

## SCHEDULES FOR CIMC REVIEW - DECEMBER 13, 2018

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	133	Common Council/City Clerk/Council Services	18-0096	<u>Common Council File Signature Pages</u>	New	Signature pages from Common Council Files, reflecting the assent or endorsement of the File by the Common Council President, Mayor, Comptroller, City Attorney, or other responsible parties and elected officials. Because of the high ongoing legal and historical value of this portion of the File, Signature pages authenticated by wet-ink signatures or other physical authentication should be separated from the file at time of closing and filed separately, then transferred to the City Records Center after 6 months for permanent retention. If and when the City determines that electronic signatures are sufficient for authentication purposes, signature pages thusly signed will be retained with the rest of the Files to which they pertain (60-0330) in E-Vault.	Event (Final Action) + 6 mo.	Transfer to City Archives as the City Records Center (E-Vault)	Yes
2	133	Common Council/City Clerk/Council Services	60-0330	<u>Common Council Files</u>	Amend	This schedule is to be amended to reflect new formats and workflow for Common Council Files. Official legislative files of the Milwaukee Common Council, used to conduct City Business, pass resolutions or ordinances, amend charter and regular ordinances, make appointments to City positions, designate individuals or organizations for recognition, and collect information for Council Members' benefit. Any matter that is taken up by the Common Council and/or one of its constituent committees must be assigned to a Council File. The File includes the text of the ordinance/resolution (as applicable), information on File history/routing, signature/approval pages (as applicable), and any "attachments", or supplementary information introduced to the file by Council Members. During a File's active life, the most recent public version of the File and its attachments (if any) can be found on Milwaukee's Legistar meeting management system instance; the City Clerk's Office maintains a physical copy of the File for quality assurance purposes. Once a file has a final action taken upon it (typically passage, declared dead, or placed on file), the signature page is removed to schedule 18-0096 and the Legistar File and attachments are exported to the City E-Vault document management system for permanent preservation. The physical file is maintained for an additional 6 months for quality control and to allow for late additions, then 1 month further at the City Records Center before destruction.	Event (Final Action) + 7 mo.	Transfer to City Archives as the City Records Center (E-Vault)	Yes
3	133	Common Council/City Clerk/Council Services	60-9330	<u>Common Council Files- Microfilm</u>	Amend	This schedule is being amended to reflect new formats and workflow for Common Council Files. Official legislative files of the Milwaukee Common Council, used to conduct City Business as fully described in schedule 60-0330. This series contains the microfilm holdings of Common Council Files in the City Records Center, for files created between 1861 and 2005; the paper originals of these files were converted to microfilm and subsequently destroyed. Thus, in many cases these records represent the only extant copies of these historical files, save for the pieces that can be reconstructed from the Proceedings of the Common Council. For reasons of accessibility and discovery, the official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period as part of the main Common Council Files series (60-0330). To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Due to the high legal and historical value of these records, source microfilm will be retained after imaging as a security copy.	Event (Scanned into E-Vault) + 4 mo.	Transfer to City Archives as the City Records Center (E-Vault)	Yes
4	133	Common Council/City Clerk/Council Services	60-M330	<u>Common Council Files- Paper</u>	Supersede	This schedule is to be superseded by 60-0030. Any remaining records will be transferred and retained according to that schedule.	N/A	N/A	No

