerk's Office*

**Materials for this meeting can be found within the following file:**

[161509](#)

Communication relating to the matters to be considered by the City Information Management Committee at its March 9, 2017 meeting.

**Sponsors:** THE CHAIR



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### CITY INFORMATION MANAGEMENT COMMITTEE

---

Thursday, September 14, 2017

10:00 AM

Room 303, Third Floor, City Hall

---

**1. Call to order.**

*Meeting called to order at 10:05 a.m.*

**2. Roll call.**

*Present 9 - Islo, Owczarski, Meyer, Kovac, Watt, Wilichowski, Sirvanci, Olson and Pinger*

*Absent 1 - Burki*

*Excused 1 - Klajbor*

**Individual also present:**

*Peter Block, Assistant City Attorney*

**3. Review and approval of the previous meeting minutes from March 9, 2017.**

*Meeting minutes from March 9, 2017 were approved without objection.*

**4. Records retention.**

*a. Proposed department record schedules for approval*

*Individual appearing:*

*Bradley Houston, City Records Center*

*Member Owczarski introduced Mr. Houston as the new City Records Officer and gave initial remarks. The records center has had a significant problem with high volume.*

*Mr. Houston has goals of restricting the inflow for actual records only and holding only those records that should be held.*

*Mr. Houston gave an overview. There are two sets of schedules for review, one from the cancelled June meeting and one for this meeting.*

*The first set has 69 schedules from the Legislative Reference Bureau, City Clerk, Document Services, Election Commission, Dept. of Employee Relations, Dept. of City Development, Dept. of Neighborhood Services, Health Dept., and Dept. of Public Works. Some schedules were administrative ones. 19 schedules were sent to and approved by the State Records Board with 4 exceptions. The exceptions relate to changing Election Commission notices to be destroyed after elections, changing*

*election official application process trigger event to be the end of an election cycle, being more clear on final disposition for property registration, and having DNS property inspection photos be held until the end of the appeals process as opposed to the end of an inspection. 25 additional schedules were carried over to this meeting and submitted to the State Records Board November 20th meeting.*

*There are 120 schedules in the second set from Deferred Compensation, Legislative Reference Bureau, City Clerk, Municipal Court, Document Services, Election Commission, Dept. of City Development, Police Dept., Health Dept., and License Division. 36 total schedules were submitted to the State Records Board November 20th meeting, and initial comments from the board are expected shortly. Licenses Division has 38 closed schedules stemming from an initiative to make one general 4-year retention license schedule for all licenses, with a few exceptions for certain licenses, to reduce administrative overhead. Health disease history cards will be retained permanently for the Wisconsin Dept. of Health Services database for tracking disease, and the cards will be transferred once approved by the State Records Board. The Police Dept. changed its schedule for surveillance cameras to a minimum of 120 days set by the State Records Board, which corresponds to the duration of misconduct suit filings. Body camera footage was excluded from the schedule due to pending state legislation on body camera footage retention, and a schedule on body camera footage will be based on the pending state legislation. Schedules for Employees' Retirement System were changed from 100 years to 10 years after last payment benefits to reduce administrative burden and data breach risks. Retention for paper copies of litigation files are needed for authenticity purposes. The last schedule, relative to historic records of water levels in City, is for proper tracking of the records in the vault and to transfer the data to the city archive for the Library.*

*Member Islo questioned retention schedules for city employees who transfers departments, some schedules having retention periods referenced while others do not, and making the record retention schedule summaries clearer in terms of changes occurring.*

*Mr. Houston replied. The retention for departmental copies of employee information can start from a date of transfer. Departments should notify the Department of Employee Relations (DER) of a transfer, and DER will determine the employee information to be transferred to the master copy. The master copy applies to the total separation of an employee from the City. The State Records Board has, in the last five years, become more stringent on approvals. His office has started to put in references to statutory requirements and administrative needs to better justify periods or new series. He will start attending State Records Board meetings to explain the City's records. He will try to better clarify amendments on the summary.*

*Member Wilichowski moved approval of the proposed department record schedules. There were no objections.*

*b. State Records Board approval of previous schedules*

*State Records Board approval of previous schedules was already discussed.*

*Mr. Houston commented on global schedules. There are 5152 non-obsolete schedules in the database of which 3556 (78%) plus an additional 878 that are either expired or have no information on expiration dates. State Records Board is requires to have renewal of schedules every 10 years. Many schedules are problematic due to*

*having no expiration dates. Some are renewals and updates. Most schedules will be closed due to not being created anymore or will need to be updated for the future. 37 schedules in License Division are examples. The assumption is that the committee does not want to review all schedules individually. As expired schedules or those that can be superseded into global schedules are identified, the desire is to move into a batch form rather than filling individual forms. The State Records Board is allowing for batch forms with Form DOA-3806. Schedules would be put on a list and given to departments to sign off on everything on the list as oppose to individual forms. It would be the assumption that departments are opted in into global schedules unless departments notifies otherwise. After SRB approval of schedules, he will send a memorandum to all department heads or record coordinators to allow for a certain amount of time, such as 3 months, for opting out. If opting out a department may have up to a year to produce a schedule to cover the records.*

*Ald. Kovac concurred to go with batch form DOA-3806.*

*Member Wilichowski question a list of all global schedules and a remedy for record schedule reference numbers through the City Records Center.*

*Mr. Houston replied. A list of all global schedules is on the MINT and will be made more visible. Departments will be trained soon on the global schedules soon. The current system still requires opting in into a particular schedule. A different preference is to link schedules to departments instead to better identify departments that are using a schedule versus identifying schedules used by each department. It would allow for the City Records Center to have one copy of a schedule rather than many.*

*c. Review of policy for the release of structure plans, designs, specifications and related materials*

*Mr. Houston commented. There is new version of the policy for committee review. There will still be notification to every plan submitter and property owner that is being requested, which allows the City Records Center to provide more lineate access to a more variety of structures. There was attempt to limit structures to those referenced in the ordinance and a few obvious ones like house of worship. The goals are to protect the City, promote access to records, and simplify access to records. The City would have exceptions and reserve rights to restrict access. The intention is not to amend the ordinance but bring the City Records Center back in line with the ordinance.*

*Atty. Block said he was concerned that the new policy version seems to violate the ordinance and adds more complexity by going down another level. The ordinance references 5 types of structures and was expanded by the Common Council to other types of facilities. For open records requests, state and city ordinance identifies certain structure plans that should not be accessible.*

*Member Owczarski commented. The new version does not amend the ordinance, does not violate the ordinance from review, and was expanded in the wake of 911. Over time the City Record Center's predecessor added structures that were not in the ordinance, such as libraries. The concern is that the current policy, which is 15 years old, does not reflect the ordinance. The extra structures in the policy were removed in the new version.*

*Member Meyer-Stearns said that libraries can still fall under the other types of*

*structures listed on the new version even if deleted.*

*Member Watt said that the City Attorney's Office should review the new policy version further.*

**5. Review of draft mobile device policy.**

*Member Olson gave an overview. The purpose of the draft policy is to address the deployment of many mobile devices, in response to the LMS system, with a high level citywide policy. About 120 total iPads have been deployed to DNS, DPW Forestry, and DPW Sanitation. Some departments, such as DNS, have created their own work rules on iPad issues. Further discussion is needed to address elected officials and others who are not supported by ITMD. ITMD is also deploying a mobile device management tool to allow push new apps out to all LMS iPads enabling ITMD to wipe clean all stolen or lost devices and locate lost devices. David Henke is the telecommunications manager responsible for city cell phone and mobile devices purchased by Verizon and other providers.*

*Member Pinger questioned records on social media webpages, personal devices, and City webpages showing social media content.*

*Member Wilichowski inquired about the inclusion of the fire department.*

*Atty. Block commented. It is likely that the record on a personal device used for city purpose may likely be a city record. There is some case law. The general rule of thumb is content, not form. There is issue with maintaining the records on social media and mobile devices. There is real danger to one's own privacy by using personal devices for work purposes, especially in cases of subpoenas. It is not too expensive to monitor social media.*

*Mr. Houston commented. Records are city records if pertaining to city business, can possibly fall under a record schedule, and can be requested. Item 9 of the policy concerning further City-related business should be defined more. The policy draft prohibits permanently storing records on mobile devices.*

*Member Olson replied. Social media records on a City webpage does not reside on the webpage and does not get backed up or saved. Personal email accounts should not be used for work related purposes. There is a capital request in ITMD's 2018 budget to fund a social media records retention tool that would not be too expensive. There would be a cloud service monthly cost. Departments would have to opt into the recording of their social media post and tell ITMD what they have. The draft policy can be refined. The policy addresses field staff and does not include the police and fire departments.*

*Ald. Kovac said that the easiest solution is to avoiding using personal devices and that there are records of emails regardless of device used.*

*Member Meyer-Stearns moved approval of the draft policy and that the policy address the police and fire departments' inclusion or non-inclusion prior to review by the Common Council. There was no objection.*

**6. Open data update.**

*Member Olson gave an update. There has not been much progress on a number of datasets. The focus has been on the portal project. Two committee members are on the panel on the portal project. There has not been a decision made on a product selection. Costs and features have been review. There will be a demonstration and a decision would follow shortly. She will inform the committee at its next meeting on the chosen product and vendor.*

*Ald. Kovac questioned the status of COMPASS crime and police data, sharing of that data, and changes within the last 9 months.*

*Ms. Rhonda Kelsey inquired about purchasing division scoring on its datasets.*

*Member Olson replied. The police department will be able to upload its data once there is the new product, and its data would become public. The police department has been part of the discussions as it relates to the Bloomberg initiative. The fire department is heavily involved with the RFP. There are some appropriate fire department datasets to put out. ITMD did not update data COMPASS data within the last 9 months. The assumption was that the data was not being used. She was not aware of its use and will have to review COMPASS use. She just received priorities from the Purchasing Division, and she will prepare her justification with purchasing early next week.*

**7. Discussion on Comptroller IT audit activities.**

*Individuals appearing:*

*Adam Figon, Comptroller Audit Manager*

*Gregory Lotze, Comptroller Audit Division*

*Mr. Figon gave an overview of 2017 audit activities relating to completed audits, initiated and ongoing audits, and upcoming audits. Completed audits include 9-1-1 System Application Controls (to be submitted to Finance and Personnel Committee) and Department of Public Works License Plate Recognition System (in draft phase of development). Initiated and ongoing audits include Citizen Relationship Management Application Controls (UCC and ITMD; to be completed end of October) and Data Center Controls (to be completed end of November). Upcoming audits include Enterprise-wide Information Technology Risk Assessment (RFP for a consultant submitted and open for bidding), Network Security Controls - Penetration Testing and Scanning (RFP in development for a consultant), and Land Management System (to focus on implementation and change control management).*

*Member Wilichowski questioned the coordination of the penetration and scanning audit.*

*Member Olson questioned the audit of data center controls.*

*Mr. Lotze replied. For the penetration and scanning audit, there will be meetings with every city data manager. The tester will be onsite with each manager under manager control. Meetings will take place later in the winter months. A RFP request will be sent to the Purchasing Division soon. Anticipated start date for the audit is January 2018 or later. For the audit of data center controls, the audit will include all 8 data centers.*

*Mr. Figon added comments. ITMD was audited first. The plan is to randomly audit 2*

*data centers per year. The next 2 data centers have not been chosen yet.*

**8. Update on LMS.**

*Individuals appearing:*

*Yari Rosa, ITMD*

*Angela Ferrill, DNS*

*Ms. Olson gave an update. Since the last update to the committee back in March, there have been 18,178 building permits pulled in the LMS system, 44,650 enforcement cases created in the system (DNS and DPW), and 8,128 DPW permits pulled for right of way permits and special events. ITMD has converted raised violations and deployed 120 iPads to DNS field staff and some to DPW Forestry. A significant change is the auto-attachments of building permits. Emails are being sent to applicants from the system once permits have been approved and fees are assessed. The emails help remind citizens to pay fees. Emails are set up now to be sent out to DPW customers if permits are denied. ITMD is implementing more features in the LMS system as it learns more about the software. The conversion on historical data, now pending DNS approval, has required ongoing work due to new issues being encountered every time. There have been many requests for property recordings. Property recording data will be added to MyMilwaukee home when the conversion is complete. DNS needs to approve that data. She is unaware of any issues with new recordings. LMS has allowed citizens to pull permits remotely rather than coming into the office, especially on the weekends. Since LMS went live there have almost been 1000 permits initiated and paid for on weekends out of 26,000 initiated permits on the citizen side. Customers are self-serving themselves.*

*Ald. Kovac said that property recording data has been an issue with alders.*

*Ms. Ferrill commented. The approval of property recording data is anticipated by the end of tomorrow. DNS is functional in LMS to date, has issued over 23,000 orders, and has performed over 60,000 inspections. There are ongoing bugs, and DNS will work with ITMD to address those. Progress is being made.*

*Ms. Rosa added that with DNS approval the turnaround time is between 4 to 5 days.*

**9. Adjournment.**

*Meeting adjourned at 11:09 a.m.*

*Chris Lee, Staff Assistant*

*Council Records Section*

*City Clerk's Office*

**Materials for this meeting can be found within the following file:**

[170781](#)

Communication relating to the matters to be considered by the City Information Management Committee at its September 14, 2017 meeting.

