

SCHEDULES FOR CIMC REVIEW - JUNE 14, 2018

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	111	Mayor's Office	18-0044	<u>Internship Applications- Unsuccessful</u>	New	Application files for internships in the Mayor's Office, used to evaluate applicants and determine intern placements. Applications are accepted for three sessions each year and may include, but are not limited to, resumes, cover letters, writing samples, evaluation forms, and other materials relating to each applicant. Because the program is targeted specifically at undergraduate students, the administrative value of the application packets of unsuccessful applicants is typically limited. Application material from successful applicants is transferred to the related Intern File (18-0045).	Event (End of Received Application Cycle) + 3 Yrs./Office	Destroy Under Supervision	Yes
2	111	Mayor's Office	18-0045	<u>Intern Files</u>	New	Records pertaining to interns in the Mayor's Office, selected via the Mayoral Internship Program. Files may include, but are not limited to, resumes, application cover letters, writing samples, research conducted for the office as part of the internship, evaluation forms, background check records, placement records, records related to assignment of college credit, letters of recommendation, and other items related to the work done by the intern to which the file pertains.	Event (End of Mayoral Term) + 3 Yrs./Office + 4 Yrs./Records Center	Destroy Under Supervision	Yes
3	111	Mayor's Office	18-0046	<u>Mayoral Appointment Applications- Not Appointed</u>	New	Application for consideration for Mayoral Appointment to one of the 140 City of Milwaukee Boards or Commissions. Applicants submit their information to a general pool where it is held and compared with all other applications when a vacancy on a Board or Commission occurs. In addition to the original application, files may include resumes, background research, background check records, personal statements, and records of any confirmation hearings or inquiries. Successful applicant's application materials are transferred to the Board Member's file in series 88-0009. If a Mayoral term ends without an applicant being appointed or if during the vetting process the applicants is deemed ineligible, the application should be destroyed confidentially, allowing time for corrections of any mistakes or active carryovers of un-appointed applicants.	Event (End of term, or declared ineligible) + 1 Yr./Office	Destroy Under Supervision	Yes
4	111	Mayor's Office	18-0047	<u>Event Photos</u>	New	Digital Photographs taken to document Mayoral Appearances at and participation in events, celebrations, commemorations, ceremonies, and similar happenings. Since the early 2000s these photos have been maintained in digital format by the Mayor's Office via a content management system. Following the end of a Mayoral Term, the images should be transferred to the City Archives with authority to sample.	Event (End of Mayoral Term) + 1 Yr./Office	MPL	Yes
5	133	Common Council/City Clerk/Council Services	18-0033	<u>Telecommunications Log Slips</u>	New	Records of telecommunications received by Common Council offices, including phone, radio, computer-assisted dispatch, and other non-recorded forms of communication. Logs typically include telephone number initiating/receiving call, length of call, date and time, subject, location, response, message, and other data depending on the type of transmission. The office may maintain a paper or electronic record of all calls or messages received for constituent relations purposes, but in general the log slips on which the information is initially recorded have very little ongoing administrative value once their information has been transferred to the master log.	Event (Log Entry Completed) + 6 months/Office	Destroy Under Supervision	Yes