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
5	167	Dept. of Employee Relations-Labor Relations	18-0066	<u>Grievance Arbitration Documentation-Discipline FPC</u>	New	Documentation related to grievances and arbitration awards for issuance and implementation of disciplinary action under the terms of contracts, for sworn employees subject to the Fire and Police Commission. Records held under this schedule are the official records of discipline-related arbitration held by the Department of Employee Relations; depending on the nature of the case, other records related to an arbitration case may be held at the City Attorney's office or the Fire and Police Commission. Departmental disciplinary records should be retained under Global Schedule 11-0020.	Event (Final Disposition or New Chief) + 3 Yrs. Office / 4 Yrs. City Records Center	Destroy Under Supervision	Yes
6	167	Dept. of Employee Relations-Labor Relations	18-0067	<u>Arbitration Documentation-Contract Interpretation</u>	New	Documentation related to grievances and grievance arbitration awards dealing with contract interpretation issues, establishing the terms under which departments and the City will operate under specific provisions of the contract. Records in this series are the official records of grievance documentation maintained by the Department of Employee Relations; departmental records should be retained in accordance with global schedule 11-0021. Because of the precedent-setting nature of these records, they should be considered archival and preserved indefinitely. The official record will be maintained electronically in the City's centralized imaging system (E-vault) for the full retention period.	Event (Implementation of Agreement) + 3 Yrs./Office	Transfer to City Archives at the City Records Center (E-Vault)	Yes
7	167	Dept. of Employee Relations-Labor Relations	18-0067	<u>Grievance Arbitration Documentation-Discipline</u>	New	Documentation related to grievances and arbitration awards for issuance and implementation of disciplinary action under the terms of contracts. Records held under this schedule are the official records of discipline-related arbitration held by the Department of Employee Relations; depending on the nature of the case, other records related to an arbitration case may be held by the City Attorney's Office. Departmental disciplinary records should be retained under Global Schedule 11-0020.	Event (Final Disposition of Case) + 3 Yrs. Office / 4 Yrs. City Records Center	Destroy Under Supervision	Yes
8	167	Dept. of Employee Relations-Labor Relations	18-0068	<u>Interest Arbitration Documentation</u>	New	Documentation related to interest arbitration between the City of Milwaukee and its employees, typically undertaken to resolve an impasse during bargaining over the formation of a contract (vs. grievance arbitration, which applies the terms of the already agreed-upon contract). Records in this series includes correspondence, briefs, pleadings, negotiation books, hearing transcripts, evidence and exhibits, and all other records related to the interest arbitration process. These records pertain to the contract itself, rather than to individual employees. Depending on the nature of the case, some related records may also be held by the office of the City Attorney. Because of the precedent-setting nature of these records, they should be considered archival and preserved indefinitely. The official record will be maintained electronically in the City's centralized imaging system (E-vault) for the full retention period.	Event (Implementation of Agreement) + 10 Yrs./Office	Transfer to City Archives at the City Records Center (E-Vault)	Yes
9	167	Dept. of Employee Relations-Labor Relations	18-0069	<u>Collective Bargaining Files</u>	New	Documentation related to collective bargaining between the City of Milwaukee and its employees or representatives of employee unions or other groups. Records may include correspondence, meeting minutes, meeting transcripts, supplementary evidence or documentation, offers and counter-offers, and drafts and final versions of the agreed-upon contract. Because of the precedent-setting nature of these records, they should be considered archival and preserved indefinitely. The official record will be maintained electronically in the City's centralized imaging system (E-vault) for the full retention period.	Event (Implementation of Agreement) + 10 Yrs./Office	Transfer to City Archives at the City Records Center (E-Vault)	Yes
10	310	Fire and Police Commission	14-0015	<u>Medical Pre-Employment Screening- Not Hired</u>	Amend	This record series includes pre-employment screening, scheduling notices and results of drug screenings, medical exams and psychological screenings. These records are distinct from records in schedule 14-0018 in that the medical screening is typically only conducted if the candidate passes the exam and the background investigation in the latter series.	Event (Expiration of eligible list) + 7 Yrs./Office	Destroy Under Supervision	Yes