**Sponsors:** THE CHAIR



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin 53202

## Meeting Minutes

### CITY INFORMATION MANAGEMENT COMMITTEE

**ALD. NIK KOVAC, CHAIR**

**Nancy Olson, Vice-Chair**

**Chuck Burki, Jane Islo, James Klajbor, Jennifer Meyer, James Owczarski, Judy Pinger, Aycha Sirvanci, Richard Watt, and Deborah Wilichowski**

**Staff Assistant, Chris Lee, 286-2232, Fax:286-3456,  
clee@milwaukee.gov**

---

Thursday, December 14, 2017

10:00 AM

Room 303, Third Floor, City Hall

---

**1. Call to order.**

*Meeting called to order at 10:05 a.m.*

**2. Roll call.**

*Present 10 - Islo, Owczarski, Klajbor, Meyer, Kovac, Watt, Wilichowski, Sirvanci, Olson and Pinger*

*Absent 1 - Burki*

*Individual also present:  
Atty. Peter Block, City Attorney's Office*

**3. Review of the previous meeting minutes from September 14, 2017.**

*Member Watt moved approval, seconded by member Wilichowski, of the meeting minutes from September 14, 2017. There was no objection.*

**4. Records retention.**

*a. Proposed department record schedules for approval*

*Individual appearing:  
Bradley Houston, City Records Center*

*Mr. Houston gave an overview. There are 29 new schedules being created or renewed, 10 being closed due to adopting a global schedule, 20 global schedules being adopted by departments, and 147 being closed due to being superseded by later series. Most of the schedules are straightforward. Item 4, 17E057, is a photocopy and was directed to be put through due to the photo ID law and the desire for proof of identification being given once for absentee ballots. An ID is tied to the registration rather than an absentee ballot, so the ID record has to be held for the length of registration rather than 22 months. An ID record will be for 4 years with the goal of purging it at the end. Item 170052 is a global schedule for hazardous environmental waste disposal*

*manifest, and such records should be kept by Dept. of Public Works, Water Works, and Health Department. Samples of the emergency government coordinator files and radiological survey materials will be kept while the rest are being purged.*

*Member Meyer-Stearns added that the library should be added to the list of departments keeping record of hazardous materials since the library does keep such records.*

*Vice-chair Olson inquired about the total number and adequacy of global schedules.*

*Mr. Houston replied. There are about 5500 to 5700 schedules in the database. About 4500 do not have expiration dates. He has begun looking at those schedules without expiration dates and has found that many of them can be destroyed. There are about 40 to 50 global schedules with room for more. We now have global schedules for personnel-related records and administrative-related records. He is working to develop a fiscal accounting schedule of global schedules, and departments are asked to submit comments back to him. Other areas for global schedules to think about may include purchasing, grant-related funding, payroll, and much more.*

*Member Klajbor moved approval, seconded by member Meyer-Stearns, of the department record schedules, as proposed. There was no objection.*

*b. State Records Board approval of previous schedules*

*Individual appearing:  
Bradley Houston, City Records Center*

*Mr. Houston gave an update. 41 schedules from 17 departments were sent to the Public Records Board November 11, 2017 meeting, and all but 3 were approved. Those 3 required minor changes. In theory, all 41 schedules were approved, but he has not received official notice of approval from the board. The board is under some personnel transition, which is causing some delay. Departments may prepare records but should not follow through on destroying these records until his office receives signed, written confirmation.*

*Member Owczarski commented. Due to the City Hall foundation work, the facilities of the Legislative Reference Bureau - Library, Historic Preservation Commission, and City Records Center are being merged into a single entity called The Milwaukee Research Center for next year 2018.*

*Member Klajbor said that perhaps City Records should provide lists of existing schedules, schedules with no expiration dates, and global schedules for each department to review and assist in identifying those schedules that are obsolete.*

*Mr. Houston replied. He will be distributing such lists to departmental record coordinators. The assumption is that departments are automatically opted-in onto global schedules; otherwise, departments need to opt out.*

## **5. Security Appliance update (2017 Capital Project).**

*Vice-chair Olson gave an update. ITMD has a contract with Palo Alto for security appliance that will allow for potential intrusion detection to the network, give better network security, replace all network firewalls, and give new VPNs remote access*

*options. The current firewall is aging and not very convenient to find IP addresses and multiple intrusion attempts. ITMD is testing Palo Alto prior to deploying it across the network.*

*Member Klajbor inquired about departmental impact.*

*Vice-chair Olson replied. The new appliance will enable control of restricting access to sites. The appliance will be deployed in the same manner across the City once it is configured in ITMD. Not every department has a firewall. Further deployment configuration will come forward first quarter next year. There is no intention to be restrictive in blocking sites, such as Facebook or Youtube. There will be monitoring capabilities for these sites and logging of malicious sites visited.*

*Ald. Kovac questioned record keeping of logs.*

*Atty. Block said that there are public records consequences to keeping records of logs.*

## **6. Communication on Conference Bridges.**

*Vice-chair Olson commented. For everyone on the City telephone system, except the fire and police departments, there is the ability to reserve a conference call number, get an access password, and distribute the number for meetings. A writs request can be done to obtain a conference bridge phone number and password. It appears people have relied on a service or third party vendor to provide conference bridges. Conference bridges through the City are not recorded.*

## **7. Mainframe decommission update.**

*Vice-chair Olson gave an update. It has been a 9-year goal to remove the mainframe. Moving off the mainframe are the tax collection system and police warrants and medical alerts. The old mixed personnel data prior to the 1997 PeopleSoft conversion are seldom looked at still by the Dept. of Employee Relations, will move off the mainframe, and placed into a SQL server database that can be queried. ITMD is identifying and diagnosing unused programs on the mainframe. The goal is to retire the mainframe by mid-2018 at the latest. Mainframe maintenance and its software are a big expense to ITMD's budget. Departments should contact ITMD of any important programs that they still need that are still running under the mainframe or N275. Parts of the mainframe can be sold off, and there is a market out there.*

## **8. Open Data update.**

*Vice-chair Olson gave an update. A RFP process was conducted. The vendor OpenGov has been selected with a signed contract. A first goal is to import all data on the City webpages, particularly the open data links page, into the open portal product followed by request from departments for additional datasets. The next step would be the inventory. A management trainee was obtained, will be managing the product, contacting the vendor, and working with departments.*

*Mr. Houston questioned the conversion of open data into an operational form.*

*Vice-chair Olson replied. There should be some functional purposes for the open*

*portal data. It would depend on the dataset and its source. Data will be loaded into the portal product with an API connection to it. The frequency of updating data would depend on the respective departments, the type of data, and its system source.*

**9. 2018 meeting schedule.**

*2018 meeting schedule is proposed as follows:*

*Thursday, March 15, 2018 at 10 a.m., Room 301-B, City Hall*

*Thursday, June 14, 2018 at 10 a.m., Room 303, City Hall*

*Thursday, September 20, 2018 at 10 a.m., Room 303, City Hall*

*Thursday, December 13, 2018 at 10 a.m., Room 303, City Hall*

*Mr. Houston commented. The proposed meeting dates will work for Public Records Board purposes despite running behind the records board schedule. The City's retention schedule process runs behind the state records board schedule anyway, and not much can be done to change that.*

*Member Owczarski moved approval of the 2018 City Information Management Committee meeting schedule. There was no objection.*

**10 Adjournment.**

*Meeting adjourned at 10:34 a.m.*

*Chris Lee, Staff Assistant  
Council Records Section  
City Clerk's Office*

**Matters for this meeting can be found within the following file:**

**171222** Communication relating to the matters to be considered by the City Information Management Committee at its December 14, 2017 meeting.

**Sponsors:** THE CHAIR

## **Comptroller IT Audit Activities - 2017**

(as of 9/14/17)

### **Completed Audits:**

1. Audit of 9-1-1 System Application Controls
  - The report has been completed and will be submitted to the F&P on Sept. 20th
2. Audit of Department of Public Works License Plate Recognition System
  - The report is in the draft phase of development

### **Initiated and Ongoing Audits:**

1. Audit of the Citizen Relationship Management Application Controls
2. Audit of Data Center Controls


### **Upcoming Audits for 2017:**

1. Enterprise-wide Information Technology Risk Assessment
  - Consultant assisted – the RFP has been submitted to Purchasing and the project is open for bidding
2. Audit of Network Security Controls – Penetration Testing and Scanning
  - Consultant Assisted - the RFP is currently in development
3. Audit of the Land Management System
  - Implementation and Change Control Management

## How to Send a Secure Encrypted Email to a recipient outside of the City of Milwaukee email system:

1. Open a new email to compose a message the same way you would an ordinary email message. If you're replying or forwarding an email message, select reply or forward as you normally would.
2. Add the term "SENDENCRYPT" (without quotes) by typing it after the existing subject line text in the Subject Box while composing the email message.

a. Example:



Subject RE: how to send an email securely SENDENCRYPT

3. Once you have finished composing the email message as you normally would, click send.

- 
1. The recipient will receive an email that looks like the following with a message attached.

a. Example:

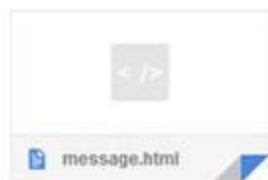


You've received an encrypted message from [redacted]@milwaukee.gov  
To view your message  
Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address: [redacted]@gmail.com

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.



Message encryption by Microsoft Office 365



2. The user should follow the directions by saving the attachment and opening it.
  3. Once open, the user will receive a dialog that will allow them to either view the email by signing in with a Microsoft account or using a one-time passcode.
    - a. The easiest method is to use a one-time passcode. When they select that they will receive another email with a code to enter and then be able to view the original email.
    - b. If they have a Microsoft Online account they can use that as well.
  4. Once they have entered the passcode or logged into a MS Online account, they will be able to view and save the original email.
-

## IMPORTANT NOTES:

- The purpose of sending encrypted email messages allows a sender to protect information during the transmission and delivery of an email message. It should be used when an email message contains Personally Identifiable Information (PII) that should be protected. The City of Milwaukee has no control over protecting the content once it is received and stored by a recipient outside of the City of Milwaukee.
- The sent email message is stored in the sending user's mailbox unencrypted.
- If you CC (Carbon Copy) a City of Milwaukee recipient on the email message they will receive the email unencrypted. Only recipients outside the City of Milwaukee will receive the email encrypted.
- If you have any other questions or issues, please open a Request IT Support (RITS) ticket ([www.milwaukee.gov/RITS](http://www.milwaukee.gov/RITS)) or contact ITMD at x2777.

# **Mobile Device Acceptable Use Policy**

## **Purpose**

Mobile devices are commonly being used in almost all departments to increase performance in the field and extend communications beyond the office. The City is committed to provide and promote this technology as appropriate to add value to the community by delivering high quality services at the lowest possible cost.

## **Scope**

This Policy establishes the rules and conditions for City-supplied cell phones and privately-owned mobile devices being used to conduct City business. Mobile devices are defined as any electronic device with the ability to transmit or receive data, text, and/or voice, via a cellular network. This includes but is not limited to smartphones, cellular equipped tablets, laptops, and mobile hot-spots.

All City employees and contractors issued and accepting City mobile devices and services will be expected to maintain compliance with this policy.

## **General Policy**

1. Department or division telecommunications coordinator will recommend who qualifies for a City issued cellular device based on department needs.
2. With proper authorization, a City employee may be issued multiple mobile devices with enabled cellular service. Employees needing to connect multiple devices to either the Internet or a cellular service provider should work with ITMD for alternative solutions and technologies. Such technologies may include smart phone tethering or a temporarily assigned Mi-Fi access point.
3. All City device service usage records produced by assigned mobile devices are property of the City and managed by the City. Usage summary reports (i.e. number of minutes or GB of data used) are distributed to department telecommunications coordinators regularly and are periodically reviewed by ITMD. Detailed usage reports, including call history, are available to any supervisor upon request by contacting ITMD.
4. Employees may use the device for incidental personal use, however a City mobile device is intended for business use. They should be cautious about the merging of personal and work activities on their devices. See other policies that may apply such as Email Use Policy and the City of Milwaukee Internet Use guidelines.
5. If an employee elects to use his or her personal device for City business they should be made aware that they could be required to share their usage in an open records request or in the event of litigation. The City does not offer per-call reimbursement or provide stipends for personal monthly cellular service usage.

6. Mobile devices that access email and other City services must be secured using passwords/pin. Devices may not be “rooted” or “jailbroken” or have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
7. Employees must not load pirated software or illegal content onto their devices. If you are unsure about any specific application, contact ITMD.
8. Mobile device management software is used to enforce mobile device security requirements for City-issued mobile devices and personal devices that access City resources. This software may include the ability to require passwords, limit installation of software, push security updates, locate the device, and remotely wipe (erase all data and reset to factory defaults) mobile devices. A wipe removes everything on the device. The City of Milwaukee is not responsible for any personal data on the device lost in this process.
9. Any non-City of Milwaukee e-mail, instant messaging, social media, or other accounts should not be used to conduct City-related business. If an official record is received or generated using text-messaging or any other third-party service, the employee must save the record to City systems that are routinely backed up and archived to comply with open records laws.
10. Employees in possession of City-issued mobile devices are expected to secure the equipment from loss or damage. If the cellular device is lost or damaged, the employee should report this to ITMD. ITMD will remotely reset the cell phone to factory defaults (remote wipe the device) and the device will be replaced with a device that is capable of performing similar City business as the original device. There is no guarantee that such a replacement device will be the same make or model device that was lost or damaged. Under circumstances where it is determined that the employee is responsible for damage to, or misuse of, their issued mobile device, disciplinary action may be taken.
11. Purchase of and billing for mobile devices and services will be coordinated by ITMD with the department or division telecommunications manager. Purchases without the knowledge and involvement of ITMD is not allowed for ITMD-supported departments.
12. In situations where job responsibilities include regular driving and acceptance of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees required to place themselves at risk or break the law to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be responsible for all financial liabilities and associated penalties that result from such actions.

### **Compliance**

ITMD or the Department Telecommunications Coordinator will notify the Employee if there is a compliance concern, so the Employee may rectify any inadvertent breaches of policy expeditiously. Any continued or serious compliance concerns will be immediately referred to the Employee supervisor for potential disciplinary action.

City records are prohibited from being permanently stored on a mobile device. Only copies of documents may be stored on a mobile device for extended periods. City records (including documents, photos, videos, or any other City record) created on a mobile device are to be transferred by the user as soon as practical to City systems that are routinely backed up and archived.

City-issued mobile devices are City owned property. If the device is no longer needed for City business, it is to be returned to ITMD. Mobile devices deemed excess property are re-sold through the City's established excess property disposal procedures and methods. Departments or Divisions may not sell, trade-in, or give-away new or used City cellular or communication devices.

Upon resignation or termination of employment, employees are expected to promptly return the mobile device. Employees who separate from employment without returning City equipment or who incur charges after separation may be subject to legal action for recovery of the loss.

Individual departments may have additional restrictions, based on specific needs or policies of the department.

### **Enforcement**

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## City of Milwaukee Schedule Recommendations for CIMC Review March 9, 2017