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6	133	Common Council/City Clerk/Council Services	18-0034	<u>Committee Files</u>	New	These records are related to the activities of an official City of Milwaukee Board or Committee of which a Council Member is the chair or sits as a voting member. The series includes correspondence directed to the Council Member, non-official exhibits, internal memoranda and reports, and other documents germane to the activities of that committee. The series does not include copies of meeting minutes, printouts of legislation, or exhibits added as attachments to the official Common Council file, all of which are scheduled elsewhere. The internal records related to the file do have significant historical value, and should be screened by City Records or Milwaukee Public Library staff for inclusion in the archives.	Event (Meeting Date) + 3 Yrs./ Office	MPLSCREEN	Yes
7	133	Common Council/City Clerk/Council Services	18-0035	<u>External Correspondence Files</u>	New	Records include incoming and outgoing letters, emails, faxes, and other formal communications to and from members of the Common Council with constituents, department heads, state and federal government, and all other entities outside of members' offices. Correspondence in this series typically relates to routine functions of the Council member's office not covered by service request files, and may be organized alphabetically or by address for ease of constituent service. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, and when the correspondence is considered closed. Records typically show evidence of a transaction between the Council member and their constituents, but do not set policy or relate to a particular program (for program-related files, use 18-0034, Subject Files). They may nonetheless contain material of historical interest, and should therefore be screened by City Records and Milwaukee Public Library staff for transfer to archives.	Creation + 2 Yrs./Office + 1 Yr./Records Center	MPLSCREEN	Yes
8	133	Common Council/City Clerk/Council Services	18-0036	<u>Development Files</u>	New	Records used to track the development of businesses and properties in an aldermanic district. Files may include, but are not limited to, business plans, copies of relevant licenses, correspondence to and from the business or property owner, traffic studies, publicity material, record of any public hearings, maps and plats, and other documents used to help the Council member evaluate a given development within their district. These records are typically organized either by business name or address, according to the reference needs of the Council member, and may contain records of ongoing administrative or historic value. Records should be screened by City Records or Milwaukee Public Library staff for archival material.	Event (Close of business/ property occupancy) + 3 Yrs./Office + 4 Yrs./ Records Center	MPLSCREEN	Yes
9	133	Common Council/City Clerk/Council Services	18-0037	<u>Public Relations Files</u>	New	Records of the public statements, appearances, press releases, and other one-way interaction between Council Members and the public or press outlets. This series may also include material posted to aldermanic websites and social media pages, official and unofficial photographs, newsletters, clippings, press kits, or other related records.	Creation + 1 Yr./Office + 2 Yrs./Records Center	MPLSCREEN	Yes

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10	133	Common Council/City Clerk/Council Services	18-0038	<u>Service Request Files</u>	New	Records of citizen requests to aldermanic offices from constituents for addressing public works or code-enforcement related issues, such as related to sewer, street maintenance, utility disruption, nuisance property complaints, potential license violations, and other issues pertaining to operations within an aldermanic district. Information often includes name, phone number, and address of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. Depending on the type of complaint, these may be filed either by the affected property address or by the address of the complainant. Complaints of this nature are typically forwarded via a request system to the relevant section within the Departments of Neighborhood Services, Public Works, or Infrastructure for remediation; the status and disposition of the complaints are managed via the City's Land Management System. Aldermanic offices may keep the original received complaint for reference/constituent service purposes. See also 03-0036 (Community Service Response Files) and 80-0015 (Alderman Service Request) for management of versions of these records elsewhere in their lifecycle.	Event (Close of Request File) + 2 Yrs./Office	Destroy Under Supervision	Yes
11	133	Common Council/City Clerk/Council Services	18-0039	<u>Survey Response Instruments</u>	New	These records consist of postcards, paper mailings, emails, or electronic surveys distributed by aldermanic offices to constituents to gauge opinion on a particular issue of interest to the Common Council, and returned to the originating office for compilation of results. Typically, these surveys consist of one or more multiple-choice or yes/no questions regarding constituent support on the issue in question. Depending on the issue, they may include space or a field for constituents to provide written comments. Once a survey period has closed, the office tallies the responses to be used in this process of decision-making by the Council member. The compiled results and analysis, as well as the survey cards or response files with written comments, may be of ongoing interest for constituent service reasons, and may subsequently be transferred to the related subject file. Once these data points are aggregated into a representation of district-wide opinion, the survey instruments lose the majority of their evidentiary value.	Event (Compilation of Results) + 6 months/Office	Destroy Under Supervision	Yes
12	151	Budget Office	74-0014	<u>Study Files</u>	Amend	Research files compiled by the City Budget Office on issues of fiscal impact to the City of Milwaukee, typically associated with a resolution or ordinance under consideration by Common Council.	Creation + 3 Yrs./Office + 4 Yrs./Records Center	MPL	Yes
13	151	Budget Office	87-0028	<u>Departmental Correspondence</u>	Amend	Records include incoming and outgoing letters, emails, faxes, and other formal communications to and from the Budget and Management Director and designates to the Mayor, Common Council, other department heads, state and federal government, and all other entities outside of members' offices. Correspondence in this series typically relates to routine inquiries, and may be organized alphabetically or by subject for ease of reference. An index to correspondence topics exists for records created between 1987-2000, and may exist for other records in the series. Although records in this series may be reproduced in Common Council Files or Study Files, the Correspondence File provides the original context of Budget Office responses and is thus historically valuable.	Creation + 2 Yrs./Office + 1 Yr./Records Center	MPL	Yes