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#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
11	310	Fire and Police Commission	14-0017	<u>Exam History Records</u>	Amend	Selected records culled from records due for disposition under schedule 14-0016 and 14-0005, used for historical reference and as evidence to be provided for frequent Open Records Requests and court information requests related to Fire and Police hiring practices. Records in the series include but are not limited to documents related to exam development and administration, the original job announcement, sample notices sent to candidates, exam results, applicant flow statistics, original eligible lists and requests to extend, and recruitment plan data.	Event (Transfer from other record series) + 15 Yrs./Office	Destroy Under Supervision	Yes
12	310	Fire and Police Commission	18-0091	<u>Employee Disciplinary Appeals-Landmark</u>	New	Records of employee disciplinary appeal files relating to monumental and/or precedent-setting cases under the oversight of the Fire and Police Commission. Records may include, but are not limited to transcripts, exhibits, briefs, and findings related to the disposition of the case. These records maintain historical and administrative value for FPC staff and should be retained archivally.	Event (Separation from employment) + 7 Yrs./Office	Transfer to City Archives at the Municipal Research Center	Yes
13	310	Fire and Police Commission	18-0093	<u>Citizen Complaint-Landmark</u>	New	Documents relating to complaints of citizens received by the Fire and Police Commission against Fire and Police personnel. Records in the series include, but are not limited to, the complaint itself, documentation, transcripts, exhibits, briefs, hearing minutes and notes, and records of findings. Records in this series relate to high-profile or precedent-setting citizen complaints, which due to their historical and administrative value should be maintained in the Archives.	Event (Separation from employment) + 7 Yrs./Office	Transfer to City Archives at the Municipal Research Center	Yes
14	310	Fire and Police Commission	18-0094	<u>Police Rule Modification</u>	New	Changes to Fire and Police Department Rules, Code of Conduct, Standard Operating Procedures and Standard Operating Instructions require Fire and Police Commission approval before going into effect. This series includes the proposed rule change, the Commission's review and feedback on the change, any documentation supporting or denying the change, and the final disposition of the change as approved by the Commission. Due to the sensitive nature of these rules, records of changes are to be considered confidential and should be kept permanently in the City Archives.	Event (Disposition by Fire & Police Commission) + 5 Yrs./Office	Transfer to City Archives at the Municipal Research Center	Yes
15	310	Fire and Police Commission	90-0042	<u>Employee History Card-Inactive</u>	Amend	These records were the main FPC record of employees of the Police and Fire departments before electronic personnel software was used. These records include all pertinent data as to an employee's appointment, promotions, disciplinary record, and examination achievements throughout their history as a Fire or Police department employee. Following the retention period suggested by the State RRDA HR000202, these records are mostly valuable for informational, rather than intrinsic purposes. Once information on the records has been updated, these records should be destroyed confidentially. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Event (Superseded by new record version) + 1 month (E-vault)	Destroy Under Supervision	Yes
16	310	Fire and Police Commission	90-0048	<u>Management Performance Review-Chiefs</u>	Amend	All performance evaluations, including but not limited to annual and monthly evaluations, for the Chief of Police and the Fire Chief by the Fire and Police Commission. These evaluations are maintained separately from the official personnel file for audit reasons and are linked to the incumbent's term as chief, but otherwise retain similar administrative value as the personnel files.	Event (End of Term) + 8 Yrs./Office	Destroy Under Supervision	Yes

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17	310	Fire and Police Commission	90-0056	<u>Employee Disciplinary Appeals- Routine</u>	Amend	Records of employee disciplinary appeal files. Records may include but are not limited to transcripts, exhibits, briefs, and findings related to the disposition of the case. These case files pertain to non-landmark appeal cases and do not retain legal or administrative value beyond the Wisconsin statute of limitations for civil litigation.	Event (Separation from employment) + 7 Yrs./Office	Destroy Under Supervision	Yes
18	310	Fire and Police Commission	90-0059	<u>Statistical/ Informational Reports</u>	Amend	Reports created by the Fire and Police Commission describing activities of the police and fire departments, including annual reports, strength reports, satisfaction survey reports, public safety reports, reports commissioned or researched by Fire and Police Commission staff on special topics; and reports received from the Fire and Police departments related to topics overseen or monitored by the Fire and Police Commission, including annual reports. These records provide a great deal of information on Fire and Police activities and priorities and should be maintained archivally.	Creation + 5 Yrs./Office	Transfer to City Archives at the Municipal Research Center	Yes
19	385	Milwaukee Health Department (MHD)- Lab	18-0077	<u>MHD Lab SOP and Test Procedures</u>	New	This record series contains specific testing procedures and standard operating procedures (SOP) related to the core functions of the Milwaukee Health Department's Laboratory division.	Event (Superseded) + 2 Yrs./Office	Destroy Under Supervision	Yes
20	385	Milwaukee Health Department (MHD)- Lab	18-0078	<u>L-SIP Assessment</u>	New	The purpose of the Laboratory System Improvement Program (L-SIP) is to improve the quality of public health laboratory practices and performance. It assesses the strengths and weaknesses of the laboratory system as a basis for quality improvement efforts. The L-SIP assessment identifies different strengths and weaknesses based on ten essential public health services such as developing policies and plans, enforcing laws and regulations, research, education, etc. and rates them accordingly. Results are compiled into an Assessment Report which is made available to the public via the City of Milwaukee's website. Records in this series include assessment instruments, data analysis, and the final report from the assessment. MHD began participating in the L-SIP in 2010.	Event (Completion of Assessment Report) + 10 Yrs./Office	Transfer to the City Archives at the City Records Center	Yes
21	385	Milwaukee Health Department (MHD)- Lab	18-0079	<u>Lab Test Requisition- General Microbiology</u>	New	The microbiology lab test requisition is used when a test is ordered by a hospital, clinic or from the Health Department's Communicable Disease and Prevention Division. Information contained on this record includes patient information (name, date of birth, social security number, address, phone number, gender, race) patient history (clinical diagnosis, date of onset, signs and symptoms), specimen type, tests required, and requesting facility address and information. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal Yr. + 10 Yrs./E-vault	Destroy Under Supervision	Yes
22	385	Milwaukee Health Department (MHD)- Lab	18-0080	<u>Lab Test Requisition- Lead Related</u>	New	The lead lab test requisition is used to test soil, water, paint, dust and blood. Tests may be requested either by the Health Department's Lead division or by members of the public. Individual forms are used based on test type, but basic information contained on these records includes, but is not limited to, address, location collected (inside or outside), type of specimen, name, tests required. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal Yr. + 10 Yrs./E-vault	Destroy Under Supervision	Yes