<u>Department</u>	<u>Schedule #</u>	<u>Title</u>	<u>Request Type</u>	<u>Retention</u>
Deferred Comp	17-E002	Deferred Comp. - Year-to-date /Lifetime-to-date Balances	New	Current + 40 Yrs.
Deferred Comp	86-9035	Deferred Comp. - Year-to-date /Lifetime-to-date Balances- Microfilm	Renewal	Current + 40 Yrs.
Deferred Comp	86-M035	Deferred Comp. - Year-to-date /Lifetime-to-date Balances	Delete	Current + 2 Yrs.
License Division	16-0054	Municipal Identification Application and Affidavit	New	Creation + 6 Mo.
Comptroller	69-0055	US Savings Bonds Records	Delete	Current + 2 Yrs.
Treasurer	00-0042	Cash Management Operations Files	Delete	Current + 7 Yrs.
Treasurer	00-E040	Tax Collection Reports	Renewal	Current + 7 Yrs.
Treasurer	07-E023	Facimile Installment & Delinquent Tax Bills	Renewal	Current + 7 Yrs.
Treasurer	07-E024	Return Remittance Payments and Coupons- Bank Lock Box	Renewal	Current + 4 Yrs.
Treasurer	74-0369	Voucher- Treasurer Issues	Delete	Current + 6 Yrs.
Treasurer	86-E078	Special Assessment Bond Reports	Renewal	Current + 3 Yrs.
Health	04-9041	Mammography Films and Reports	Renewal	Creation + 10 Yrs.
Health	05-0003	Pilot Project- Lead Safety	Delete	Creation + 7 Yrs.
Health	85-0017	Special Supplemental Food Program WIC Record	Renewal	Current + 4 Yrs.
Health	17-E001	Food Establishment Inspection Plans (E-Vault)	New	Permanent
Health	17-S001	Food Establishment Inspection Plans	New	Event + 3 Mo.
Health	77-0128	Insp Report- Restaurant & Tavern H-3065 No Violation	Delete	Creation + 1 Yr.
Health	77-0129	Insp Report- Restaurant & Tavern H-3065 Violation	Delete	Creation + 5 Yr.
Health	77-0130	Insp Report- Food Establishment H-3066 No Violations	Delete	Creation + 1 Yr.
Health	77-0131	Insp Report- Food Establishment H-3066 Violations	Delete	Creation + 1 Yr.
Forestry	10-0052	Accounts Payable Department Records	New	Event + 6 Mo.
Forestry	11-0030	Investigation and Disciplinary Files	New	Event + 7 Yrs.
Forestry	11-0035	Personnel File	New	Event + 8 Yrs.
Forestry	11-0036	Personnel File- Medical	New	Event + 8 Yrs.
Forestry	17-0003	Code Enforcement Violation	New	Current + 7 Yrs.
Forestry	17-0004	Notice to Proceed	New	Current + 7 Yrs.
Forestry	17-0005	General Receipts	New	Creation + 1 Yr.
Forestry	17-0006	Storm Call Initial Switchboard Response	New	Creation + 7 Yrs.
Forestry	17-0007	Storm Damage Field Report	New	Creation + 7 Yrs.
Forestry	17-0008	Daily Line Clearance Log	New	Creation + 2 Yrs.
Forestry	17-0009	Infrastructure Services Division Damage Report	New	Creation + 7 Yrs.
Forestry	17-0010	B.E.S. Cable Damage Report	New	Creation + 7 Yrs.
Forestry	17-0011	Chemical Use	New	Creation + 2 Yrs.
Forestry	17-0012	Chemical Sign Out Sheet	New	Creation + 2 Yrs.
Forestry	17-0013	FO8 - Tree Removal	New	Creation + 7 Yrs.
Forestry	17-0014	Absence Analysis Calendar	New	Current + 2 Yrs.
Forestry	17-0015	Absence Call-In Report	New	Current + 2 Yrs.
Forestry	17-0016	Transitional Duty Time Card	New	Current + 2 Yrs.
Forestry	17-0017	Police Reports- Copy	New	Creation + 7 Yrs.
Forestry	17-0018	Damage Claims to Personal Property	New	Creation + 7 Yrs.
Forestry	58-0061	Accounts Receivable	Renewal	Creation + 7 Yrs.
Forestry	65-0134	Auto Impact Work Order	Renewal	Creation + 7 Yrs.
Forestry	66-0074	Progress Report- Daily	Renewal	Current + 7 Yrs.
Forestry	76-0117	Injury Reports: OSHA 300A, 301-EB-49, 300	New	Creation + 7 Yrs.
Water	07-E030	RS6000 Enquesta Online Data	Renewal	Creation + 7 Yrs.
Water	07-E031	GIS Water Online Data	Amend	Creation + 7 Yrs.
Water	07-E032	Full Operational & Financial Back Up Online Data	Renewal	Creation + 7 Yrs.
Global	07-0001	Open Records	Renewal	Current + 2 Yrs.
Global	17-0019	Interdepartmental Requisition Invoices (IRIs)- Department Copy	New	Current + 1 Yr.
Global	76-0117	Injury Reports: OSHA 300A, 301-EB-49, 300	Renewal	Creation + 7 Yrs.

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-E002	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan		Subdivision Name

7. Record Series Year of Creation 1990	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 40 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

THIS IS A NEW RETENTION SCHEDULE WHICH REPRESENTS THE ELECTRONIC VERSION OF YEAR TO DATE/ LIFETIME TO DATE BALANCES MICROFILM WILL BE SCANNED AND STORED IN THE CITY'S CENTRALIZED IMAGING SYSTEM KNOWN AS E-VAULT. THE YEARS THAT ARE STORED ON MICROFILM TO BE SCANNED ARE 1990-1999. BEGINNING IN THE YEAR 2000 FORWARD, THE INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE.

THESE RECORDS ARE DEFERRED SALARIES ANNUAL REPORTS (124.250) GENERATED BY THE COMPTROLLER'S OFFICE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. THE REPORTS CONTAIN PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

BOX 16: Wis. Stat. §19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? Evaluit What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (Office) 0 + Inactive 0 (Record Center/Other) 40 = Total 40	
Department Head: Beth Conradson-Cleary Division Head: Beth Conradson-Cleary Records Coordinator: Elaine Bieszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

PUBLIC RECORDS BOARD APPROVAL - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 86-9035	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances - Microfilm
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan		Subdivision Name

7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input checked="" type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 40 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

THIS RECORD SERIES CONTAINS DEFERRED COMPENSATION YEAR TO DATE/ LIFETIME TO DATE BALANCES REPORTS. MICROFILM FROM THE YEARS 1989-1999 WILL BE SCANNED AND STORED IN THE CITY'S CENTRALIZED IMAGING SYSTEM KNOWN AS E-VAULT. THE YEARS 1976-1987 THAT ARE STORED ON MICROFILM ARE NOT PLANNED FOR SCANNING DUE TO THE UPCOMING RETENTION EXPIRATION. BEGINNING IN THE YEAR 2000 FORWARD, THE INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE.

THESE RECORDS ARE DEFERRED SALARIES ANNUAL REPORTS (124.250) GENERATED BY THE COMPTROLLER'S OFFICE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN. THE REPORTS CONTAIN PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

BOX 16: WIS. STAT. §19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? E-vault What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (office) 0 + Inactive 0 (Record Center/Other) 40 = Total 40	
Department Head: Beth Conradson Cleary Division Head: Beth Conradson Cleary Records Coordinator: Elaine Bleszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/12

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 86-M035	2. Record Series Title Deferred Compensation - Year-to-date / Lifetime-to-date Balances
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 095
	6. Agency Name City of Milwaukee	
Division Name Deferred Compensation Plan	Subdivision Name	

7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

THIS SCHEDULE IS TO BE DELETED AS THESE RECORDS ARE NO LONGER GENERATED IN PAPER FORM BEGINNING IN THE YEAR 2000. ALL PAPER RECORDS HAVE BEEN TRANSFERRED TO MICROFILM SEE SCHEDULE D86-9035.

RECORD OF DEFERRED SALARIES ANNUAL REPORT (124.250) GENERATED BY THE COMPTROLLER'S OFFICE CONTAINS PENSION NUMBER, EMPLOYEE'S FULL NAME, AND THEIR DEFERRED SALARY BALANCE FROM PRIOR AND CURRENT YEARS.

THE MICROFILM COVERS (1990-1999); 2000 FORWARD INFORMATION IS MAINTAINED IN THE CITY'S HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS) DATABASE. THE DEPARTMENT USES THE RECORD TO AID IN CALCULATING SPECIAL CATCH-UP PROVISIONS FOR EMPLOYEES WHO ARE PARTICIPANTS IN THE PLAN.

BOX 16: Wis. Stat. § 19.36 (10)(a).

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other - PENSION NUMBER ORDER	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? Evalut What point in the records cycle? UPON RECEIPT IN RECORD CENTER	
Total Retention Requested- Active (Office) 2 yrs. + Inactive (Record Center/Other) 0 yrs. = Total 2 yrs.	
Department Head: Beth Conradson Cleary Division Head: Beth Conradson Cleary Records Coordinator: Elaine Bleszk	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 16-0054	2. Record Series Title Municipal Identification Application and Affidavit
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 132
	6. Agency Name City of Milwaukee	
Division Name Common Council/City Clerk		Subdivision Name License Division

7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 6	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

This record series includes Municipal Identification Card Applications and Municipal Identification Card Affidavits.

The City of Milwaukee Municipal Identification Card is issued to City residents age 14 and older who have lived in Milwaukee for at least 15 days. Applications are accepted in person only at the City's License Division Office with an appointment. Proof of identity and residency are required, but these documents are not retained as part of the application. Per Wis. Stat. §66.0438 (3) this ID cannot be used to vote. This ID expires every 5 years. Cost is \$10 and if lost the replacement is \$5

Applications include name, date of birth, gender, address, applicant signature and notary public info.

Affidavits include previous applicant info and the new changes to any previous identity information, applicant signature and Notary Public info.

Internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- Common Council/City Clerk/License Division Staff.

Estimated annual volume of this record: 1 cu ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 6 months + Inactive (Record Center/Other) = 6 months Total	
Department Head: Jim Gaczarski Division Head: Jason Schunk Records Coordinator: Terry MacDonald TM	
13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	

16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.
--

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 69-0055	2. Record Series Title US Savings Bonds Records
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 211
	6. Agency Name City of Milwaukee	
Division Name Comptroller's Office	Subdivision Name Administration	
7. Record Series Year of Creation 1942	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is to be deleted as this record series is obsolete and records are no longer generated as of 2007

The Office of the Comptroller assumed responsibility for administration of US Savings Bonds in May of 2007. Records include, but are not limited to payroll deduction register, issue register and enrollment cards and all reports associated with the issuance of U.S. Savings Bonds purchased through the employee payroll savings plan. The record of savings bonds issued are maintained by date and bond number on individual ledger sheets for each employee.

Box #16: Wis. Stat. §19.36 (10)(a)

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other by date and bond number	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 2 yrs. + Inactive (Record Center/Other) 2 Yrs. = Total	
Department Head: <i>Martin Martin</i>	Division Head: <i>ANN NELSON</i>
Records Coordinator: <i>TRANG DINK</i>	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	
Agency Official _____ Date (mm/dd/ccyy) _____	Agency Records Officer <i>Jack Gaboury</i> 2/15/17 Date (mm/dd/ccyy) _____
PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.	
State Archivist _____ Date (mm/dd/ccyy) _____	Executive Secretary – PRB _____ Date (mm/dd/ccyy) _____

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D00-0042	2. Record Series Title Cash Management Operations Files
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Financial Services
7. Record Series Year of Creation	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Schedule D00-0042 Cash Management Operations Files to be terminated 12/31/2018. Documents are now kept under D15-0024 Financial Service Operations Files-Paper and D15-E024 Financial Service Operations Files - Electronic.

This schedule will be set to expire on 12/31/2018 when the retention is up on the last remaining record.

Estimated annual volume of this record: 6 Cubic Feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) C+1 Inactive (Record Center/Other) 6 = Total C+7	
Department Head: Jim Klajbor, Deputy City Treasurer Division Head: Robyn Malone RM Records Coordinator: Margarita Gutierrez MB	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D00-E040	2. Record Series Title Tax Collection Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services

7. Record Series Year of Creation 2000	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

Property tax collection reports generated by the Automated Tax Collection System (ATCS). These reports facilitate cash and account reconciliation, tax settlements, tax billing, collection, and enforcement efforts, and performance evaluations.

The report files are stored on the City Treasurer Department's file server, which is maintained and backed up by the Department of Administration, Information and Technology Management Division. The reports include:

#### Monthly Closing:

Permanent Delinquent Report

Delinquent Tax Accounts Redeemed

#### Special Reports

BID Settlement Report

Delinquent Tax Balances Report

Installment Tax Balances Report

Delinquent Sewer Update

Delinquent Water and Sewer Year End Report

Sewer/Water Report

Estimated annual volume of this record: 20 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 7 years + Inactive (Record Center/Other) 0 = Total Current + 7 years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A. Schmidt, Records Coordinator: Kerry R. Urban	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D07-E023	2. Record Series Title Facsimile Installment & Delinquent Tax Bills
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Microsoft Access database provides the means to produce facsimile installment tax bills and delinquent tax bills.

Estimated annual volume of this record: 225 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 7 years + Inactive (Record Center/Other) 0 = Total Current + 7 Years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A. Schmidt Records Coordinator: Kerry R Urban	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D07-E024	2. Record Series Title Return Remittance Payments & Coupons-Bank Lock Box
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 0 0 0 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

This record series includes images of return remittance tax bill payment coupons for taxes that are paid via the use of bank lock boxes. The bank under contract with the Office of the City Treasurer images the tax bill coupons when processing payments. CD Roms of the imaged coupons submitted with payments are sent to the Office of the City Treasurer for a retention period of current plus three years. The four year retention period is in accordance with the tax enforcement cycle. Audits are conducted routinely within a year. The four year time frame covers delinquent accounts. The records contain copies of payment checks which contain personally identifiable bank information.

Box #16: Wis. Stat. §19.36 (13)

Estimated annual volume of this record: 20 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 4 years + Inactive (Record Center/Other) 0 = Total Current + 4 years	
Department Head: Jim Klajbor, Deputy Division Head: Richard A Schmidt PS Records Coordinator: Kerry R Urban xpc	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D74-0369	2. Record Series Title Voucher - Treasurer Issues
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Financial Services
7. Record Series Year of Creation 1974	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 6 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Schedule D74-0369 Voucher - Treasurer Issues to be terminated 12/31/2017. Documents are now kept under D15-0024 Financial Services Operations Files-Paper and D15-E024 Financial Services Operations Files - Electronic.

This schedule will be set to expire on 12/31/2017 when the retention is up on the last remaining record.

Estimated annual volume of this record: 1 Cubic Foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) C+1 Inactive (Record Center/Other) 5 = Total C + 6	
Department Head: Jim Klajbor, Deputy City Treasurer Division Head: Robyn Malone RM Records Coordinator: Margarita Gutierrez MG	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D86-E078	2. Record Series Title Special Assessment Bond Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 221
	6. Agency Name City of Milwaukee	
Division Name Office of the City Treasurer		Subdivision Name Customer Services
7. Record Series Year of Creation 1986	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 3 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> FIS <input checked="" type="checkbox"/> Current Year
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

Special Assessment Bond Reports includes the following 3 reports:

- 1) Bonds in Tax Key Sequence
- 2) Bonds to Tax Roll and Bond History File
- 3) Special Assessment List- D.P.W.

Estimated annual volume of this record: 380 MB (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) Current + 3 years + Inactive (Record Center/Other) 0 = Total Current + 3 years	
Department Head: Jim Klajbor, Deputy	Division Head: Richard A. Schmidt <i>RS</i> Records Coordinator: Kerry R. Urban <i>KRU</i>

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

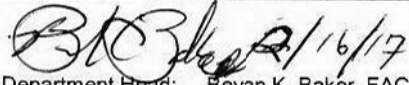
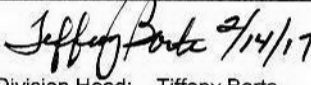
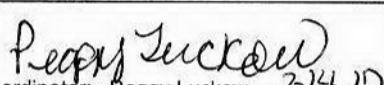
## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 04-9041	2. Record Series Title Mammography Films and Reports
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health Department	Subdivision Name Administration	
7. Record Series Year of Creation 1990	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Other (Specify) Mammogram Films	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 10 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description


This record series contains mammogram films and reports containing results of mammogram tests for clients of the MBCCAP (Milwaukee Breast and Cervical Cancer Awareness Program). Film and or reports include mammogram results, name of provider reading the films, demographics to include patient name, address, City of Milwaukee medical records number, social security numbers, past history and physical information. Funding for the Well Woman's program includes a combination of State and Federal funds to support this program locally. The Wisconsin Well Woman Program provides preventative health screening services to low income, uninsured or underinsured women between the ages of 35 and 64. Women who do not have insurance can be seen to age 80 or above. Breast and cervical cancer screenings have been funded since 1994 by the US Centers for Disease Control. Covered services are available from participating providers at no cost to Well Woman clients. Retention is in keeping with the Mammography Quality Standards Act.

Box #16 - Wis. Stat. § 146.82 (1)

Estimated annual volume of this record: 7 cubic feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- 1 Active (Office) 9 + Inactive (Record Center/Other) 10 = Total		
Department Head:  Bevan K. Baker, FACHE	Division Head:  Tiffany Barta	Records Coordinator:  Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/16/17

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 05-0003	2. Record Series Title Pilot Project - Lead Safety
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health		Subdivision Name Administration
7. Record Series Year of Creation 1999	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series is to be deleted as the records are obsolete as of 2002. All records have been destroyed when retention was up on the last remaining records in 2009.