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
14	159	Dept. of Administration/ Office of Small Business Development (OSBD)	16-0045	<u>OSBD Revolving Loan Files</u>	New	This schedule is created as a result of the consolidation of schedules 95-0130 <u>EOEP/Revolving Loan File</u> and 95-0131 <u>EOEP/Denied Revolving Loan File</u> . This record series includes information collected for OSBD's Revolving Loan Program. Loans are awarded to assist Small Business Enterprise firms with completing city contracts. The documents include financial statements, business tax returns, loan agreements, copies of checks submitted for loan payments, correspondence, as well as other documents related to the loan. This series also includes denied loan applications.	Fiscal Yr. + 6 Yrs./Office	Destroy Under Supervision	Yes
15	159	Dept. of Administration/ Office of Small Business Development (OSBD)	16-0046	<u>OSBD Certification Files</u>	New	This record series includes information collected for the OSBD's Small Business Enterprise certification program. The Small Business Enterprise certification program assists small disadvantaged firms with the opportunity to compete for city contract awards. Documents in the series include certification applications, copies of birth certificates, passports, high school transcripts, articles of organization, stock certificates, bank signature cards, bank statements, automobile titles, W-2 statements, W-3 statements, 1099 statements, financial statements, business tax returns, loan agreements, copies of checks submitted for loan payments, correspondence, as well as other documents related to the certification which may contain social security numbers, driver's license numbers and employee demographic information. This series also includes denied loan applications. Records from schedule 95-0131 <u>EOEP/Denied Revolving Loan File</u> will be incorporated into this schedule as well.	Fiscal Yr. + 10 Yrs./Office	Destroy Under Supervision	Yes
16	159	Dept. of Administration/ Office of Small Business Development (OSBD)	95-0136	<u>SBE Participation Forms</u>	Amend	This record series includes information collected to track Small Business Enterprise (SBE) participation on City of Milwaukee procurement contracts. The records include company name, address, prime or subcontractor status, work performed, total contract award dollar amount, total amount paid to date, and authorized signatures.	Creation + 5 Yrs./Office	Destroy Under Supervision	Yes
17	180	Board of Zoning Appeals (BOZA)	12-0029	<u>BOZA Administrative Subject Files</u>	Amend	These records include administrative and subject files for the Board of Zoning Appeals Secretary, and Board Chairman, as well as any program, correspondence and case file information. This schedule is being amended to include records previously retained under schedules (12-0020 <u>BOZA Chairman's Files</u> and 12-N019 <u>Misc. Case File Info</u>). Records will be transferred to MPL with the authority to screen records to weed out non-permanent records.	Current Yr. + 7 Yrs./Office	MPLSCREEN	Yes
18	180	Board of Zoning Appeals (BOZA)	18-0027	<u>Video Recordings of BOZA Meetings</u>	New	Records include video recordings of BOZA meetings. Videos going back to 2010 were recorded on VHS tapes, while recent videos are recorded digitally and maintained on the Legistar system which provides online access to Common Council Files, Agendas, Minutes, and meeting videos and information City Boards, Commissions and Committees. Video tapes are used as reference for BOZA office staff, and not used in the creation of Board Minutes.	Creation + 4 Yrs./Office	Destroy Under Supervision	Yes