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23	385	Milwaukee Health Department (MHD)- Lab	18-0081	<u>Lab Test Requisition- Food Related</u>	New	The food related lab test requisition test for food safety and identification in the areas of contaminants, bacteria, foreign objects, speciation (type of meat), fat content (for beef only) as requested through the Consumer and Environmental Health division of the Health Department. Information contained on this record includes, but is not limited to, type of food, name and address of business, name of collector, test ordered. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal Yr. + 10 Yrs./E-vault	Destroy Under Supervision	Yes
24	385	Milwaukee Health Department (MHD)- Lab	18-0082	<u>Monthly Confirmed Infections Report</u>	New	This record is a monthly summary of confirmed infections such as syphilis, HIV, gonorrhea, rhinovirus, Boca virus, and other respiratory viruses. Data for the report is compiled from information in the Health Department's Laboratory Information System Client Files (Schedule 18-0082). This summary is also posted on the City's website for public access.	Creation + 3 Yrs./ Office	Transfer to the City Archives at the Municipal Research Center	Yes
25	385	Milwaukee Health Department (MHD)- Lab	18-0083	<u>Soil Screening Analysis</u>	New	Soil screening analysis records are used for the purpose of public requests to test soil for lead and nutrients. Information contained on this from includes, but is not limited to, name address, location, amount of sample, test type ordered, etc. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal Yr. + 10 Yrs./E-vault	Destroy Under Supervision	Yes
26	385	Milwaukee Health Department (MHD)- Lab	18-0084	<u>Laboratory Information System (LIS) Patient Records</u>	New	Patient records in LIS include type of test ordered, test results and demographic data. Data maintained on the patients include, but is not limited to, name, address, phone number, date of birth, social security number, race, ethnicity, medical record number, client name, emergency contact info. The LIS system is backed up on the daily basis. Because of the extremely high frequency of use, high level of confidentiality, and vital nature of these records, they should only be destroyed in the event that information in the records is superseded, following the disposition for similar records maintained by the Wisconsin Department of Public Health.	Event (Superseded) + 1 mo./Office	Destroy Under Supervision	Yes
27	385	Milwaukee Health Department (MHD)- Lab	18-0085	<u>Proficiency Testing Records</u>	New	Proficiency testing occurs twice a year for all sections of the Health Lab (Microbiology, Virology, and Chemistry). The State Health Department sends samples with a known result. The Lab tests the samples according to normal procedures to obtain a result, and reports that result back to the State. The State will in turn inform MHD if the sets of results match appropriately. Records include information on the sample, sample number, result and report.	Fiscal + 2 Yrs./ Office	Destroy Under Supervision	Yes