### History:

Environmental records for purposes of documentation of lead remediation pilot program. The grant was developed to provide support to the pilot Ordinance 971298. The Ordinance passed in February, 1999 and began on May 1, 1999. The Ordinance "sunset" on May 1, 2002. This record schedule includes any and all documentation related to this pilot project program including but not limited to test sample analysis.

Estimated annual volume of this record: N/A (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 4 yrs. + 3 yrs. Inactive (Record Center/Other) 7 yrs. = Total	
Department Head: Bevan K. Baker, FACHE 2-8-17 Division Head: Lisa M. Lien Records Coordinator: Peggy Luckow 2/6/17	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES	
Agency Official Date (mm/dd/ccyy)	Agency Records Officer Date (mm/dd/ccyy)

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist Date (mm/dd/ccyy)	Executive Secretary - PRB Date (mm/dd/ccyy)
--------------------------------------	--

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 85-0017	2. Record Series Title Special Supplemental Food Program WIC Record
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 381
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Administration

7. Record Series Year of Creation 1985	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 4 <input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

### 12. Records Series Description

The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a federal prevention program which provides a WIC nutrition assessment (including health screening), nutrition and breastfeeding education, health information, referrals to health and social services, and supplemental foods to eligible individuals as funding levels permit. Pregnant, breastfeeding, and postpartum women, infants, and children less than age five years are categorically eligible to participate in the WIC Program. Income eligibility requirements for the WIC Program extend to 185% of poverty (or higher, per "adjunctive eligibility" with other programs such as FoodShare). Other eligibility criteria include Wisconsin residency, and an identified nutrition risk factor. Internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- City of Milwaukee Health Department.

Records include but are not limited to financial operations, food draft issuance, equipment purchases and inventory, nutrition education, civil rights and fair hearing procedures, and participant certification. Records related to participant certification includes the documentation which supports the eligibility and/or ineligibility for each certification period in the three year retention period, i.e. questionnaires, growth grids, charting notes, flow sheets, termination/ineligibility letter and the most recent printed certification form indicating participant history.

Retention is in accordance with the requirements outlined in the Wisconsin WIC Program Operations Manual Section 10.42, Paragraphs A-C.

Estimated annual volume of this record: 10 cubic feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What Medium? What point in the records cycle?
Total Retention Requested- 1 Active (Office) 3 Inactive (Record Center/Other) 4 Yes Total
Department Head: Bevan K. Baker, FACHE 2-13-17 Division Head: Tiffany Barba 2/14/17 Records Coordinator: Peggy Luckow 2/15/17

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		Jack Gaboury 2/15/17	

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D17-E001	2. Record Series Title Food Establishment Inspection Plans (E-Vault)
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 2008	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

This is a new record series which is maintained on the City of Milwaukee's centralized imaging system (known as E-Vault) which includes restaurant plans from completed restaurant construction and remodeling jobs. The plan contains an architectural drawing of the facility. Plans are received from all food operations involving new construction or major remodeling. The information reviewed by the Health Department includes the overall layout, equipment location, plumbing fixtures, restrooms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect, contractor or operator.

These records are used on an as needed basis to verify the facility and equipment requirements that were communicated to the operator at the time of licensing. They verify what was approved by our plan review personnel at the time of initial licensing or at the time that a major remodeling of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing equipment such as a grill that is not located below a ventilation hood. This would be a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors has ever said anything. The inspector would then check the archived records showing the equipment layout and hood to see if the owner's story is accurate.

Per Wis. Stat. §137.20, the original paper plans will be scanned into E-Vault, and subjected to quality control review to ensure the images are acceptable. Upon verification the paper documents will be kept for 3 months and then destroyed confidentially. \* The City of Milwaukee currently maintains a permanent collection of structure plans dating back to the City's inception for historic and reference purposes. These records will be included in that collection and maintained permanently.

Estimated annual volume of this record: determined in megabytes (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other Street Address	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Neighborhood Services Plans <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) P + Inactive (Record Center/Other) P = Total Permanent	
Department Head: Bevan K. Baker	Division Head: Claire Evers
Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-S001	2. Record Series Title Food Establishment Inspection Plans
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health

7. Record Series Year of Creation 2008	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 3 0 0 0 <input type="checkbox"/>	
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Scan into E-Vault & quality control	
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.	
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):	

**12. Records Series Description**  
These records have not previously been scheduled.

This record series includes restaurant plans from completed restaurant construction and remodeling jobs. The plan contains an architectural drawing of the facility. These plans are received from all food operations involving new construction or major remodeling. The information reviewed by the Health Department includes the overall layout, equipment location, plumbing fixtures, restrooms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect, contractor or operator. The plans will be scanned into the City of Milwaukee's centralized imaging system (known as E-Vault) for permanent retention. See related Schedule D17-E0001.

These records are used on an as needed basis to verify the facility and equipment requirements that were communicated to the operator at the time of licensing. They verify what was approved by our plan review personnel at the time of initial licensing or at the time that a major remodeling of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing equipment such as a grill that is not located below a ventilation hood. This would be a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors has ever said anything. The inspector would then check the archived records showing the equipment layout and hood to see if the owner's story is accurate.

Estimated annual volume of this record: 3 Cubic Feet (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other Street Address	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where Dept. of Neighborhood Services Plans <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? E-Vault What point in the records cycle? Upon receipt at the City of Milwaukee Records Center	
Total Retention Requested- Active (Office) + Inactive (Record Center/Other) 3 months = Total 3 months	
Department Head: Bevan K. Baker	Division Head: Claire Evers
Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

**17. APPROVAL SIGNATURES**

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

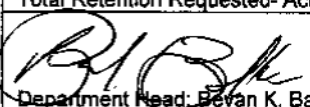

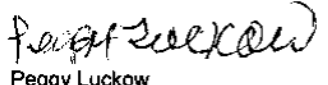
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D77-0128	2. Record Series Title Insp Report- Restaurant & Tavern H-3065 No Violation
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		



*This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.*

*Form H-3065 Inspection Reports- Restaurant & Tavern (No Violation) are no longer generated, and no current inventory exists under this schedule.*

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 1 Year + Inactive (Record Center/Other) = Total 1 Year	
 Department Head: Bryan K. Baker	
 Division Head: Claire Evers	
 Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	 Agency Records Officer	 Date (mm/dd/ccyy)
-----------------	-------------------	--	--

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------



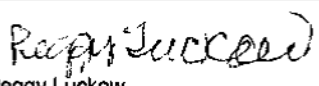
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D77-0129	2. Record Series Title Insp Report- Restaurant & Tavern H-3065 Violations
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 5 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

*This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.*

*Form H-3065 Inspection Reports- Restaurant & Tavern (Violations) are no longer generated, and no current inventory exists under this schedule.*

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 2 Years + Inactive (Record Center/Other) 3 Years = Total 5 Years	
 Department Head: Bevan K. Baker	
 Division Head: Claire Evers	
 Records Coordinator: Peggy Luckow	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

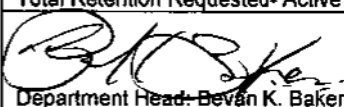

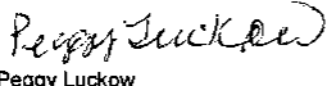
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

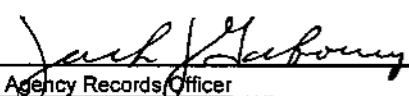
<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D77-0130	2. Record Series Title Insp Report- Food Establishment H-3066 No Violation
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 1 <input type="checkbox"/>		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

*This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.*

*Form H-3066 Inspection Reports- Food Establishment (No Violation) are no longer generated, and no current inventory exists under this schedule.*

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Active (Office) 1 Year + Inactive (Record Center/Other) = Total 1 Year		
 Department Head: Bevan K. Baker	 Division Head: Claire Evers	 Records Coordinator: Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access Is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES			
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------



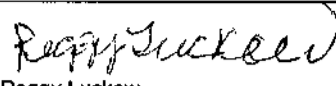
Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # D77-0131	2. Record Series Title Insp Report- Food Establishment H-3066 Violations
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 383
	6. Agency Name City of Milwaukee	
Division Name Health Department		Subdivision Name Consumer Environmental Health
7. Record Series Year of Creation 1977	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 5 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

*This schedule will be deleted as these records are obsolete. The form was discontinued in 2007.*

*Form H-3066 Inspection Reports- Food Establishment (Violation) are no longer generated, and no current inventory exists under this schedule.*

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Active (Office) 2 Years + Inactive (Record Center/Other) 3 Years = Total 5 Years		
 Department Head: Bryan K. Baker	 Division Head: Claire Evers	 Records Coordinator: Peggy Luckow

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES			
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 10-0052	2. Record Series Title Accounts Payable Records - Departments
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry Services	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs   Mo   Wks   Days   Permanent* 6         <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation   Fiscal   Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Fwd to Comptroller for approval		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The Forestry Department will adopt use of the City of Milwaukee Global Schedule for Accounts Payable Records Departments (Paper Copies). This schedule provides city-wide uniformity for the retention and final disposition of records related to Accounts Payable Records - Departments. This records series includes copies of Control Group Reports generated from the FMIS system along with accompanying invoices received by all city departments. This includes the records for Procard Payments & Petty Cash. The Procard program is used for making purchases under \$5000 and eliminates the requisition, invoice & purchase order process. Procard purchases are reconciled each cycle by the Procard Manager and approved by the Procard approving official. Copies of statements & purchases are kept as backup. Petty Cash is issued to an employee for purchases made up to \$100. Copies of receipts are kept as backup. 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. Department heads must submit a letter of request to the Document Services Manager.

Estimated annual volume of this record: 1 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? FMIS & E-Vault <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- 6 months Active (Office) + 0 Inactive (Record Center/Other) = 6 months Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Zoni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES	
Agency Official	Date (mm/dd/ccyy)
Agency Records Officer	Date (mm/dd/ccyy)

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5). (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 11-0030	2. Record Series Title Investigation and Disciplinary Files
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Closure of Investigation
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

This Forestry Department will adopt use of the City of Milwaukee's Global Schedule for Investigation and Disciplinary Files.

This record series includes notes, witness statements, evidence, reports and other documentation created and maintained in connection with internal investigations involving an employee which could include documents that are related to formal disciplinary action, such as suspension notices and warning letters. Investigative files may include Employee Home Visit forms which indicate the employee's personal information such as name, address, phone number as well as if an employee was actually home during the visit, why the employee was absent, who did the visit, and if the employee saw a doctor.

Investigative files should be separate from Employee Personnel Files and should be maintained separately in supervisory/managerial working files.

Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = Closure of Investigation + 7 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

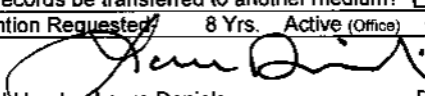
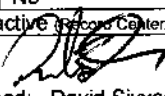
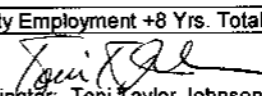
## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 11-0035	2. Record Series Title Personnel File
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 8 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Separation from City Employment		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description


The Forestry department will adopt use of the City of Milwaukee's Global Schedule for Personnel Files. 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.

Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Total Retention Requested: 8 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = Separation from City Employment +8 Yrs. Total	
Department Head:  Laura Daniels	Division Head:  David Sivy
Records Coordinator:  Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 11-0036	2. Record Series Title Personnel Files- Medical
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South

7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 8 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Separation from City Employment
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

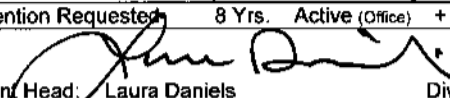

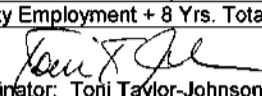
### 12. Records Series Description

This Forestry Department will adopt use of the City of Milwaukee's Global Schedule for Personnel Files- Medical.

This record series includes ADA compliance documentation records regarding reasonable accommodation requests, responses and materials under 29 CFR 1602-14 (ADA Act), FMLA Applications including dates & hours of leave, record of any dispute and its resolution, and medical certifications requested and received by formally designated departmental FMLA managerial representatives from authorized medical doctors, acting on behalf of City employees who submit requests for a leave of absence. Injury Reports, Application for Sick Leave or Injury Pay, Application for Absence Due to Personal Illness, as well as fitness for duty exams & results, return to work documentation, medical status updates, LTD Applications, Sick Leave Control Letters, and other occupational health related records may be included in this file.


NOTE: Departments may wish to retain a copy of FMLA Application forms (for reference purposes only) by eligibility year, in addition to copy filed under this schedule. Reference copies should be destroyed after one year.

Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium?	What point in the records cycle?	
Total Retention Requested: 8 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = Separation from City Employment + 8 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor-Johnson

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	 Jack Gaboury	Date (mm/dd/ccyy)
		2/15/12	

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

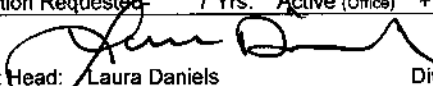


State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0003	2. Record Series Title Code Enforcement Violations
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2015	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Code Enforcement Violations overseen by the Forestry department include Tall Grass/Weed Destruction (*City of Milwaukee Ordinance 80.17*) and Sidewalk Snow/Ice Clearing (*City of Milwaukee Ordinance 116-8 & City Charter 11-24*) notices. These notices indicate the address of the violation, date witnessed, type of violation, Inspector name or initials, area of property in violation, re-inspection date and by whom.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other By Address and then Date		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

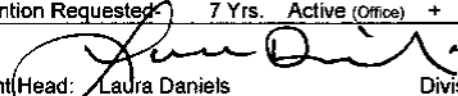
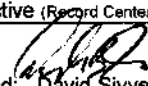

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0004	2. Record Series Title Notice to Proceed
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2014	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains the Notice to Proceed form which is sent to a contractor for snow/ice and grass/weeds removal on City-owned properties. The Notice to Proceed contains a list of Property Address, Description of Work, Tax Key Number, LN Footage, Amount Charged as well as manager approval signature and date. The invoice from contractor(s) who performed the requested work is also attached to these records.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head:  Laura Daniels	Division Head:  David Sivyver
Records Coordinator:  Tori Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	 Jack Gaboury	Date (mm/dd/ccyy)
			2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

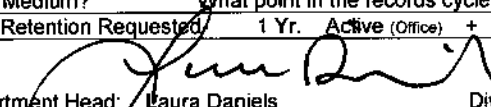
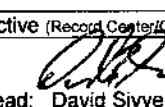
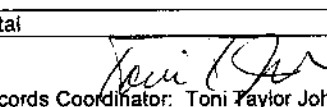
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0005	2. Record Series Title General Receipts
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation: <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/> Other (Specify)
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains copies of invoices and receipts for things such as fuel refill (large yard tank), rugs, supplies, etc. Original receipts/invoices are forwarded to the central office for payment, and these receipts are back-up copies in the event that the Central Office does not receive them.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Forestry Central Office <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 1 Yr. Active (Office) + 0 Inactive (Record Center/Other) = 1 Yr. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer 	Date (mm/dd/ccyy) 2/15/17
-----------------	-------------------	---	---------------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

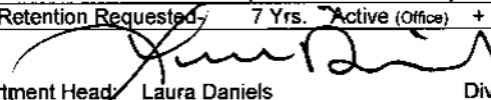
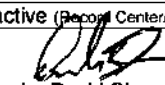
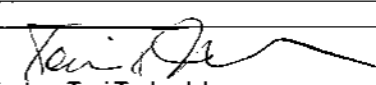
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

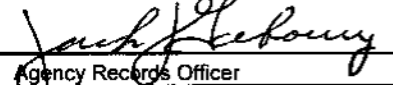
<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0006	2. Record Series Title Storm Call- Initial Switchboard Response
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a log of the date and time the switchboard was called to notify the Forestry Department about storm damage. Problems could be trees down, blocking streets or sidewalks etc. The log lists the problem, location, what work needs to be done, who was assigned to this work and what type of equipment was used.