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19	180	Board of Zoning Appeals (BOZA)	72-0002	<u>Appeals Cases and Decisions</u>	Amend	These records include all documentation related to BOZA cases and written decisions on the Board dating back to 1916. Documents include Application Materials, Photos, Drawings, Plans of Operation, Statements of Use, City Staff Documents, Interested Party Documents, Transcripts, and BOZA decisions. This schedule is being amended to include records previously retained under schedules 15-S031 and 15-E031 specific to various stages of the appeals process. Records created in paper format will be scanned and indexed into E-vault for permanent archival retention. Per Wis. Stat. §137.20 the original paper files will be retained for three months after scanning for quality control purposes and then destroyed confidentially.	Permanent/ E-vault	Permanent	Yes
20	328	Milwaukee Fire Department (MFD)	18-0028	<u>Recordings of MFD Calls for Service</u>	New	Digital recordings of Fire Department Emergency and Non-Emergency calls for service.	Creation + 120 Days/Office	Destroy Under Supervision	Yes
21	328	Milwaukee Fire Department (MFD)	18-0029	<u>Recordings of MFD Radio Transmissions</u>	New	Digital recordings of Radio Transmissions on Fire Department talkgroups.	Creation + 120 Days/Office	Destroy Under Supervision	Yes
22	328	Milwaukee Fire Department (MFD)	18-0030	<u>CAD Incident Data-MFD Response</u>	New	This record series includes electronic records containing CAD (Computer Aided Dispatch) incident data for Calls for Service received by MFD for both Fire and EMS calls. Each record includes information on units dispatched, nature of call, address, and timestamps for status changes such as dispatched, enroute, on scene, and returning to quarters.	Creation + 7 Yrs./Office	Destroy Under Supervision	Yes
23	328	Milwaukee Fire Department (MFD)	18-0031	<u>CAD Data for Calls Dispatched to Private Ambulance Providers</u>	New	CAD (Computer Aided Dispatch) record of Calls for Service for emergency and non-emergency incidents for which MFD dispatched to a private ambulance company.	Creation + 7 Yrs./Office	Destroy Under Supervision	Yes
24	328	Milwaukee Fire Department (MFD)	18-0032	<u>NFIRS Reports Submitted to FEMA</u>	New	NFIRS (National Fire Incident Reporting System) reports generated from CAD (Computer Aided Dispatch) incident data by the Fire Records Management System and submitted to FEMA (Federal Emergency Management Agency).	Creation + 7 Yrs./Office	Destroy Under Supervision	Yes
25	328	Milwaukee Fire Department (MFD)	18-0048	<u>Community Risk Reduction</u>	New	Record of Community Risk Reduction activities such as smoke detector installs, fire education, blood pressure checks, safe sleeping, pre-fire plans, and fire familiarization walk-throughs.	Creation + 5 Yrs./Office	Destroy Under Supervision	Yes
26	328	Milwaukee Fire Department (MFD)	18-0058	<u>Temporary Notices</u>	New	Records include announcements and notices of routine or transitory nature disseminated to all members of the Fire Department. Temporary Notices are typically linked to a specific event or other occurrence of limited durations, such as training exercises, promotion opportunities, announcements of internal transfer opportunities, and transfer lists. Once the event or time period has passed, the notices are removed from public view, then are retained for reference for an additional year before destruction.	Creation + 1 Yr./Office	Destroy Under Supervision	Yes

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27	328	Milwaukee Fire Department (MFD)	18-0059	<u>Numbered Notices</u>	New	Records include announcements and notices disseminated to all members of the Fire Department. Numbered notices typically pertain to operational matters, policies, procedures, and other matters with no defined expiration date attached. Because these notices can contain information about how employees of the Fire Department were influenced in the performance of their jobs by major operational changes and directives, they should be screened for inclusion at the City Archives at MPL.	Creation + 5 Yrs./Office	MPLSCREEN	Yes
28	328	Milwaukee Fire Department (MFD)	90-0061	<u>Fire Department Internal Memoranda</u>	Amend	Official internal memoranda for Fire Department reporting of routine personnel actions. Fire Department Memos can include notices of promotions, transfers, hires, suspensions, and other disciplinary actions, and are circulated primarily for informational purposes; the documents carrying out the actions described in the memos are part of the affected employees' personnel files.	Creation + 2 Yrs./Office	Destroy Under Supervision	Yes
29	900	Citywide Global Schedules	18-0040	<u>Calendars- City Employees</u>	New	Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of City employees. Includes, calendars, appointment books, notes, diaries, and similar records.	Creation + 1 Yr./Office	Destroy Under Supervision	Yes
30	900	Citywide Global Schedules	18-0041	<u>Calendars- Elected Officials and Department Heads</u>	New	Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of elected officials and bureau heads. Includes calendars, appointment books, notes, diaries, and similar records. These records, when describing the activities of elected city officials and department heads, often provide critical information about the activities of those officials for the purpose of both historical research and government transparency. At the point of retirement or end of an elected official's term, these records should be sent to the City Archives at the City Records Center for permanent archival retention.	Event (Retirement/ End of Term + 3 Yrs./Office	Permanent	Yes
31	900	Citywide Global Schedules	18-0042	<u>Subject Files- City Departments and Elected Officials</u>	New	Records pertain to the formulation, planning, implementation, modification or redefinition of the policies, programs, services or projects of a City Department or office of an elected official. Files may contain, but are not limited to, correspondence, notes, memoranda, reports, publicity material, e-mails or other electronic communications, project planning records, clippings, and other material relevant to the event, person, policy, or program. Records of this type are usually, though not always, kept as official records by the Department Head/elected official or their designate. These records have high administrative and historical value and should be transferred to the City Archives at MPL for permanent preservation.	Creation + 3 Yrs./Office + 4 Yrs./Records Center	MPL	Yes