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28	385	Milwaukee Health Department (MHD)- Lab	18-0086	<u>Equipment Maintenance</u>	New	This record series includes equipment maintenance records as a result of routine maintenance or calls for service from vendors on the following MHD Lab equipment which includes, but is not limited to, scales, extraction machines, sequencers, refrigerators, incubators, hoods, etc. Note: this record series does not include daily readings or preventative maintenance.	Event (Life of the Equipment) + 2 Yrs./Office	Destroy Under Supervision	Yes
29	385	Milwaukee Health Department (MHD)- Lab	18-0087	<u>Quality Control Records</u>	New	Daily quality control measures are taken on all equipment to ensure it is in proper working order and calibrated correctly. This series contains all records of calibration or quality assurance that can be undertaken without physical repairs to the machine (for non-routine repairs use Schedule 18-0086). Logs are kept on each piece of equipment as well as on agents (test strips and other objects of testing) to ensure there is no contamination.	Event (Life of the Equipment) + 2 Yrs./Office	Destroy Under Supervision	Yes
30	385	Milwaukee Health Department (MHD)- Lab	18-0088	<u>MHD Lab Annual Report</u>	New	Annual Reports of the Milwaukee Health Department Lab include statistics, charts, milestones, goals, and progress from the various sections of the Lab such as Microbiology, Virology and Chemistry.	Creation + 1 Yr./Office	Transfer to the City Archives at the City Records Center	Yes
31	385	Milwaukee Health Department (MHD)- Lab	18-0090	<u>Lab Report- Lead in H2O and Chain of Custody</u>	New	This record series documents the origin of a sample from collection to drop off to ensure the integrity of the sample. Records document who came into contact with the sample and includes the signature of each handler, the name of the collector, volume, location collected, address, and test ordered. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Creation + 10 Yrs./E-Vault	Destroy Under Supervision	Yes
32	385	Milwaukee Health Department (MHD)- Lab	18-0095	<u>Proficiency Testing Records- Lead</u>	New	Proficiency testing occurs twice a year for all sections of the Health Lab (Microbiology, Virology, and Chemistry). The State Health Department sends samples with a known result. The Lab tests the samples according to normal procedures to obtain a result, and reports that result back to the State. The State will in turn inform MHD if the sets of results match appropriately. Records include information on the sample, sample number, result and report. Records in this series relate specifically to samples being tested for elevated lead levels, which require an increased retention time.	Fiscal + 7 Yrs./Office	Destroy Under Supervision	Yes
33	385	Milwaukee Health Department (MHD)- Lab	18-S089	<u>Health Laboratory Source Documents</u>	New	Source documents for schedules 18-0079, 18-0080, 18-0081, 69-0147, 95-0190, and 95-0191 all of which are scheduled to be imaged and maintained in the City's E-Vault document management system. Per Wis. Stat. §137.20, records originally produced in paper format may be reformatted for the duration of their lifecycle and kept electronically, subject to conditions specified in Wisconsin Admin Rule 12. Paper versions of record will be maintained for three months for quality control purposes, then destroyed confidentially.	Event (Scanned into E-Vault) + 3 mo./City Records Center	Destroy Under Supervision	No



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34	385	Milwaukee Health Department (MHD)- Lab	69-0147	<u>Water Examination</u>	Amend	This record series includes Water Examinations from the Milwaukee County Zoo and local beaches for the purpose of testing for e-coli or other bacterial contaminants. Information contained on this record includes, but is not limited to: address collected, location, name of collector, and tests ordered. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal + 10 Yrs./E-Vault	Destroy Under Supervision	Yes
35	385	Milwaukee Health Department (MHD)- Lab	95-0190	<u>Water Tests for Viruses</u>	Amend	The Milwaukee Water Works submits samples to the MHD Lab for analysis of viruses in water samples from the waste treatment facility. Record content includes, but is not limited to, date of collection, collector name, test ordered, location, volume, etc. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal + 10 Yrs./E-Vault	Destroy Under Supervision	Yes
36	385	Milwaukee Health Department (MHD)- Lab	95-0191	<u>Cryptosporidium/Giardia Sample Request Form</u>	Amend	The cryptosporidium/giardia sample request form is used to test water sample. Information contained on the form includes, but is not limited to: address, location collected, name, and tests requested, etc. The official record will be maintained electronically in the City's centralized imaging system (E-Vault) for the full retention period. To comply with Wis. Stat. §16.61(7) and 137.20 for authenticity, accuracy, and accessibility, the original input documents will be imaged, subject to review to ensure the images are electronically stored and quality control of these images is acceptable. Three months after verification of the quality of the electronic images, the paper records will be destroyed.	Fiscal + 10 Yrs./E-Vault	Destroy Under Supervision	Yes
37	661	DPW- Tow Lot	97-0034	<u>Towed Vehicle Records</u>	Renew	This series contains daily tow records relating to vehicles that have been towed from City of Milwaukee streets due to a violation. Records within each file may contain, but are not limited to: Condition Reports of Vehicles (PT27), intake forms, vehicle release forms, information pertaining to vehicle title and/or registration and insurance, and authorization letters for someone other than the owner to pick up the vehicle. Information contained on the intake forms include tow number, contractor VIN, license plate number, make, model, year and color of the vehicle, intake and release dates, notable conditions. Information contained on the vehicle release form includes, owner name, items removed from the vehicle, claimant signature, date and time, amount due and paid, VIN, and make, model, year and color of the vehicle.	Fiscal Yr. + 1 Yr. Tow Lot/ 6 Yrs. City Records Center	Destroy Under Supervision	Yes
See Delete/Superseded Schedule Request Form for 18 schedules from DER-Labor Relations									
See Delete/Superseded Schedule Request Form for 22 schedules from the Fire and Police Commission									
See Delete/Superseded Schedule Request Form for 22 schedules from the Health Department- Lab									