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

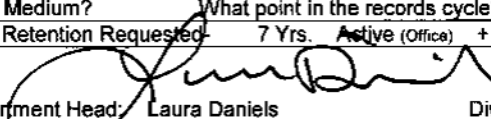
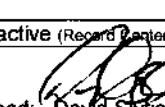
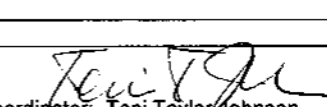
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_


## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0007	2. Record Series Title Storm Damage Field Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a storm damage field report that tracks the quarter section or address of work, crew names and truck number, date of work being done, tree species and size, and what action is needed such as removing broken branches.

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Slyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	 Jack Gaboury	Date (mm/dd/ccyy)
			2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

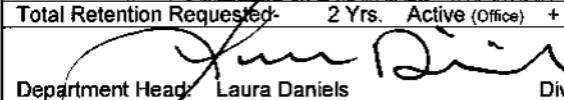

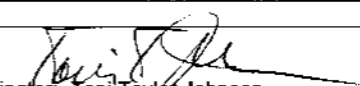
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0008	2. Record Series Title Daily Line Clearance Log
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains Daily Line Clearance Logs. They are used when tree branches get too close to overhead telephone lines and other wires. The log specifies the date and district number where clearance was done, workers and truck numbers used, location and number of trees cleared and how long clearance took.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer 	Date (mm/dd/ccyy) 2/15/17
-----------------	-------------------	---	---------------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0009	2. Record Series Title Infrastructure Services Damage Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs   Mo   Wks   Days   Permanent* 7         <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation   Fiscal   Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
<b>*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.</b>		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a copy of a letter from the Infrastructure Division notifying interested parties of damage to City property and describes the type of damages and potential cost implications. A Damage Report is also attached. The Damage Report details the name of the contractor or subcontractor, address of the damage site, what work is being done, what caused the damage, who fixed the damage, when the repair was done and how it was repaired, the type of materials used to make the repair.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

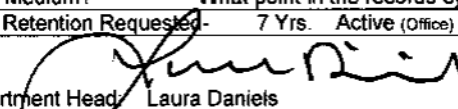
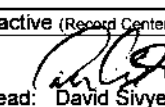
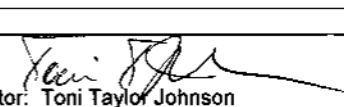
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0010	2. Record Series Title B.E.S. Cable Damage Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The B.E.S. (Bureau of Electrical Services) Cable Damage Report is used to notify BES when damage occurred during Forestry operations. The report specifies the address where the damage is located, date and time of damage, truck and stumper that was used, width of the tree border, distance from the curb or walk, depth of cable, what was being done when damage occurred, and when and who reported the damage.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Silyer	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary -- PRB	Date (mm/dd/ccyy)
-----------------	-------------------	----------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0011	2. Record Series Title Chemical Use
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The Chemical Use report is used in addition to the FO-16 Daily Report in order to detail when a chemical application has been used at a job site. The form identifies the date the chemical was applied, the name of the chemical used, EPA registration number, who applied the chemical, where and why it was used, how it was mixed, what was used to apply it and the weather (wind direction and speed) at the time of use.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 2 Yrs. Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

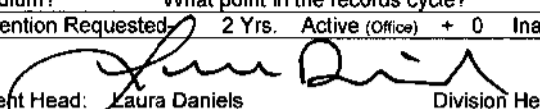
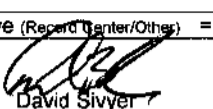
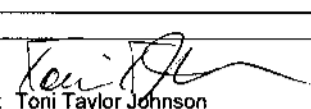
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0012	2. Record Series Title Chemical Sign Out Sheet
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record series contains a continuous sign out sheet that identifies the chemical name, how much was used, date it was used and the name the employee of who used it. Examples of potential chemicals used can be insecticides and pesticides.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head:  Laura Daniels	Division Head:  David Sivyler	Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	 Jack Gaboury	Date (mm/dd/ccyy)
		Agency Records Officer	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0013	2. Record Series Title FO8- Tree Removal
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

The FO8 Tree Removal report describes the area in which a tree is located, the species and size, the reason it is being removed, when, who and what truck was used to remove it. It also lists whether a new tree was planted and the species of tree.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0014	2. Record Series Title Absence Analysis Calendar
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Absence Analysis Calendars log each employee's vacation, sick, injury, comp time as well as any other code related to work hours.

Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series allows the employee to track their time on a yearly basis and can refer to it when time is added to the City's payroll system to match what was entered is what the employee expected to be paid for.

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? DPW Time Entry System <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 2 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/12

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

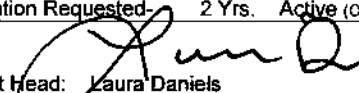


Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0015	2. Record Series Title Absence Call-in Report
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Absence Call-In Reports are created when an employee calls in absent to work. The employee in the office who receives the call fills out the report with the date and time the call was received and indicates the employee's name and reason for being absent. The report is signed by the employee who filled out the report and the office supervisor who approved it.

Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series creates an audit trail to ensure that there is documentation of employee absences.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What Medium? What point in the records cycle?
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total
Department Head:  Laura Daniels Division Head:  David Sivyer Records Coordinator:  Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	 Jack Gaboury	Date (mm/dd/ccyy)
		2/15/17	

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0016	2. Record Series Title Transitional Duty Time Card
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 2 <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Transitional Duty Time Cards are used when an employee performs work other than what is required by their primary job description due to a work related illness or injury. Information contained on this form records time the employee worked or time when the employee was at the doctor's office during work hours when the employee is on either injury pay or worker's compensation. Personally identifiable information contained on this form includes name, address, work location, employee ID, and information related to illness or injury.

Employees and managers have two years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series creates an audit trail to ensure that there is documentation of employee absences.

Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Slyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0017	2. Record Series Title Police Reports - Copy
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs   Mo   Wks   Days   Permanent* 7         <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation   Fiscal   Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Police Department accident reports are sent when an automobile has damaged a city street tree or the irrigation system maintained by the Forestry Department. Accident reports contain the driver's name, address, and driver license number. Internal authorization to gain access to these records shall be given by the City of Milwaukee/Dept of Public Works/Forestry Staff

Estimated annual volume of this record: .5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Original is at the Milwaukee Police Department <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 7 + Inactive (Record Center/Other) = 7 Yrs Total	
Department Head: Laura Daniels Division Head: David Sivyer Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

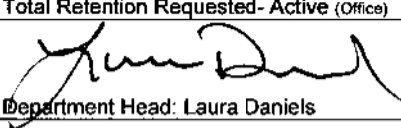


State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_


## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read Instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0018	2. Record Series Title Damage Claims to Personal Property
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs   Mo   Wks   Days   Permanent* 7         <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation   Fiscal   Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

City Attorney Claims are received by Forestry for reimbursement of damages from the City caused by Forestry to personal property. Claims are received by the City Clerk's office and forward to the City Attorney's Office. Packet contains the complaint letter, photos of the damage & repair estimates. The Forestry Department investigates the claim and provides a response along with supporting document including service requests, national weather service climate data, property damage reports & photos of the damage.

Estimated annual volume of this record: .5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 4 + Inactive (Record Center/Other) 3 = 7 Yrs Total	
 Department Head: Laura Daniels	
 Division Head: David Sivyer	
 Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

17. APPROVAL SIGNATURES	
Agency Official 	Agency Records Officer 
Date (mm/dd/ccyy)	Date (mm/dd/ccyy)

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

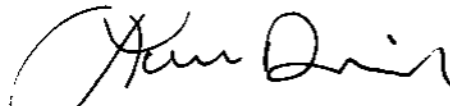


State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_


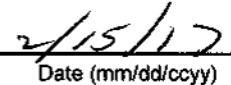
## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 58-0061	2. Record Series Title Accounts Receivable
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry Services
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This record contains copies of invoices for tree damage, flower sales, etc that vendors are billed for services provided by Forestry. Original invoices are sent to vendors, these are backup copies.

Estimated annual volume of this record: 0.5 cubic foot (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested- Active (Office) 7 + Inactive (Record Center/Other) 7 = Total	
 Department Head: Laura Daniels	
 Division Head: David Sivyer	
 Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	 Agency Records Officer	 Date (mm/dd/ccyy)
-----------------	-------------------	--	--

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 65-0134	2. Record Series Title Auto Impact Work Order
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Forestry - South
7. Record Series Year of Creation 1965	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Auto Impact Work Orders are filled out when an automobile or contractor has damaged a tree. The work order includes the date the damage occurred, address, size and species of tree, what action was taken, who made the repair/replacement, how long it took, date work was completed, and before and after images of the damage.

Police department accident reports may also be attached to the work order. When accident reports are attached, personally identifiable information may be included (if not redacted) of the driver's name, address, and driver's license number. Therefore, internal authorization to gain access to these records shall be given only by the City of Milwaukee legal custodian- City of Milwaukee/Dept. of Public Works/Forestry Staff.

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 2 Yrs. Active (Office) + 5 Yrs. Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head: Laura Daniels	Division Head: David Sivyer
Records Coordinator: Toni Taylor Johnson	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization


<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 66-0074	2. Record Series Title Progress Reports, Daily
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 1966	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* 7 <input type="checkbox"/>		
10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>		
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

Daily Progress Reports (FO-16) are used to track the site address and what type of work was done at a particular location. This is notated on the form as Performance Measures. The Performance Measures are listed by code number with a description, and the hours and quantity. The form also contains the name of the employee, the trucks and other equipment used.

Estimated annual volume of this record: 2 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes Where? <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested 7 Yrs. Active (Office) + Inactive (Record Center/Other) 7 Yrs. = Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
			2/15/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 76-0117	2. Record Series Title Injury Reports: OSHA 300A, 301-EB-49, 300
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 581
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works	Subdivision Name Forestry - South	
7. Record Series Year of Creation 2016	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

This record series includes a log, summary and incident reports of work related injuries and illnesses of City Employees. Department of Employee Relations receives the official copies of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws. OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB-49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. (These forms were previously known as Injury and Illness Record, OSHA-100, 102 & CA-49). Forms contain name, address, date of birth, social security number, employee ID number and type of injury.

Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: .5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes - Dept. of Employee Relations Office <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Records Center/Other) = 7 Yrs. Total		
Department Head: Laura Daniels	Division Head: David Sivyer	Records Coordinator: Toni Taylor Johnson

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 07-E030	2. Record Series Title RS6000 Enquesta Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being renewed to satisfy audit requirements for record retention and disaster recovery of Water Works customer service records, including billing and payments, work orders, names and addresses. Data is continuously updated. Back up tapes are created daily and monthly.

Box #16: Wis. Stat. §196.137

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban <i>GK</i> Division Head: Carrie Lewis <i>CWL</i> Records Coordinator: Tim Ignatowski <i>TI</i>	

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabour@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	
17. APPROVAL SIGNATURES	

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 07-E031	2. Record Series Title GIS Water - Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being amended to update the record series title and description. This schedule satisfies audit requirements for record retention and disaster recovery of Water Works Engineering GIS (Geographic Information Systems) and Water Works Distribution. Back up tapes are created daily and monthly.

Box #16: Wis. Stat. §196.137

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban <i>GK</i> Division Head: Carrie Lewis <i>awl</i> Records Coordinator: Tim Ignatowski <i>TI</i>	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
		<i>Jack Gaboury</i>	<i>2/15/17</i>

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 07-E032	2. Record Series Title Full Operational & Financial Backup Online Data
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 641
	6. Agency Name City of Milwaukee	
Division Name Department of Public Works		Subdivision Name Water Department
7. Record Series Year of Creation 2007	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input checked="" type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		
12. Records Series Description		

This schedule is being renewed to satisfy audit requirements for record retention and disaster recovery of Water Works financial data, water quality reporting, tracking data, and general data used in the day to day operations of the City of Milwaukee Water Works. The data is imputed into the Water Works network. Files are updated continuously; daily and monthly back up tapes are created.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Off Site Storage <input type="checkbox"/> No	
Will these records be transferred to another medium? <input checked="" type="checkbox"/> Yes - Computer Tape <input type="checkbox"/> No	
What Medium? What point in the records cycle? On-going	
Total Retention Requested- Active (Office) 1 Yr. + 6 Yrs. Inactive (Record Center/Other) 7 Yrs. = Total	
Department Head: Ghassan Korban GK Division Head: Carrie Lewis CWL Records Coordinator: Tim Ignatowski TI	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
-----------------	-------------------	------------------------	-------------------

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 07-0001	2. Record Series Title Open Records Requests
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 2 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description



This is a renewal of an existing Citywide Global Schedule- last approved by the State Public Records Board on 9/5/2007.

This schedule provides Citywide uniformity for the retention and disposal of records related to compliance with Wisconsin Open Records Laws. This includes any formal written requests received from the public, any copies of written responses, either approving or denying public requests, as well as copies of the records supplied.

Estimated annual volume of this record: (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium? What point in the records cycle?		
Total Retention Requested- 2 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 2 Yrs. Total		
Department Head: Jim Owczarski	Division Head: Jack Gaboury	Records Coordinator: Terry MacDonald TM

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

	2/6/17		2/6/17
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

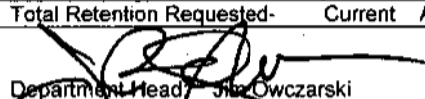

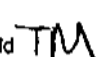
## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0019	2. Record Series Title Interdepartmental Requisition Invoices (IRIs)- Department Copy
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 1 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input checked="" type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

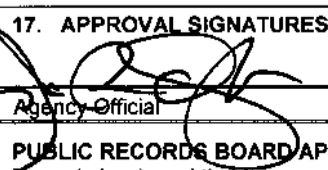

This retention schedule is a new Global Schedule to provide Citywide uniformity for the retention and disposition of department copies of Interdepartmental Requisition Invoices (IRIs) for administrative and reference use.

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 then forwarded to the City Comptroller's office for processing. The completed IRIs are scanned and maintained in E-vault for 7 years, and currently, only Comptroller's office staff has authorization access to the electronic records. See related Comptroller schedules D02-E017 & D02-S017.