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32	900	Citywide Global Schedules	18-0043	<u>Transitory Correspondence</u>	New	Correspondence and other related records of short-term interest which have no documentary or evidentiary value. Transitory messages do not set policy, establish guidelines or procedures, document a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, out-of-the-office auto-reply e-mail messages, individual missed call/"while you were out" memos, "thank you's", exchanges and reminders concerning that day's events and meetings, broadcast e-mail messages and other similar records. The series may also include text and instant messages of a purely short-term operational nature. Once the immediate use or event to which transitory correspondence pertains has passed, records in this series should be destroyed.	Event (Administrative Value Expires)	Destroy Under Supervision	Yes
Schedules being Deleted and/or Superseded by Globals Schedules									
33	152	Purchasing	93-0052	<u>Commodity Service Release</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> .	—	—	No
34	152	Purchasing	94-0015	<u>Employee Payroll Files</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0035 <u>Personnel File</u> .	—	—	No
35	360	DNS	59-0013	<u>Invoice- Accounts Receivable</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0018 <u>Accounts Receivable</u>	—	—	No
36	429	Port of Milwaukee	69-0094	<u>Sick Leave Report- Daily</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0036 <u>Personnel File- Medical</u> .	—	—	No
37	429	Port of Milwaukee	69-0096	<u>Sick Leave or Injury Pay Appl</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0036 <u>Personnel File- Medical</u> .	—	—	No
38	429	Port of Milwaukee	69-0108	<u>Invoice- Accounts Receivable</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0018 <u>Accounts Receivable</u>	—	—	No
39	429	Port of Milwaukee	82-0128	<u>Request for Leave of Absence CBP-129</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0035 <u>Personnel File</u> .	—	—	No
40	429	Port of Milwaukee	89-0041	<u>Expense Account- Staff</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0010 <u>Cash Management Administrative Records</u> .	—	—	No
41	548	Infrastructure/ Admin	77-0073	<u>Application- Sick Leave or Injury Pay CBP-156</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0036 <u>Personnel File- Medical</u> .	—	—	No
42	581	Forestry	58-0061	<u>Accounts Receivable</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0018 <u>Accounts Receivable</u>	—	—	No

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43	581	Forestry	65-0133	<u>Accounts Receivable- Misc., Memo (Copy)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0018 <u>Accounts Receivable</u>	—	—	No
44	581	Forestry	65-0293	<u>Cert. & Notice of Prov. Appt. (c)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0035 <u>Personnel File.</u>	—	—	No
45	581	Forestry	65-0294	<u>Request for Leave of Absence (c)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0035 <u>Personnel File.</u>	—	—	No
46	581	Forestry	65-0296	<u>Sick Leave Pay Appl For (c)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0036 <u>Personnel File- Medical.</u>	—	—	No
47	641	Water Dept.	65-0386	<u>Sick Leave Application For (c)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 11-0036 <u>Personnel File- Medical.</u>	—	—	No
48	641	Water Dept.	97-0006	<u>Accounting- Accounts Receivable (16)</u>	Supersede	This schedule is to be deleted as it is superseded by Global schedule 18-0018 <u>Accounts Receivable</u>	—	—	No
See Delete/Superseded Schedule Request Form for 109 schedules from the Budget Office									
See Delete/Superseded Schedule Request Form for 15 schedules from BOZA									
See Delete/Superseded Schedule Request Form for 16 schedules from Fire Department									
See Delete/Superseded Schedule Request Form for 8 schedules from Health Department									



Office of the Common Council - City Clerk
City Records Center

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Delete/Superseded Schedule Request Form

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

Department Name: Department of Administration/Budget Office	Department Number: 151
Department Head Sharon Robinson <i>Sharon Robinson</i>	Division Head Dennis Yaccarino <i>Dennis Yaccarino</i>
Department Records Coordinator Crystal Ivy <i>Crystal Ivy</i>	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	74-0016	Audit Reports By City Comp of Depts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded; 73-0298 <u>Audit Reports- Final & Department Response</u> ; No Inventory
2	72-0012	Advance Release or Mailing of Payroll Checks	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
3	89-0004	Annual Expenditures (Cap. Improvements)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
4	82-0013	OBJ-3 Appropriation Accounts- Expenditures, Revenues, Proj	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
5	66-0008	Appropriation Balances- Statement of Monthly	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
6	74-0001	Appropriation Control Ledger	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
7	78-0005	Work Unit Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
8	69-0004	Budget File-Annual	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
9	70-0012	Budget-Annual	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
10	61-0237	Budget Material- General File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
11	76-0065	Budget Records—Capital Improvements	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory



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

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Delete/Superseded Schedule Request Form

12	72-9200	Budget Requested and Proposed (Microfilm)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; 10 Rolls of Microfilm
13	69-0081	Budget Requested and Proposed (Budget Director Working Copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
14	69-0082	Budget Requested and Proposed (Secretary Copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
15	69-0083	Budget Salary and Wage Calculation Worksheets	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
16	74-0013	Budgetary Reports—Misc.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
17	89-0012	Capital Account Appropriation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
18	82-0008	Capital and Special Assessment Fund Balances	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
19	76-0060	Capital Improvement Committee – Agenda Folder	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 <u>Minutes- Board, Commissions, Committees, Task Forces</u> ; No Inventory
20	74-0003	Capital Improvement File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
21	85-9039	Capital Improvement Project Cost Record (Microfilm)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; 8 Rolls of Microfilm
22	85-M039	Capital Improvement Final Cost Record (Originals)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
23	89-0006	Capital Improvement Final Project Cost Report 1943-1975	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—Time-limited schedule; No Inventory
24	89-9002	Capital Improvement Project File (microfilm)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; 8 Rolls of Microfilm
25	89-M002	Capital Improvement Project File (Originals)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
26	69-0006	Capital Improvement Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
27	74-0006	Capital Improvement Six Year Program	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
28	76-0062	Capital Project and Purpose Account	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
29	74-0002	CBP Monthly Billings	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0008 <u>Accounts Receivable</u> ; No Inventory



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Delete/Superseded Schedule Request Form

30	72-0017	Comptrollers Appropriation Accounting Activity	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
31	82-0060	Control Account Activity—Summary by Detail Object	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
32	89-0011	Control Account Activity Detail Report 1970-1987	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—Time-limited schedule; No Inventory
33	89-9008	Control Account Activity Detail Report—Capital Improvements	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
34	89-9009	Control Account Activity Summary	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
35	82-0009	Control Account File—Status Bi-Weekly	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
36	76-0061	Correspondence—Capital Improvements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 87-0028 <u>Departmental Correspondence</u> ; No Inventory
37	73-0171	Deed—City Owned Properties	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
38	69-0005	Departmental Budget Request Analysis File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
39	72-0018	Employees by Class Code	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
40	67-0024	Equipment Request	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
41	72-0024	Experience Report—By Department	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
42	72-0023	Experience Report—By Object Account	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
43	83-0001	Grant and Aid File—Expired Grants	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
44	75-9003	Griffenhagen Study Material 1948-55	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—Time-limited schedule; 1 Roll of Microfilm
45	75-0006	Index Card File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
46	67-0004	Interdepartmental Service and Materials Requisition and Invoice	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0017 <u>Interdepartmental Requisitions & Invoice (IRI)</u> ; No Inventory
47	78-0002	Job Descriptions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0032 <u>Job Descriptions- Form CS25</u> ; No Inventory



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48	76-0063	Kline Law File-Adopted Resolution	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
49	74-0010	Listings of Open and Completed Studies	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
50	67-0048	Minutes—Capital Improvements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 Minutes- Board, Commissions, Committees, Task Forces; No Inventory
51	89-0130	Minutes—Board of Estimates	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 Minutes- Board, Commissions, Committees, Task Forces; No Inventory
52	69-0008	Minutes—Capital Improvements Committee	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 Minutes- Board, Commissions, Committees, Task Forces; No Inventory
53	69-0007	Minutes—Capital Improvements Extracts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 Minutes- Board, Commissions, Committees, Task Forces; No Inventory
54	69-0010	Minutes—Central Board of Purchases	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 Minutes- Board, Commissions, Committees, Task Forces; No Inventory
55	69-0009	Minutes---Central Electrical Data Services Board	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
56	69-0013	Minutes—Harbor Commission	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
57	69-0012	Minutes—Library Board	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
58	69-0011	Minutes—Special Committee on Taxation and Financial Matters	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
59	89-0010	Operating Statements, Permanent Parking Projects 1952-1988	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—Time-limited schedule; No Inventory
60	87-9028	Outgoing Department Correspondence and Index-Microfilm	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 87-0028; 10 Rolls of Microfilm
61	87-M028	Outgoing Department Correspondence and Index-Originals	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 87-0028; No Inventory
62	67-0007	Payment Certification	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
63	76-0064	Payroll—Capital Improvements Dept.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
64	72-0010	Payroll—Zero Balance Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
65	82-M012	Performance Measure—Missing Unit Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory



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66	82-0011	Performance Measure—Productivity and Cost	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
67	67-0019	Personnel Deduction Status Notice	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
68	73-9170	Plans—City Owned or Occupied—Active (Microfilm)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
69	73-M170	Plans—City Owned or Occupied—Active (Originals)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
70	73-0168	Plans—City Owned or Occupied—Inactive	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
71	81-0011	PRD-2 Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
72	66-0009	Productivity and Cost Per Purpose Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
73	70-0014	Proposed State Legislation File—Not Reported	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 74-0014 <u>Study Files</u> ; No Inventory
74	70-0013	Proposed State Legislation File—Reported	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 74-0014 <u>Study Files</u> ; No Inventory
75	76-0066	Purchase Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 <u>Accounts Payable Records</u> ; No Inventory
76	67-0005	Purchase Requisition	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 <u>Accounts Payable Records</u> ; No Inventory
77	67-0006	Purchase Requisition	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 <u>Accounts Payable Records</u> ; No Inventory
78	73-0262	Records Retention Schedule	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 10-E052 <u>City of Milwaukee Global Record Schedules</u> ; No Inventory
79	81-0006	Recording—Staff Meetings	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
80	81-0012	Recording—Committee Meetings, Capital Improvement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 <u>Audio Tapes of Official Meetings</u> ; No Inventory
81	82-0001	Recording—Executive Budget Hearing	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 <u>Audio Tapes of Official Meetings</u> ; No Inventory
82	95-0181	Recording—Mayor's Budget Hearings 1983-1988	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—Time Limited Series; 1 Box to be transferred to MPL Archives
83	81-0002	Recording—Special Committee on Organization	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 <u>Audio Tapes of Official Meetings</u> ; No Inventory



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84	82-0003	Recording—Special Finance Committee Hearing on Auditor Findings 1957	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—time limited series; No Inventory
85	81-0008	Recording—Task Force on Fire Service to Milwaukee County 1981	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created—time limited series; No Inventory
86	82-0040	Register—Common Council File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
87	74-0012	Request—Duplicating Work	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
88	78-0006	Request—Extend CC File Deadlines	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
89	67-0025	Request—Proposed Budget and Appropriations	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
90	66-0002	Request—Transfer Finds	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0013 <u>Request to Transfer Funds</u> ; No Inventory
91	77-0003	Space Resource Management Backup File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-record; No Inventory
92	66-0003	Staff Meetings Budget Bureau—Minutes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
93	66-0004	Staff Meetings Budget Bureau—Minutes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
94	72-0193	Standing Committee Agendas/Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 <u>Minutes- Board, Commissions, Committees, Task Forces</u> ; No Inventory
95	82-0005	Statement of Department Expenditures and Revenues	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
96	82-0007	Statement of Department Expenditures and Revenues	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
97	72-0015	Statement of Expenses Incurred	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
98	74-9014	Study Files—Projects Completed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 74-0014 <u>Study Files- Projects Completed</u> ; 93 Rolls of Microfilm
99	74-M014	Study Files—Projects Completed	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 74-0014 <u>Study Files- Projects Completed</u> ; 7 Boxes
100	79-0006	Study Proposal—Vendor	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
101	67-0009	Sub-departmental requisition	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 <u>Accounts Payable Records</u> ; No Inventory

[illegible]



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Delete/Superseded Schedule Request Form