Office of the Common Council - City Clerk  
City Records Center

Jim Owczarski  
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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 Employee Relations/Labor Relations	Department Number: 167
Department Head Maria Monteagudo <i>LM</i>	Division Head
Department Records Coordinator Nicole Fleck <i>Nicole M. Fleck</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	91-9131	Arbitration Transcript (Anderson)	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No longer created; No Inventory
2	91-M131	Arbitration Transcript (Anderson)	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 box
3	92-9027	City and PPPA Exhibits, 1979 Arbitration	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 roll of microfilm
4	92-9044	City/PPPA exhibits 1973 Wagner Interest Arbitration	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 roll of microfilm
5	91-9129	Consolidated Factfinding Transcript	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No longer created; No Inventory
6	91-M129	Consolidated Factfinding Transcript	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0067 <u>Grievance Arbitration Documentation-Contract Interpretation</u> ; Transfer Inventory- 1 box
7	91-9128	Firefighter Fact-Finding Transcript-Microfilm	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No longer created; No Inventory
8	91-M128	Firefighter Fact-Finding Transcript-Paper	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0067 <u>Grievance Arbitration Documentation-Contract Interpretation</u> ; Transfer Inventory- 1 box
9	92-9026	Interest Arbitration (PPPA) Transcript/Brief	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 roll of microfilm
10	90-9102	Labor Relations - Collective Bargaining, 1959-1989	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0069 <u>Collective Bargaining Files (Historic)</u> ; Transfer Inventory- 8 rolls of microfilm
11	90-0077	Minutes, Contract Negotiations, 1969-1984	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	No longer created; No Inventory





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City Records Center

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## Delete/Superseded Schedule Request Form

12	92-9043	PPA Arbitration Notes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 roll of microfilm
13	92-9042	PPA Fact Finding Transcript	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 roll of microfilm
14	91-M130	PPPA Arbitration	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 3 boxes
15	91-9130	PPPA Arbitration Transcript-Microfilm	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
16	91-9127	PPPA Fact-Finding Transcript-Microfilm	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No Inventory
17	91-M127	PPPA Fact-Finding Transcript-Paper	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 1 box
18	92-9045	Wagner Award-Misc.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0068 <u>Interest Arbitration Records</u> ; Transfer Inventory- 2 rolls of microfilm



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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: Fire & Police Commission	Department Number: 310
Department Head La Keisha Butler	Division Head
Department Records Coordinator Rene Keinert	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	03-0027	Weed And Seed Federal Grant #15-156-1185	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory; Final Disposition 2005
2	03-0028	Employee Appeal Trial File (Balcerzak/Gabrisch)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0091 <u>Employee Disciplinary Appeals--Landmark</u> ; Transfer 2 boxes
3	90-0043	Applications, Formal, Inactive Employees FPC-4	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0035 <u>Personnel File</u> ; Transfer 3 boxes
4	90-0046	FPC Employee File - Inactive	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0035 <u>Personnel File</u> ; Transfer 1 box
5	90-0050	Employment Eligibility Verification, U.S. Dept. Of Justice Requirement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 13-0056 <u>USCIS Form I-9 Employment Eligibility Verification</u> ; No Inventory
6	90-0052	FPC Commission Meeting Tapes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 <u>Audio Tapes of Official Meetings</u> ; No Inventory
7	90-0053	Commission Meeting, Stenographic Notes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0043 <u>Transitory Correspondence</u> ; No Inventory
8	90-0054	FPC Sub-Committee Tapes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 <u>Audio Tapes of Official Meetings</u> ; No Inventory
9	90-0055	Crime Prevention Program File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
10	90-0058	Correspondence Files, General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0042 <u>Subject Files – City Departments &amp; Elected Officials</u> ; No Inventory