Estimated annual volume of this record: 5 cu ft (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)		
Record Organization: <input type="checkbox"/> Alpha <input checked="" type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other		
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes All City IRIs are scanned into E-Vault <input type="checkbox"/> No		
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
What Medium?	What point in the records cycle?	
Total Retention Requested- Current Active (Office) + 1 yr. Inactive (Record Center/Other) = 1 Yr. Total		
Department Head:  J. Owczarski	Division Head: Jack Gaboury  Jack Gaboury	Records Coordinator: Terry MacDonald  TM

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: jgabou@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

 Agency Official	2/6/17 Date (mm/dd/ccyy)	 Agency Records Officer	2/6/17 Date (mm/dd/ccyy)
---	-----------------------------	--	-----------------------------

**PUBLIC RECORDS BOARD APPROVAL** - Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary - PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## Records Retention / Disposition Authorization

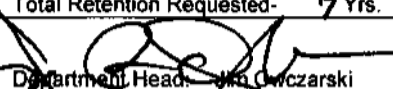

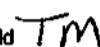
<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 76-0117	2. Record Series Title Injury Reports: OSHA 300A, 301-EB-49, 300
	3. RDA Status (Check One): <input type="checkbox"/> New <input type="checkbox"/> Amended <input checked="" type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 900
	6. Agency Name City of Milwaukee	
Division Name City Clerk/Document Services Section		Subdivision Name Citywide Global Schedules
7. Record Series Year of Creation 1976	8. Medium for Records Storage (Check all appropriate) <input checked="" type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs: 7 Mo: Wks: Days: Permanent* <input type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input checked="" type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

This is a renewal of an existing Citywide Global Schedule- last approved by the State Public Records Board on 8/27/2007.

This record series includes a log, summary and incident reports of work related injuries and illnesses of City Employees. Department of Employee Relations receives the official copies of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws. OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB-49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. (These forms were previously known as Injury and Illness Record, OSHA-100, 102 & CA-49). Forms contain name, address, date of birth, social security number, employee ID number and type of injury.



Box #16: Wis. Stat. § 19.36 (10)(a)

Estimated annual volume of this record: 5 cubic ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes - Dept. of Employee Relations Office <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested: 7 Yrs. Active (Office) + 0 Inactive (Record Center/Other) = 7 Yrs. Total	
Department Head:  Jack Gaboury	Division Head: Jack Gaboury  Records Coordinator: Terry MacDonald 

13. Records Contain Personally Identifiable Information (PII): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	--

15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Jack Gaboury Telephone: 414-286-8083 Email: <a href="mailto:jgabou@milwaukee.gov">jgabou@milwaukee.gov</a>
---

16. Records Series Contains Content that is Confidential or Access is Protected: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.
--

17. APPROVAL SIGNATURES	
 Agency Official	 Agency Records Officer
Date (mm/dd/ccyy): 2/6/17	Date (mm/dd/ccyy): 2/6/17

**PUBLIC RECORDS BOARD APPROVAL** – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)
-----------------	-------------------	---------------------------	-------------------

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

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

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

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

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

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

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
9	170	Election Commission	06-0001	<u>Poll Lists</u>	Amend	This schedule is being amended to include non-partisan poll lists and to revise retention per Wis. Stat. §7.23(1)(e) which governs the destruction of these records. This record series (from the year 2000 and forward) contains poll lists for partisan and non-partisan elections. The poll list is an alphabetical listing of registered voters, which are annotated with sequential numbers to show who voted. Following each election a copy of the poll list is sent to Milwaukee County Election Commission. Information contained on these records includes, but is not limited to, ward number, name of voting location, election date, signature of election inspectors, number of votes cast, number of voters listed, first, middle and last name of registered voters, address of voter, and voter registration number.	Event (Date of Election) + 1 Yr. 10 mos./ City Records	Destroy Confidential	Yes
10	170	Election Commission	06-0002	<u>Poll Lists (Non-Partisan)</u>	Delete/ Superseded	This schedule is to be deleted as Wis. Stat. §7.23 (1)(e) does not differentiate retention for partisan vs non-partisan election poll lists. All current inventory will be transferred and maintained under schedule D06-0001. See same schedule for description of record.	Event (Date of Election) + 2 Yrs. /Office	Destroy Confidential	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
11	170	Election Commission	06-0004	<u>Notice of Convicted Felon Status</u>	Renewal	This record series includes notifications sent to the City of Milwaukee Election Commission from the Department of Corrections for the purpose of inactivating a voter's registration record in the Statewide Voter Registration System (SVRS) because of their status as outlined in Wis. Stat. §6.03 (1)(b). These notifications are received prior to every election in the City of Milwaukee. The lists are maintained Election Day only. The list contains voter's name, alias name, if any, address and separation date.	Event (Election Day)	Destroy Confidential	Yes
12	170	Election Commission	06-0005	<u>Polling Location Books</u>	Renewal	This record series contains a list of all polling locations for each City election dating back to 1972. The books are used at polling sites by workers to direct voters to the correct voting locations. Information contained in the books include a listing of the polling sites by district and ward number, and building and street address of each location.	Event (Revision to books)	Transfer to City Archives at MPL	Yes
13	170	Election Commission	06-0006	<u>Punch Cards</u>	Delete	This schedule is to be deleted as it was a finite series of election punch cards from the 1930s and 1940s. These records were transferred to the City Archives at MPL in 2008. At that time the records were obsolete and are no longer generated.	N/A	Transfer to City Archives at MPL	<b>No-</b> 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
14	170	Election Commission	06-0007	<u>Biennial Election Books</u>	Renewal	This record series contains a book which is compiled on a biennial basis in accordance with Wis. Stat. §7.22 (4). It contains election statistics and returns of all primaries and elections held from each ward. Biennials are made accessible to the public by posting on the City of Milwaukee Election Commission webpage.	Creation + 2 Yrs./ Office	Transfer to City Archives at LRB	Yes
15	170	Election Commission	15-0007	<u>Board of Election Commissioners Meeting Minutes</u>	New	The Election Commission will adopt use of the City's Global Schedule for Minutes. This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of minutes that are maintained by City departments are for reference purposes only. Minutes are to be sent directly to LRB by staff of official bodies upon approval.	Event (Approval of Meeting Minutes)	Transfer to LRB	<b>No-</b> Depts. adopting use of pre-approved Globals no need to be presented to the Board.
16	170	Election Commission	70-0097	<u>Rating Card for Election Official Exam (Inactive)</u>	Delete	This schedule is to be deleted as these records are obsolete and no longer generated.	N/A	N/A	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
17	170	Election Commission	70-0098	<u>Application for Election Official Position</u>	Renewal	This record series contains applications used to hire Election Inspectors or Chief Election Inspectors. Forms are filled out on the City of Milwaukee Election Commission Website and sent electronically to the Election Commission office for review and selection. Applications are printed and the information is entered into the HRMS database and the paper documents are stored in the office. Basic information contained on these applications includes, but is not limited to, first, middle & last name, date of birth, phone number, address, current employment information (employer name, address, duties, job title, length of employment), and other related questions to voter eligibility and preferences for working locations based on which position the person is applying for.	Event (Receipt of Application) + 90 Days / Office	Destroy Confidential	Yes
18	170	Election Commission	72-0044	<u>Board of Election Commissioners Meeting Minutes</u>	Delete/ Superseded	This schedule is to be deleted and the Election Commission will adopt use of the City's Global Schedule G15-0007 for <u>Minutes- City Boards, Commissions, Committees and Task Forces.</u>	Creation + 1 Yr./ Office	Transfer to LRB	<b>No-</b> 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
19	191	Department of City Development (DCD) - Housing & Neighborhood Development	14-0007	<u>Rejected Loan Applications</u>	Custodial Transfer	This custodial change from DCD/NIDC Division 192 to DCD Division 191 reflects that DCD consolidated all of its division numbers under 191. This record series includes client loan applications for City or Federally funded housing rehabilitation loan and grant programs for clients who do not receive a loan or grant from such programs. Records may include income and tax documents submitted by applicants.	Current + 1 Yr. / Office	Destroy Confidential	<b>No</b> - schedules being transferred to another division are sent as a list to the State Records Center, but do not require Committee or Board approval.
20	287	Employee's Retirement System (ERS)	02-E008	<u>Earnings Limitation Records</u>	Amend	Retirees receiving early or disability retirement allowance, and who are subject to an outside earnings limitation, pursuant to Chapter 36 of the Milwaukee City Charter, are required to report to ERS (on an annual basis), all income he/she receives in addition to their retirement allowance. This record series includes outside earnings limitation records consisting of submissions of the federal tax return, any income reporting forms, schedules and income tax return attachments, along with the Outside Earnings Certification form. Documents will be imaged and maintained in Merits (ERS Pension information management system).	Event (Death of Member) + 10 Yrs. -Office	Destroy Confidential	Yes
21	287	Employee's Retirement System (ERS)	02-S008	<u>Earnings Limitation Records</u>	Amend	Retirees receiving early or disability retirement allowance, and who are subject to an outside earnings limitation pursuant to Chapter 36 of the Milwaukee City Charter are required to report to ERS (on an annual basis), all income he/she receives in addition to their retirement allowance. This record series includes outside earnings limitation records consisting of submissions of the federal tax return, any income reporting forms, schedules and income tax return attachments, along with the Outside Earnings Certification form. Per. Wis. Stat. §137.20 records will be imaged into the ERS Merits (information management system) software stored on the ERS server. Paper records will be kept until the end of the fiscal year plus one year. Server tapes are continuously backed-up on a regular cycle and stored offsite. Digital records will be indexed under the retiree's Person ID Number.	Fiscal Year / ERS + 1 Yr. / City Records	Destroy Confidential	<b>No</b> - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
22	287	Employee's Retirement System (ERS)	04-0029	<u>ERS Timecard Records</u>	Delete/ Superseded	This schedule is to be deleted, and ERS will adopt use of City-wide Global Schedule for Time Keeping Records and all current inventory will be transferred to Schedule D10-0025.	Current + 2 Yrs./ Office + 5 Yrs./ Records Center	Destroy Confidential	<b>No</b> - 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
23	287	Employee's Retirement System (ERS)	10-0025	<u>Time Keeping Records</u>	New	ERS will adopt use of City-wide Global schedule for Time Keeping Records. Records previously maintained under Schedule D04-0029 will be transferred to this schedule.	Fiscal Year + 2 Yrs./Office	Destroy Confidential	<b>No</b> - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
24	287	Employee's Retirement System (ERS)	04-0040	<u>ERS Pension Board Election Ballots</u>	Renewal	This record series includes paper ballots used by ERS to conduct periodic elections for members of the Annuity & Pension Board. The election ballots include the name of the candidates and reflect a vote for a candidate. Candidates have 30 days from the date the election results have been certified by the City of Milwaukee Election Commission to initiate a challenge.	Event (Results of the Election or until all objections & appeals have been resolved) + 90 days/ Office	Destroy	Yes
25	287	Employee's Retirement System (ERS)	06-E012	<u>Member Case Files</u>	Amend	This record series may include but is not limited to the following: pension benefit calculations and adjustments, certified official documents (social security cards, marriage certificates, birth/death certificates, name changes, DD-214, etc.), probate documents, family or civil court paperwork, group life insurance documents, tax withholding documents, membership application, separation of employment reports, pension beneficiary forms, and miscellaneous correspondences and documentations. As of 2006, this series includes records previously maintained under "Active Member Case Files" (D06-M009), "Deferred Member Case Files" (D06-M010), and "Retired Member Case Files" (D06-M011). Commencing in August 2007, this record series includes the Global Pension Settlement Consent forms (previously maintained under retention schedule D02-0010). ERS to purge the electronic record 10 years after the final payment is issued (includes member, survivor and beneficiary).	Event (Final Payment issued to member, survivor, beneficiary) + 10 Yrs. Office	Destroy Under Supervision	Yes
26	287	Employee's Retirement System (ERS)	06-E009	<u>Active Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to D06-E012	<b>No</b> - 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
27	287	Employee's Retirement System (ERS)	06-E010	<u>Deferred Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to D06-E012	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
28	287	Employee's Retirement System (ERS)	06-E011	<u>Retired Member Case Files- Electronic</u>	Delete/ Superseded	This schedule is to be deleted and all records transferred to schedule D06-E012 <u>Member Case Files</u> .	Permanent	Transfer to schedule D06-E012	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
29	287	Employee's Retirement System (ERS)	06-S012	<u>Member Case Files</u>	Amend	This schedule is changed to reflect microfilming is no longer used, but rather scanning. Title changed from "Member Case Files Loose Batched Paperwork" to "Member Case Files". This record series may include but is not limited to the following: pension benefit calculations and adjustments, certified official documents (social security cards, marriage certificates, birth/death certificates, name changes, DD-214, etc.), probate documents, family or civil court paperwork, group life insurance documents, tax withholding documents, membership application, separation of employment reports, pension beneficiary forms, and miscellaneous correspondence and documentations. As of 2006, this series also includes records previously maintained under "Active Member Case Files" (D06-E009), "Deferred Member Case Files" (D06-E010), and "Retired Member Case Files" (D06-E011). Commencing in August 2007, this record series also includes the Global Pension Settlement Consent forms (prior retention schedule D02-0010).	Event (scan & index in Merits) + 90 Days- Office	Destroy Confidential	<b>No</b> - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
30	287	Employee's Retirement System (ERS)	06-M009	<u>Active Member Case Files</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Event (Scanning into Merits) + 120 Days/ Office	Destroy Confidential	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
31	287	Employee's Retirement System (ERS)	06-M010	<u>Deferred Member Case Files</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D06-S012 <u>Member Case Files</u> .	Event (Scanning into Merits) + 90 days /Office	Destroy Confidential	<b>No-</b> 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

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

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

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
37	287	Employee's Retirement System (ERS)	07-E026	<u>Medical Records</u>	Delete/ Superseded	This schedule is to be deleted and transfer all records to schedule D17-E020 <u>Case Management Claim Files</u> , which consolidates and transfers all previous separate schedules relating to various types of disability retirement/medical records.	Permanent	Transfer to D17-E020	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
38	287	Employee's Retirement System (ERS)	07-E027	<u>Medical Records</u> <u>Loose Batched Paperwork (Electronic)</u>	Delete/ Superseded	This schedule is to be deleted and transfer all records to schedule D17-E020 <u>Case Management Claim Files</u> , which consolidates and transfers all previous separate schedules relating to various types of disability retirement/medical records.	Permanent	Transfer to D17-E020	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
39	287	Employee's Retirement System (ERS)	17-S020	<u>Case Management Claim Files</u>	New	This is a new schedule created to operation consolidation of member files. Effective 2017, records previously maintained under schedules D97-0062, D97-0063, D99-0118, D99-0124, D07-0026, D07-0027, will be transferred to this schedule. This record series includes, but is not limited to, application for disability retirement, healthcare provider medical records, authorization for release of information forms, worker's compensation medical claim file, employment-related information, certified official documents, administrative appeal/circuit court documents (generated should the employee's application be denied or member is de-certified upon periodic medical re-examination), medical reports (i.e. medical examination by personal physician, physician statement and independent medical examination report), reports of the Medical Council and Medical Panel, and any related correspondence pertaining to a member's disability retirement claim. Per. Wis. Stat. §137.20 records will be imaged into the ERS Merits (information management system) software stored on the ERS server. Server tapes are continuously backed-up on a regular cycle and stored offsite.	Event (Final Disposition) + 90 days/ Office	Destroy Confidential	<b>No</b> - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our retention of paper records being scanned.
40	287	Employee's Retirement System (ERS)	07-0026	<u>Medical Records</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Scanning into Merits) + 90 days /Office	Destroy Confidential	<b>No-</b> 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017**

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
41	287	Employee's Retirement System (ERS)	07-0027	<u>Medical Records Loose Batched Paperwork</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Scanning into Merits) + 90 days/ Office	Destroy Confidential	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
42	287	Employee's Retirement System (ERS)	97-0062	<u>Disability Reviews/Appeals Closed</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	Event (Closure of File) + 2 Yrs. - Office / 5 Yrs. - City Records	Destroy Confidential	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
43	287	Employee's Retirement System (ERS)	97-0063	<u>Medical Files- Inactive</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
44	287	Employee's Retirement System (ERS)	99-0118	<u>Medical Files- Not Pertinent</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
45	287	Employee's Retirement System (ERS)	99-0124	<u>Medical Files- Duplicates</u>	Delete/ Superseded	This schedule is to be deleted when retention is up on the oldest series of records. Future records will be maintained under Schedule D17-S020 <u>Case Management Claim Files</u> .	N/A	N/A	<b>No</b> - 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

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

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

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

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

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
56	381	Health Dept./ Accounting	04-0001	<u>Accounting Stubs</u>	Amend	This record series contains accounting stubs for invoices issued by the Health Department. The Health Dept. issues invoices for food, tattoo, and weights & measures inspections. These list the vendor name, invoice number, amount due/amount paid and description of service. Another type of invoice is for a lead abatement permit stub that the contractor purchases. It lists the name of the contractor and the permit number. The cash is deposited with the City Treasurer on form CBP-200 Deposit to City Treasurer, and detail for the accounting stubs are summarized on a departmental report of cash receipts.	Creation + 7 Yrs./ Office	Destroy	Yes
57	381	Health Dept. / Admin	11-0036	<u>Personnel Files- Medical</u>	New	The Health Department will adopt use of the Citywide Global Schedule for Personnel Files- Medical.	Event (Separation from City Employment) + 8 Yrs./ City Records	Destroy Confidential	<b>No</b> - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
58	381	Health Dept./ Consumer Environ- mental Health	60-0018	<u>Application Close Out Sale License</u>	Delete	This schedule will be deleted as these records are obsolete. The form was discontinued in 2015. The Application Close Out Sale License are no longer generated and no current inventory exists under this schedule.	Creation + 1 Yr.- Office / 3 Yrs. - City Records	Destroy	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
59	381	Health Dept. / Disease Control Env. Health	73-0030	<u>Immunization, First Registry Orig 1965-1967</u>	Delete	This schedule will be deleted as these records are obsolete. The form was mailed out for the purpose of acquiring information concerning the first immunization status of newborn infants in the City of Milwaukee. Form H-40 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
60	381	Health Dept. / Disease Control Env. Health	73-0031	<u>Immunization Status, First Yr. Registry Orig 1965-67</u>	Delete	This schedule will be deleted as these records are obsolete. This form was mailed out for the purpose of acquiring information concerning the immunization status of one year old infants in the City of Milwaukee. Form H-41 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	<b>No</b> - 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 #1 (Original 6-8-17 meeting) -- CART approved May 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
61	381	Health Dept. / Disease Control Env. Health	73-0032	<u>Immunization History Newborn &amp; First Yr. Orig 1965-67</u>	Delete	This schedule will be deleted as these records are obsolete. This record was a form for the compilation of first immunization status of newborn infants and immunization status of one year old infants in the City of Milwaukee; and contracts made by the Health Education Division with parents of newborn and one year old infants. Form H-1104 is no longer generated, and no current inventory exists under this schedule. The program was originally funded by the U.S. Public Health Service in 1965, and funding ceased in 1967.	N/A	Destroy Confidential	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
62	383	Health Dept./ Consumer Environ- mental Health	17-S001	<u>Food Establishment Inspection Plans</u>	New	This record series includes restaurant plans from completed restaurant construction and remodeling jobs. Plans contain an architectural drawing of the facility. Plans are received from all food operations involving new construction or major remodeling. The information reviewed by the Health Department includes the overall layout, equipment location, plumbing fixtures, restrooms, storage and room finishes/materials. After reviewing the plans a plan letter is generated that is sent to the architect, contractor or operator. These records are used on an as needed basis to verify the facility and equipment requirements that were communicated to the operator at the time of licensing. They verify what was approved by plan review personnel at the time of initial licensing or major remodeling of the establishment. For example, an inspector does a routine inspection and finds that the kitchen has grease producing equipment such as a grill that is not located below a ventilation hood. This would be a violation. The owner tells the inspector that he was approved to open like this 5 years ago and none of previous inspectors has ever said anything. The inspector would then check the archived records showing the equipment layout and hood to see if the owner's story is accurate. The paper records will be imaged and stored on E-Vault; per Wis. Stat §137.20, the original paper records will be retained for 3 months after imaging and quality control, then destroyed confidentially.	Event (Final Inspection) + 30 Days /Office	Transfer to City Records / E- Vault (Permanent)	Yes- Resubmission as rejected initially because of permanent retention request
63	501	Dept. of Public Works (DPW)	11-0035	<u>Personnel File</u>	New	DPW will adopt use of the City-wide Global schedule for Personnel Files.	Event (Separation from City Employment) + 8 Yrs./City Records	Destroy Confidential	<b>No</b> - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.
64	501	Dept. of Public Works (DPW)	11-0036	<u>Personnel Files- Medical</u>	New	DPW will adopt use of the City-wide Global schedule for Personnel Files- Medical.	Event (Separation from City Employment) + 8 Yrs./ City Records	Destroy Confidential	<b>No</b> - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

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

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
65	501	Dept. of Public Works (DPW)	78-0128	<u>Personnel Folder-DPW Executive</u>	Delete/ Superseded	This schedule is to be deleted as DPW will adopt use of the City-wide Global schedules D11-0035 Personnel Files and D11-0036 Personnel Files- Medical. All current inventory will be transferred and maintained under the Global Schedules. It has been determined that these schedules should not be sent to MPL for screening and this schedule will be removed from MPL-862 as well.	Event (Termination) + 20 Yrs./ City Records	MPLSCREEN	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
66	501	Dept. of Public Works (DPW)	78-0195	<u>Personnel Folder-DPW</u>	Delete/ Superseded	This schedule is to be deleted as DPW will adopt use of the City-wide Global schedules D11-0035 <u>Personnel Files</u> and D11-0036 <u>Personnel Files- Medical</u> . All current inventory will be transferred and maintained under the Global Schedules.	Event (Final Entry) + 5 Yrs./ City Records	Destroy Confidential	<b>No-</b> schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
67	862	MPL Archives	06-0005	<u>Polling Location Books</u>	Renewal	This record series contains a list of all polling locations for each City election dating back to 1972. The books are used at polling sites by workers to direct voters to the correct voting locations. Information contained in the books include a listing of the polling sites by district and ward number, and building and street address of each location.	Permanent	Permanent	<b>No</b> - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
68	862	MPL Archives	70-0011	<u>Condemnation Records</u>	Renewal	This record series consists of folders pertaining to buildings moved to other locations (inside or outside the City of Milwaukee), buildings condemned by the Department of Neighborhood Services and subsequently razed. Records include photos, Orders, bills, receipts, approvals and legal paperwork pertaining to collections, judgements and liens.	Permanent	Permanent	<b>No</b> - The Board only wants to review one instance of the record. Administratively, we can implement a schedule for our archival retention.
69	862	MPL Archives	78-0128	<u>Personnel Folder-DPW Executive</u>	Delete	This schedule is to be removed from MPL's listing as it has been determined that Personnel Folders will not be screened for historic value.	Permanent	MPL	<b>No-</b> 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)
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	<b>No</b> - 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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 &amp; 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	<b>No</b> - 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 &amp; 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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 &amp; 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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	<b>No</b> - 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 &amp; 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	<b>No</b> - 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 &amp; Video Recordings</u>	Delete	This schedule is to be deleted and will be superseded by schedule 17-E036 <u>MPD Monitoring &amp; 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	<b>No-</b> 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 &amp; 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	<b>No</b> - 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	<b>No</b> - 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No</b> - 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 &amp; Consent Forms</u>	Delete	This schedule is to be deleted as these records are superseded by schedule 80-0079 <u>Vaccine Administration Record &amp; 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	<b>No</b> - 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 &amp; 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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 &amp; 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No-</b> 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No-</b> 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	<b>No-</b> 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 &amp; 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	<b>No-</b> 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 &amp; 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	<b>No-</b> 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	<b>No-</b> this is an administrative/housekeeping schedule for archival records and does not involve any records destruction.

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"><li>Read instructions provided on pages 2-3 before completing.</li><li>In accordance with Wis. Stat. § 16.61, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li><li>Agency Records Officer: Forward original to the PRB. Maintain an agency copy during the PRB review process.</li></ul>	1. RDA # 17-0049	2. Record Series Title Rivers - Record of Stages
	3. RDA Status (Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Renewal	
	4. Agency #: 041251	5. Unit #: 862
	6. Agency Name City of Milwaukee	
Division Name Milwaukee Public Library		Subdivision Name City Archives
7. Record Series Year of Creation 2017	8. Medium for Records Storage (Check all appropriate) <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)	
9. Retention Time Period - Specify Actual Period Yrs Mo Wks Days Permanent* <input checked="" type="checkbox"/>		10. Event that Initiates the Start of the Retention Time Period (Check One) Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input type="checkbox"/>
*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12, Record Series Description.		
11. Disposition (Check One): <input type="checkbox"/> Destroy <input type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer - State Archives (WHS) <input type="checkbox"/> Transfer - UW Archives <input type="checkbox"/> Transfer - Other Location (Specify):		

### 12. Records Series Description

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.

Estimated annual volume of this record: 1 cu. ft. (NOTE: ONE CITY RECORDS CENTER STORAGE BOX = 1 CUBIC FOOT)	
Record Organization: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronological <input type="checkbox"/> Other	
Is this record or its content available elsewhere? <input checked="" type="checkbox"/> Yes Where? Partial information located at Port of Milwaukee <input type="checkbox"/> No	
Will these records be transferred to another medium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What Medium? What point in the records cycle?	
Total Retention Requested-- (Office) + (Record Center/Other) = Permanent	
Department Head: Division Head: Records Coordinator:	

13. Records Contain Personally Identifiable Information (PII): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. PII Registry Exemptions (Check YES if PII is exempted): <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Name of Agency <input type="checkbox"/> Program Contact or <input checked="" type="checkbox"/> Records Officer: Bradley Houston Telephone: 414-286-5478 Email: Bradley.Houston@milwaukee.gov	
16. Records Series Contains Content that is Confidential or Access is Protected: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, enter Statute/Code/ or explain other Legal Authority in Box 12, Record Series Description.	

### 17. APPROVAL SIGNATURES

Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)
<b>PUBLIC RECORDS BOARD APPROVAL</b> – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.			
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: \_\_\_\_\_

## INSTRUCTIONS: Records Retention/Disposition Authorization

- 1. Retention/Disposition Authorization (RDA) #:**  
Prior to submission to the Public Records Board (PRB) for approval, every RDA must have a unique, sequential number. Agency Records Officers assign this number which is subject to PRB approval.
  - The Records Officer must review past RDAs and then assign a number to new RDAs which has never been used.
  - A suffix is not used for most records series. It is an optional alphabetical character that may be added to the end of the RDA number when used to indicate different retention periods, media, or dispositions for all or portions of the same records series.
- 2. Records Series Title:** Assign a descriptive title to the records series. Be certain that agency employees will be able to accurately identify the records series from its title. Do not use abbreviations or acronyms.
- 3. RDA Status:** Check only one box:
  - **NEW:** Request for approval of an RDA with a number that has never been submitted to the PRB. In # 12, provide the reason for the creation of the RDA, for example: program re-organization, records identified during agency review, or brand new records being created.
  - **AMENDED:** Request for approval of a change to an RDA that previously was approved by the PRB. Any revision to an RDA triggers amended status. Use existing RDA number.
  - **RENEWAL:** The RDA has sunset and is being renewed without amendments. RDA's automatically sunset every 10 years, per Wis. Stat. § 16.61(4)(c). Use existing RDA number.
- 4. Agency #:** Use the following:
  - **State Agency:** Use the three-digit agency appropriation code assigned by Wis. Stat. § 20.005.
  - **University of Wisconsin:** Use the three-digit statutory code (285) together with the alphabetical code assigned to the institution.
  - **Local Units of Government, Other Entities:** Please contact PRB Staff.
  - **Board/Commission:** The Records Officer may assign an additional alphabetical character to autonomous entities that are attached to an agency.
- 5. Unit #:** Use the following:
  - Indicate the business unit # which has ownership and financial responsibility for records in this series if applicable.
  - **University of Wisconsin:** Use the 6-digit UDDS # that the UW uses for accounting and budgetary purposes.
- 6. Agency Name:**
  - Identify the entity that has legal custody of the records, using correct names. Do not use acronyms or abbreviations.
  - Identify the division and/or subdivision that creates and receives the records. Do not use acronyms or abbreviations.
- 7. Records Series Year of Creation:** This is the year the agency first began creating or receiving records in this series. If the precise year is unknown, then provide an estimate.
- 8. Medium for Records Storage:** Indicate all the media on which the records are stored such as paper, electronic/digital, microform, or other, e.g., audio, film, or video.
- 9. Retention Time Period:** SPECIFY AN ACTUAL TIME PERIOD. Enter the number of years, months, weeks, or check "Permanent" to indicate period of time for retaining the records. "Permanent" means that the records need to be maintained permanently by the creating agency. See the [Guidelines for the Permanent Retention of Records](#).
  - In # 12, provide specific justification to the PRB for the proposed retention time period. Examples of appropriate justification include, but are not limited to: citation of controlling statutes or administrative rules, consistency with related retention schedules, audit or fiscal requirements, or end of business need.
  - If a retention time period is required by law, cite the relevant statute, administrative rule, or other legal authority in #12.
- 10. Event:** Use this field to indicate the specific event that must occur in order to initiate the retention time period. Identify this event by checking one of the boxes listed:
  - **CR:** If creation of the record initiates the retention time period, mark the checkbox "CR."
  - **FIS:** If the retention time period is initiated by the end of a fiscal year, mark the checkbox "FIS." These records must be kept through the end of the Fiscal Year.
  - **Other (Specify):** If a specific event other than "CR" or "FIS" initiates the retention time period, mark the checkbox "Other (Specify)". You must also state the event. You may provide a detailed description of the event within the Records Series Description in #10 if more space is needed.
- 11. Disposition:** Check the appropriate box to indicate disposition of the records after the retention time period has expired. Only one disposition may be checked. Mark as "Destroy Confidential" if the record series contains personally identifiable information (PII, see # 13, below), or the record's access is restricted by law (see # 16, below). If a record series is marked as "Destroy Confidential," then the record destruction shall comply with all relevant legal requirements.
- 12. Records Series Description:**
  - The description is the most important section of the RDA. It informs the PRB, and others who are unfamiliar with the records series, what information is contained in the series, the business purpose for the information, and the reasons why the series was created and/or received by the agency.
  - May include relevant statutory, rule citations, or other legal authority in order to clarify the content of the records and the authorization to create them. Additional information may be included as needed for employees to manage the records, such as providing guidance regarding who is custodian of the records within the series or conditions that must be met prior to disposition, as well as the relationship to any other record series.
  - If requesting approval of a NEW RDA, provide the reason for the creation of the RDA, for example: program re-organization, records identified during agency review, or brand new records being created.
  - "Record series" is defined by Wis. Stat. § 16.61(2)(c).
- 13. Records Contain Personally Identifiable Information:** Wisconsin law requires authorities to specifically identify records series that contain personally identifiable information (PII). PII is defined in Wis. Stat. §19.62(5) as information that can be associated with a particular individual through one or more identifiers or other information or circumstances. Examples of PII include, but are not limited to, a person's name plus social security number or driver's license number. If the records associated with this RDA must be destroyed confidentially due to PII content, check yes. Check yes even if some, but not all, of the records included in the RDA contain PII. If YES, complete #12. If NO, do not complete #12.

**14. Personally Identifiable Registry:**

Pursuant to Wis. Stat. § 16.61(3)(u), the Public Records Board shall create a registry describing records that contain PII. The law specifies that records containing the following information shall not be included in the Registry:

- a. Any records series that contains the results of a matching program, as defined in Wis. Stat. § 19.62(3), if the state agency using the records series destroys the records series within one year after the records series was created;
- b. Mailing lists;
- c. Telephone directories;
- d. Records series pertaining exclusively to employees of a state agency;
- e. Records series specified by the board that contain personally identifiable information incidental to the primary purpose for which the records series was created, such as the name of a salesperson or a vendor in a records series of purchase orders; and,
- f. Records series relating to procurement or budgeting by a state agency.

If the records associated with this RDA are derived from any of the information stated immediately above in a. through f., check YES in #14.

**Note: When # 14 is checked YES, the information in this RDA will be excluded from the PII Registry. When checked NO, the information in this RDA will be included in the PII Registry.**

**15. Agency Program Contact or Records Officer:** Provide the name, telephone number and email address for the agency's statutorily-designated Records Officer or other program contact, who may be contacted for further information regarding the record series.

**16. Records Series is Confidential or Access is Limited:**

- Check "yes" only if a specific statute, administrative rule, or other legal authority requires that all, or some, information in the record series be kept confidential or protected from public access. If "yes" is checked, identify the relevant statute, code, or other legal authority in #12.
- Some, but not all, personally identifiable information (PII) is confidential. At the same time, records that do not contain PII may be required by law to be kept confidential or have limited access.
- For purposes of record retention and destruction, Wisconsin's Public Records Law and related statutes govern public access to records including certain confidentiality provisions.

**17. Approval Signatures:** The Agency Records Officer, and at least one other agency official, such as the Agency Program Manager, Risk Manager, Legal Counsel, and/or the Legal Custodian of Records, must review, approve, and sign the RDA before submitting it to the PRB for approval. Prior to implementation, PRB approval and signature by the State Archivist are both required.

**Contact information:** for records management training and assistance, please contact the Wisconsin Department of Administration, Records Management Section, by telephone at: (608) 266-2995. Many records management resources are available at the Public Records Board website:

<http://publicrecordsboard.wi.gov>

Here are three helpful documents:

- a. [Statewide General Records Schedules](#)
- b. [Wis. Admin. Code ch. Admin 12](#)
- c. [Records Management Fact Sheets](#)

## 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 &amp; 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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

**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)
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

## 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)
14	565	DPW- Sanitation	74-0062	<u>Collection Frequency &amp; 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 &amp; 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

## 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)
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

**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)
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
<b>Schedules being Deleted and Superseded by pre-approve Global Schedules</b>									
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	<b>No-</b> 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 &amp; 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	<b>No-</b> 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	<b>No-</b> 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 - DECEMBER 14, 2017

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - 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	<b>No</b> - schedules being deleted are sent as a list to the State Records Center, but do not require Committee or Board approval.
<b>Department Adoptions of pre-approved Global Schedules</b>									
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	<b>No</b> - Depts. adopting use of pre-approved Globals do not need to be presented to the Board.

**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)
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.

**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)
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.

# 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)
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									



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.

<b>Department Name</b>	<b>Department Number</b>
Comptroller	211 / 240
<b>Department Head</b>	<b>Division Head</b>
Martin Matson <i>Martin Matson</i>	Chris Wanty <i>Christopher L Wanty</i>
<b>Records Coordinator</b>	<b>City Records Officer</b>
Trang Dinh <i>Tam</i>	Brad Houston
<b>City Clerk (on behalf of CIMC)</b>	<b>Date</b>
Jim Owczarski	

**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 79-0059	Time Owed & Allowed Additions & Changes C-260	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
2 65-0045	Purpose Budget Proof Run	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
3 93-0044	Route Sheet- Accounts Payable, Purchase Orders	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
4 77-0200	Deposits Analysis	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
5 08-0006	MATC Vocational School Sale Proceeds	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
6 01-0013	Tasks in Process	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/2006
7 01-0017	Workstation Standards Verification Document	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
8 01-E017	Workstation Standards Verification Document	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
9 97-0002	Fiscal Impact Model Program	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition of Record is MPLSCREEN- 6 boxes
10 97-0025	Festival Files	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition of Record is MPLSCREEN- 6 boxes

11	63-0001	Accounting Stubs- Accts Rec Invoices	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2012
12	63-0004	Accounting Stubs- Health Dept. Immunizations	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
13	74-0027	CBP Mo Billings	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
14	75-0068	Labor Hours by Employee Job Title by Purpose	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
15	75-0069	Work in Progress- Listing 409.040- 409.055	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
16	75-0070	Pension Contribution by Employee & City 111.630	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
17	75-0073	Labor Hours by Purpose, Recap Copy 118.150	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
18	75-0079	Library Trust Funds & Records Working Paper	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN 2017
19	75-M147	Legal Records- City Property	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
20	76-0119	Administrative Survey Materials & Reports 1949-1956	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN - One Box
21	76-0134	Employee Hours by Individual by Purpose (118.595)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
22	76-0139	Auditorium Company Subject File 1910-1974	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 3/1/1996
23	76-0140	Insurance- Subject File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
24	76-0141	Taxes- Subject File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
25	76-0142	Treasurers Voucher- Gen Fund Checks- BD of School Directors	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
26	76-0143	Terminal Leave and Other Code 4 Adjustment Worksheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
27	76-0144	Town of Granville File 1940-1967	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN 3/1/2017
28	77-0010	Water Policy Board- Member File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
29	76-0219	Legislative Publications	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
30	76-0225	Technical Committee on Sports Park Central	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
31	76-0239	Opening Entries (Job 460.951)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
32	76-0241	Close-Out Yearend Worksheet	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2010
33	77-0012	Wisconsin Alliance Committee on Uniform	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory

34	76-0243	Payroll Wage Assessment File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
35	76-0246	Special Committee to Evaluate Waste Disposal	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
36	77-0201	Assessments- Deferred- Water and Sewer	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
37	77-0202	Special Assessments File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
38	77-0204	Travel Expense	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
39	77-0205	Subject File- Memberships	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
40	77-0208	Subject File- DDGU (Dept., Div, Govtl, Unit)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
41	77-0209	Subject File- Common Council	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
42	77-0210	Financial Reports- Others	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2002
43	77-0211	Subject File- School Board	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
44	77-0212	Subject File- Accts Payable- Accts Receivable	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1994
45	77-0213	Subject File- Revenue	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
46	77-0215	Subject File- Taxi Cabs	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
47	77-0216	Subject File- Payroll	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2000
48	77-9005	Accounts Receivable Invoices- Microfilm Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
49	78-0085	Contract Expenditure Record C-802	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
50	79-0062	Departmental Account Balances Job 488.330	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
51	79-0063	Management Report of Departmental Accounts	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
52	79-0064	Purpose Account Balances, Statement of Job 488.320	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
53	79-0070	Water Department Activity Report Jobs 402.435	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
54	79-M068	Cash Book- Daily & Bi-Weekly Jobs 820.340	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2001
55	79-M069	Cash Book Documents CBP - 147, C-148, C-260, C-262	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
56	80-0052	Productivity and Cost Per purpose Report 488.430	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory

57	80-0053	Equipment Usage Reports Job 640.580	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
58	80-0057	Inventory Reports- Water	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
59	80-0060	Time Owed & Allowed Listing 101.199, 101.525	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
60	80-0064	Purpose File Status Listing 401.016	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
61	80-0065	Control Account File Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
62	80-0074	Departmental Data Entry Job Cost Report 910.035	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
63	80-0075	Grasp Billing Report- Computer Charges	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
64	80-0076	CEDS System & Programming Charges by Job No & PP	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
65	81-0015	Work No. Performance Measure Error Listing	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
66	81-0019	OBJ-3 Report 1980- Job 489-340	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1998
67	81-0020	PRD-1 Report 1981- Job 489-470	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
68	82-0033	Commuting Mileage Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2011
69	82-M056	Sewer User Charge- Industrial Billings Adjustments 1979-81	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
70	83-9053	Appropriation Control Ledger Through 1969	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL/ No Inventory
71	83-M025	Sewer Service Charge File 1970-82	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/1990
72	83-M026	Sewer User Charge File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
73	84-M039	Remittance Advice- Form 1099	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
74	85-0017	Treasurers Report of Funds, Investments	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
75	85-0061	Retro Pay- Project Allocations	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
76	85-0156	Codification Catalog 1940	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
77	86-0039	FICA Refund Claim File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
78	92-0002	Treasurer's Bank Balance 1909-1938	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL
79	92-0003	Unemployment Fund 1921-35	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPL

80	92-0004	Hurless Case Files	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN
81	92-0005	Correspondence- Legislative Counsel	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
82	92-0006	Minutes/Agenda- Bd of Estimates	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
83	63-M167	Budget Official	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
84	64-0021	Schedule of Warr Pr & AP Sch DB Daily	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/2005
85	64-0022	Schedule of Warr Pr & AP Sch DB Mo	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 12/31/1999
86	64-0025	Schedule BDS & Comm- PR & Voucher	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
87	67-0044	Purpose Budget Quarterly Detail Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
88	67-0046	Special Comm on Policies Rel to Recreation Matters- Minutes	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition MPLSCREEN/No Inventory
89	67-0047	Cap Imp Coord Comm of 5 Taxing Units of Govt- Min	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
90	69-0064	Analysis of Distribution Purposes	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
91	69-0066	Board of Estimates Request to Transfer Funds	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
92	70-0074	Payroll Election Officials BD of Election Comm	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2008
93	70-0083	Payroll Wage and Salary Work Sheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
94	73-0160	Bank Statement- Matured Bonds, Notes, Coupons	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
95	73-0162	Correspondence- Bond & Note Sales	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/2011
96	76-0128	Compcare- Biweekly Reports, Worksheets	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
97	77-0020	Work in Progress- Year End Adjustments	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
98	77-0026	Subject File- Projects	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
99	77-0198	Employee Fund File	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1996
100	59-0031	Remittance Advice by Vendor	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
101	63-0133	Payroll Departmental (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
102	63-0134	Payroll Check Register (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory

103	65-0240	Req Prop Budget and Appn	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
104	70-0080	Treas Liq Rept Del Inst Coll Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
105	73-0161	Payment Certification Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
106	73-0294	Pension Posting- Police YTD PP1-24 (366.205)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
107	73-0295	Pension Posting- Police YTD PP25-26 (366.205)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
108	76-0129	Insurance Policies, Current	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
109	76-0131	Payment Certification- Div 211- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
110	76-0132	Purchase Requisition- Div 211- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
111	76-0133	Payroll Time Analysis (370-250)- Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
112	77-0022	City Service Commission- Meeting Material	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
113	77-0023	City Service Commission- General Correspondence	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
114	80-0078	ERS Supplemental Pension Quarterly Payment	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
115	81-0021	PRD-2 Report 1981- Job 489.460 Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1997
116	89-0050	Payroll Deduction Register- Judgements, Copy	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 1/1/1995
117	77-M207	Subject File- Capitol Improvements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
118	93-0043	Route Sheet- Accts Payable- Payment Cert. Voucher	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
119	64-0027	Delinquent Personal Property Taxes Paid (Copy)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
120	65-0233	Payroll Report of Time Off Overtime (C)	Delete <input type="checkbox"/>	Supersede <input checked="" type="checkbox"/>	Transfer to Global Schedule 14-E025 Time Owed & Allowed Reports
121	65-0234	Personnel Deduction Status Notice (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
122	65-0235	Payroll, Departmental (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory

123	65-0239	Equipment Request (C)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Non-Record/ No Inventory
124	73-M057	Public Debt Amort Fund- Annual Report	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Final Disposition 11/31/1994
125	73-0059	Public Debt Amort Fund- Agenda	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
126	73-0268	Capital Accounting Repts- Bi- Weekly (Except PP26)	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
127	73-0269	Capital Accounting Repts- PP27 Job # 402.375	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
128	78-0170	Public Debt Amort Fund- Receipts, Disbursements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
129	79-0019	Public Debt Amort Fund- Receipts, Disbursements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory
130	73-0058	Public Debt Amort Fund- Financial Statements	Delete <input checked="" type="checkbox"/>	Supersede <input type="checkbox"/>	Records No Longer Generated/ No Inventory

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

Jim Owczarski  
City Clerk  
jowcza@milwaukee.gov

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

## Delete/Superseded Schedule Request Form

<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"

City of Milwaukee  
Office of the Common Council- City Clerk  
City Records Center

**POLICY FOR THE RELEASE OF STRUCTURE PLANS, DESIGNS, SPECIFICATIONS AND  
RELATED MATERIALS**

In order to protect the public interest, and in accordance with Wisconsin State Statute 101.12 (5)(a)(2) and Milwaukee City Ordinance 311, The City of Milwaukee is authorized to restrict access to building plans of “secure structures”. These structure plans are defined as those which are determined by the City to have extraordinary security requirements by the nature of their use, purpose and existence, including but not limited to:

- Structures for the safekeeping of large sums of money, negotiable instruments, securities or other valuables
- Jails, correctional facilities, or other secure facilities for persons in detention
- Structures used for the safekeeping or evaluation of evidence in criminal proceedings or investigations
- Structures used for the safekeeping of weapons, ordnance or explosives
- Structures associated with the generation, transmission, or distribution of electric power, fuels, or communications
- Hospital facilities in active use
- Hazardous waste and materials processing and disposal facilities
- Buildings owned or leased by the City, State of Wisconsin, or federal government for the purposes of administering government services, including the City Hall Complex and all library buildings
- Water purification and distribution facilities
- Structures designed for a large number of occupants, including museums, stadiums, and transportation facilities
- Fire, police, military and other law enforcement facilities, including recruitment centers

Structure types typically NOT considered secure may include:

- Standalone (non-hospital) health care facilities, veterinarian’s offices, dentist’s offices, or hospices
- Residential or commercial properties owned by the City in foreclosure status
- Buildings no longer being used for a purpose described in the list of secure structures, above
- Buildings of non-profit or non-governmental organizations
- Facilities attached to, but physically separate from, secure facilities

The City Records Center reserves the right under Wis. Stats. 101.12(5)(c) to deny access to part or all of a set of building plans, including plans for buildings in the list of typically non-secure structures, if Records Center staff determines that the possible harm to the public interest outweighs the benefits of access for the requestor. Under some circumstances, it may be possible to view plans under conditions necessary to protect the public interest, such as under prohibition of copying. If you are seeking plans for a structure other than a secure structure, please fill out the application available from the City Records Center staff and your request will be filled as quickly as possible.

Please refer to: “Instructions for the Submittal of Application for Inspection/Copy of Structure Plan” to facilitate the processing of your request. Instructions and application forms are available at the front counter of the Document Services, City Records Center facility in Room B-1 of the Frank P. Zeidler Municipal Building, 841 N. Broadway.