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

Department Name: Board of Zoning Appeals (BOZA)	Department Number: 180
Department Head Jeffrey Thomas <i>[Signature]</i> 5/18/18	Division Head
Department Records Coordinator	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	15-S031	Appeals Cases & Decisions: Stage Two	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 72-0002; No Inventory as of 5/9/2018
2	15-E031	Digital Appeals Cases & Decisions 1916-2013	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 72-0002
3	64-0118	Req for Eligible List Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0029 Interview Files and Documentation- Not Hired or 11-0035 Personnel File; No Inventory
4	12-0020	BOZA Chairman's Files	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Inventory; Final Disposition 6/1/2017
5	12-N019	Misc. Case File Info	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to 12-0029; Transfer Inventory 1 box
6	66-0001	Appeal Cases Duplicate	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
7	70-0007	Appeal Cases Index Card	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Inventory; Final Disposition 6/11/1998
8	70-0008	Appropriation Control Ledger-Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 Departmental Budget and Appropriation Requests; No Inventory
9	64-0132	Budget & Appropriations Request Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 Departmental Budget and Appropriation Requests; No Inventory
10	64-0131	Equipment Request Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 Capital and Non-Capital Equipment Inventories; No Inventory



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11	12-0018	Manuals for Custom Computer Applications	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Inventory; Final Disposition 1999
12	72-0001	Minutes Annotated	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 15-0007 Minutes-City Boards, Commissions, Committees and Task Forces; <u>1 34 Boxes</u>
13	70-0006	Money Receipt	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 Accounts Receivable; No Inventory
14	64-0125	Payroll Rept of Time-Off Overtime Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 Time Owed and Allowed Reports; No Inventory
15	64-0130	Req to Transfer Funds Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0013 Request to Transfer Funds; No Inventory



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Department Name: Fire Department	Department Number: 328
Department Head Mark Rohlfing	Division Head Gerard Washington
Department Records Coordinator Cheryl Finger	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	61-0019	Fire Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0030 CAD Incident Data and 18-0032 NFIRS Reports Submitted to FEMA; No Inventory
2	61-0020	Fire Adjuster's Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Inventory
3	62-0047	Purchase Orders	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 Accounts Payable Records; No Inventory
4	62-0048	Common Council Proceedings	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closed, non-record
5	65-0170	Request to Transfer Funds	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0013 Request to Transfer Funds; No Inventory
6	65-0171	Equipment Request	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 Accounts Payable Records; No Inventory
7	65-0172	Request, Prop. Budg. & APPR.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 Departmental Budget & Appropriation Requests; No Inventory
8	66-0052	Removal Order – CPB – City of Milw.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0017 Request for Disposal of Scrap, Surplus or Obsolete Material; No Inventory
9	81-0022	Emergency Medical Services Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Records no longer retained by the City. Retained by Intermedix.
10	87-0029	Record of Alarms F-550	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0029 Recordings of MFD Radio Transmissions and 18-0032 NFIRS Reports Submitted to FEMA; No inventory
11	87-0031	Private Sector Ambulance Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0031 CAD Data for Calls Dispatched to Private Ambulance Providers; No Inventory



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Delete/Superseded Schedule Request Form

12	87-0032	Records of Alarms – Radio Log F-510	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Inventory
13	87-0033	Emergency Call Tapes, 1967-1976	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No inventory
14	87-0034	Incoming Telephone Calls – Voice Activated Tapes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0028 <u>Recordings of MFD Calls for Service</u> ; No Inventory
15	87-0035	Acey-Ducey, Hydrant, Circuit Record, Daily	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No inventory
16	87-0036	Misc Bureau Documents, Circuit Drawings, Reports 1897-1970	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closed, time-limited series transferred to MPL



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Department Name: Health Department	Department Number: 381, 386, 389
Department Head: Patricia McManus RN, PhD, GCNPM <i>Patricia McManus</i>	Division Head (NA)
Department Records Coordinator: Peggy Luckow <i>Peggy Luckow</i>	City Records Officer: Brad Houston
City Clerk (or 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	65-0180 (381 Admin)	Sick Leave Pay, Appl	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-0036 Personnel Files- Medical
2	75-0017 (381 Admin)	Furniture Inventory Card H-3	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
3	75-0035 (381 Admin)	Furniture and Equipment Inventory Cross Index H-4	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
4	74-0098 (386 Preventative Disease)	Inventory Report- Mo Vaccine & Usage	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
5	74-0099 (386 Preventative Disease)	Inventory Mo Summary of Biologicals on Hand	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
6	74-0100 (386 Preventative Disease)	Inventory Sheet- Biologicals	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
7	74-0101 (386 Preventative Disease)	Inventory Mo Biologicals on Hand at Stations	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories
8	96-0004 (389 Vital Stats)	Accounts Receivable- Funeral Directors	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0018 Accounts Receivable
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	