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## **Delete/Superseded Schedule Request Form**

11	90-0069	Budget And Accounting Records, FPC	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 <u>Accounts Payable Records</u> ; No Inventory
12	90-9051	Commission Meeting Minutes Transcript	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete.
13	90-M051	Commission Meeting, Minutes - Official Transcript	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete. Transfer 3 boxes of transcripts (not minutes).
14	91-0016	Citizen Complaint #418	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0093 <u>Citizen Complaint File – Landmark</u> ; Transfer 4 boxes
15	91-0017	Citizen Complaint #418—Restricted access	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0093 <u>Citizen Complaint File – Landmark</u> ; Transfer 1 box
16	96-0044	EEOC/ERD Case Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 11-0025 <u>EEO/ERD Complaint Files</u> ; Transfer 6 boxes
17	96-0045	Civil Lawsuits-Consent Decrees	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0091 <u>Landmark Employee Appeal File</u> ; Transfer 3 boxes
18	96-0049	Open Records Requests	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 07-0001 <u>Open Records Requests</u> ; No Inventory
19	96-0050	Employee Exit Interview Correspondence And Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
20	96-0051	Rules & Complaints Status Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
21	96-0063	Fire & Police Commission Minute Books.	<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
22	96-0043	Residency Verification Forms	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory



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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: Milwaukee Health Department- Lab			Department Number: 385		
Department Head Jeannette Kowalik			Division Head Dr. Sanjib Bhattacharyya		
Department Records Coordinator Noah Leigh			City Records Officer Brad Houston		
City Clerk (on behalf of the CIMC) Jim Owczarski			Date		
<b>Option 1 – Deleting a Schedule</b> 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.					
<b>Option 2 – Superseding a Schedule</b> 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	67-0067	Bureau and Division Head Correspondence	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0043 <u>Transitory Correspondence</u> ; No Inventory	
2	69-0154	Chemical Examination (Blood for Alcohol Content)	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory	
3	95-0196	Chemistry Service Form	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2001	
4	96-0018	Cryptosporidium/Giardia Sample Request Form	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Duplicate of Schedule 95-0191; No Inventory	
5	69-0146	Laboratory Examination- Chemical Div	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2000	
6	70-0128	Laboratory Examination Report- Misc.	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 1998	
7	73-0311	Laboratory Report- Blood Screening	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2010	
8	73-0317	Laboratory Report- Gonorrhea	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2006	
9	73-0314	Laboratory Report- Hematology- Lead Poisoning	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0080 <u>Lab Test Requisition- Lead Related</u> ; No Inventory	
10	73-0312	Laboratory Report- Lead Source Sample	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by 18-0084 <u>Laboratory Information System (LIS) Patient Records</u> ; No Inventory	
11	73-0316	Laboratory Report- Urinalysis- Lead Poisoning	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Obsolete; No Inventory	



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12	95-0195	Microbiology Service Form	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0079 <u>Lab Test Requisition-General Microbiology</u> ; No Inventory
13	84-0009	Microbiology Report H-406 White Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 1998
14	95-0192	No Fee Microbiology Form	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
15	77-0134	Record of Sample Submitted for Lab Analysis H-312	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0079 <u>Lab Test Requisition-General Microbiology</u> ; Final Disposition 2005
16	67-0071	Serological Studies, Report Of	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
17	69-0151	Serology of Virus & Rickettsial Diseases	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2003
18	67-0070	Serology Request Form	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
19	67-0073	Subdepartmental Requisition	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2004
20	69-0145	Urine Stool Examination	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 1999
21	95-0193	Virology Service Form	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory- Final Disposition 2011
22	96-0017	Water Test for Viruses (Distributed Copies)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory