

SCHEDULES FOR CIMC REVIEW - MARCH 21, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	211	Comptroller/ Payroll Administration	08-0007	<u>City Employee Judgement Records</u>	Renew	This schedule reflects all City of Milwaukee employee judgement files including, but not limited to, notifications of judgements against employees by court judges and other government agencies, and the records for employee garnishments. Each folder is a separate employee garnishment, child support, tax levy, student loan, etc. Multiple orders for one employee will result in multiple folders. Also included in this series is administrative documentation generated to manage these records. Such files include: reports that track how many garnishments/support orders/etc., the value, new garnishments, etc. for auditing every pay period. Personally identifiable information contained in these records include, name, address, date of birth, phone number and social security number	Event (Satisfaction of Judgement) + 7 Yrs./ City Records Center	Destroy Under Supervision	Yes
2	211	Comptroller	19-0043	<u>Contracts- Comptroller Execution</u>	New	Contracts executed by City departments or on behalf of the City of Milwaukee as a whole including commodity contracts, service contracts, intergovernmental cooperation agreements and leases. The Comptroller's Office receives a version of all such contracts to permit appropriate invoicing, budgeting and creation of vendor records within the City's financial management information system (FMIS). This file also includes any and all invoices, progress reports, expenditure reports, and other documentation relating to fiscal administration of the contract. Any amendments to the contract are also routed through the Comptroller's Office to allow for appropriate release of funds. The department(s) entering into contracts through the City procurement process maintain operational files under Schedule 19-0021 <u>Contracts and Agreements--Non-Purchasing</u> . Once a contract has expired, the department transfers all pertinent fiscal documentation to the Comptroller's Office under this schedule.	Event (Close of Contract) + 6 Yrs./City Records Center	Destroy Under Supervision	Yes
3	230	Assessor's Office	19-0045	<u>Master Property Record (MPROP)</u>	New	This is the official record of property ownership and assessment for all real property in the City of Milwaukee. MPROP records include information on property owners and recent transactions, assessed and real value of property and improvements, assessment change reasons, building information, neighborhood and zoning information, and information on tax exemptions. Each MPROP record is updated at least monthly from source data in other series, and serves as the authoritative reference for computing taxes and other citywide property information. At the end of each fiscal year, the MPROP database is exported into tabular format and made available for reference or programmatic use. These exports provide a historical snapshot of land use and ownership for a given year and should be preserved as archival once no longer active.	Fiscal Year + 5 Yrs./ Assessor's Office	Transfer to City Archives at City Records Center (E-vault)	Yes
4	230	Assessor's Office	62-0049	<u>Tax Assessor Plat Books</u>	Amend	These plat books contain maps defining ownership of title parcels of the geographic area under any single ownership and its related tax parcel identifier. These maps are used by the City, other governmental agencies, and the public in reviewing land divisions as they existed at certain points in time, and are distinct from plats created by the Department of Public Works in that they focus on delineating ownership and value rather than infrastructure.	Event (Superseded)	Transfer to City Archives at City Records Center	Yes

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5	230	Assessor's Office	88-0092	<u>Property Record Files</u>	Amend	This record series includes files for each property within the City of Milwaukee containing information about characteristics and assessed value of individual real estate parcels. Records within this series may include, but are not limited to, Assessment reports, assessment change forms, deeds, title/lien/judgement/restriction documentation, conveyance records, and other records used to determine and document valuations. These files serve as primary source files for MPROP records under schedule 19-0045, are referred to constantly by Assessor's Office staff, and should be considered both vital and permanent.	Permanent/ Assessor's Office	Permanent	Yes
6	240	Comptroller/ Public Debt	19-0044	<u>Debt Issuance Transcript of Proceedings</u>	New	Transcript of proceedings related to Bond, Note, and Loan issuances made by the City of Milwaukee. These records are created by bond attorneys for reference after each debt issue and fulfill the requirement under Wis. Stat. §67.05 (12) to maintain "a full and correct statement for every step or proceeding had or taken in the course of authorizing and issuing municipal bonds."	Event (Debt is resolved) + 7 Yrs./ Comptroller's Office	Destroy Under Supervision	Yes
7	287	Employee's Retirement System (ERS)	64-0298	<u>ERS Legal Opinions</u>	Amend	This schedule is being amended to change the title from City Attorney Legal Opinions to ERS Legal Opinions and to reflect that opinions are no longer microfilmed. Documents in this record series include written requests from the ERS staff or the Annuity and Pension Board to its legal counsel (Milwaukee City Attorney's Office or designated outside counsel) for guidance specific to the benefits and operations of the ERS. Legal opinions are presented to the Annuity and Pension Board for approval. After the opinion has been accepted by the Board, the paper record is imaged and maintained electronically on the department's network server for the full retention period. ERS server tapes are continuously backed up on a regular cycle and stored at a secured offsite facility. To comply with Wis. Stats. §§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. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Permanent	Transfer to City Archives at City Records Center (E-Vault)	Yes
8	382	Milwaukee Health Department (MHD)/Home Environmental Health	01-0021	<u>Blood Lead Result Index Card Records</u>	Delete	This schedule is to be deleted when retention is up on the last remaining paper record in 2038. These records are index cards showing a child's name, date of birth, address, phone number and parent name. It also shows a listing of that child's blood lead tests and/or hematocrit and Erythrocyte Proporphyrin results, date, result, testing site and sample type. These records have been entered into the STELLER computer database of the Health Department, and the index card system is no longer in use.	Creation + 6 Yrs. Office / 19 Yrs. City Records Center	Destroy Under Supervision	No

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9	382	Milwaukee Health Department (MHD)/Home Environmental Health	01-0022	<u>Primary Prevention Records- HUD (Housing & Urban Development) Grant</u>	Amend	Records are associated with the MHD Lead Poisoning Primary Prevention Program, which seeks to abate sources of lead poisoning in target areas of Milwaukee. Records include, but are not limited to, environmental forms and scopes of work which document the presence of lead and dust wipe clearance records which document elimination of hazards at all Primary Prevention/HUD funded addresses where lead abatement was conducted. These records pertain to the properties for which abatement was undertaken rather than to residents or occupants of the properties, and therefore do not contain information restricted under Wisconsin statute.	Event (Completion of abatement) + 15 Yrs.	Transfer to City Archives at City Records Center	Yes
10	382	Milwaukee Health Department (MHD)/Home Environmental Health	01-0023	<u>Citation Books- Lead Program</u>	Amend	Register of Citations issued to citizens and/or contractors for non-compliance with lead abatement ordinance regulations. Citations include owner name/contractor name, affected address, nature of violation, and amount of fine. These citations may be linked to direct administration of Abatement Orders, in which the City of Milwaukee hires a certified Lead Abatement contractor to perform necessary work to remove lead hazards and bills the costs back to the property owner. Such charges may be placed on the tax rolls as a special assessment.	Fiscal Year + 1 Yr. Office / 7 Yrs. City Records Center	Destroy Under Supervision	Yes
11	382	Milwaukee Health Department (MHD)/Home Environmental Health	02-0026	<u>EPA (Environmental Protection Agency) Project/Study Records</u>	Amend	Records are related to studies undertaken by the Environmental Protection Agency, in conjunction with the Milwaukee Health Department, on blood lead poisoning issues within the City of Milwaukee. Records include, but are not limited to, study forms, research protocols, parent permission letters, emails, client lists, weekly and annual reports, study data, and case files documenting client contact, primary education, and blood lead tests provided. Narrative reports compiled from the records in this series should be managed under Schedule 19-0038 <u>EPA Project/Study Final Reports</u> .	Fiscal + 5 Yrs. Office / 10 Yrs. City Records Center	Destroy Under Supervision	Yes
12	382	Milwaukee Health Department (MHD)/Home Environmental Health	08-0004	<u>Lead Abatement Permit and Documentation</u>	Amend	Permits issued by the Milwaukee Health Department to allow contractors to perform lead abatement work on properties within the City of Milwaukee. The permits include the name and address of the contractor, the project address, the date of the permit, and the permit fees charged. This series also includes the supporting documentation required for a Lead Abatement permit to be issued, including a Wisconsin Company Lead Abatement License, a Wisconsin Supervisor Lead Abatement License, and a City of Milwaukee Home Improvement License. These supporting documents should be retained for the life of the permit.	Event (Permit Issued) + 1 Yr. Office / 6 Yrs. City Records Center	Destroy Under Supervision	Yes

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13	382	Milwaukee Health Department (MHD)/Home Environmental Health	08-E004	<u>Lead Abatement Permit Data</u>	Amend	Source data for production of Lead Abatement Project Permits. Records include contractor records (name and address), property records (project site addresses and project dates), and fee schedules for various types of abatement permits. Copies of permits derived from this data are submitted to the Wisconsin Department of Health Services.	Event (Information Superseded) + 1 month/ Health Dept.	Destroy Under Supervision	Yes
14	382	Milwaukee Health Department (MHD)/Home Environmental Health	09-0035	<u>Housing Rehabilitation Files-HUD (Housing & Urban Development)-Funded</u>	Amend	Project Files for lead safety monitoring and property rehabilitation funded by a grant from the federal department of Housing and Urban Development. Files include notes, scope of work, photos, lead permits, lab results of lead dust wipes taken at the job site, and documentation of lead safety notification. The files pertain to properties rather than individuals and therefore do not contain information restricted under Wisconsin law. Records in this series pertain primarily to work undertaken to remediate existing established lead exposure issues. For preventative activities see Schedule 01-0022 <u>Primary Prevention Records</u> .	Event (Rehabilitation Completed) + 3 Yrs. Health Dept. / 4 Yrs. City Records Center	Destroy Under Supervision	Yes
15	382	Milwaukee Health Department (MHD)/Home Environmental Health	09-0066	<u>Lead Safe Practices Monitored Rehab Projects</u>	Amend	Project Files for lead safety monitoring and property rehabilitation funded by a grant from the Federal department of Housing and Urban Development. Records in this series specifically pertain to those properties/abatement projects subject to monitoring under the 2010 EPA Renovation, Repair, and Painting rule, which states that working conditions for renovation projects in pre-1978 homes comply with regulations in 24 CFR § 1330(a)(4). Records in the series include scopes of work, chronological record of activity monitored, photos, and dust wipe clearance results.	Event (Rehabilitation Completed) + 1 Yr. Health Dept./ 14 Yrs. City Records Center	Destroy Under Supervision	Yes
16	382	Milwaukee Health Department (MHD)/Home Environmental Health	19-0038	<u>EPA Project Study Final Report</u>	Amend	Final reports of studies undertaken by the Environmental Protection Agency, in conjunction with the Milwaukee Health Department, on blood lead poisoning issues within the City of Milwaukee. Per Milwaukee Code of Ordinances 305-32, these reports should be transferred to the Municipal Research Library, in its capacity as Official Depository for City Documents, no more than one year after publication.	Event (Publication) + 1 Yr./ Health Dept.	Transfer to City Archives at Municipal Research Library	Yes

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17	382	Milwaukee Health Department (MHD)/Home Environmental Health	70-0106	<u>Special Case Records</u>	Delete	This schedule is to be deleted as records are obsolete and no longer generated. No inventory currently exists.	Creation + 7 Yrs. Office	Destroy Under Supervision	No
18	382	Milwaukee Health Department (MHD)/Home Environmental Health	72-0078	<u>Special Case Envelopes-Hearing</u>	Delete	This envelope is used to file a hearing report (form H-541) which indicates whether or not a hearing loss was found when the child was tested by the school physician after referral from an audiometric technician, nurse, teacher or parent.	Creation + 2 Yrs. Office / 23 Yrs./ City Records Center	Destroy Under Supervision	No
19	383	Milwaukee Health Department (MHD)/ Environmental Health	19-0005	<u>Environmental Investigation Files</u>	New	Logs and related records for inspections conducted by the Milwaukee Health Department for City-owned, residential and business environments. Records include, but are not limited to, indoor air quality surveys, noise and hearing conservation, respiratory protection, compliance exposure monitoring, baseline noise surveys, and other similar surveys, assessments and reports. Prior to 1995, these records were referred to as Industrial Hygiene Files and maintained in paper form only.	Event (Inspection Complete) + 20 Yrs./Health Dept.	Destroy Under Supervision	Yes
20	385	Milwaukee Health Department (MHD)/ Laboratory	19-0008	<u>CLIA (Clinical Laboratory Improvement Amendments) Records</u>	New	The Clinical Laboratory Improvement Amendments (CLIA) regulate laboratory testing and require clinical laboratories to be certified by their state as well as the Center for Medicare and Medicaid Services (CMS) before they can accept human samples for diagnostic testing. Laboratories can obtain multiple types of CLIA certificates based on the kinds of diagnostic tests they conduct. Records include environmental lead testing and proficiency testing results, competency testing, training, SOP, maintenance for equipment, temperature logs for refrigerators and freezers, etc.	Creation + 2 Yrs./ Health Department	Destroy Under Supervision	Yes
21	385	Milwaukee Health Department (MHD)/ Laboratory	19-0009	<u>Log Books-Tests Sent to State Labs</u>	New	Log books are maintained for samples that are sent to the MHD Lab for testing, but tests will not be conducted on site for various reasons such as, MHD does not have the ability to perform the required tests or more testing is required when a discrepancy arises. MHD Lab will act as a repository for these samples before sending them to the State Lab for testing. Log books serve the purpose of documenting the chain of custody for the samples, and can include name, address, birth dates and tests ordered, dates received and sent, etc.	Fiscal Year + 2 Yrs./ Health Department	Destroy Under Supervision	Yes

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22	385	Milwaukee Health Department (MHD)/ Laboratory	19-0012	<u>AIHA (American Industrial Hygiene Association) Records</u>	New	AIHA records relate to the certification status of the Milwaukee Health Department which needs to be done every two years. Records include control testing, maintenance on machinery, proficiency testing results, quality control information, SOP, instrument maintenance, reports on instruments, and personnel training.	Creation + 5 Yrs./ Health Department	Destroy Under Supervision	Yes
23	385	Milwaukee Health Department (MHD)/ Laboratory	19-0014	<u>Soil Testing Grant Files</u>	New	The MHD Laboratory receives grants related to soil screening for residents to test for lead and nutrient analysis (phosphorus, potassium, organic matter, pH and conductivity). Grant files include test results, grant funding agreements and terms, reports, correspondence, accounting and applications.	Event (Final Expenditure) + 6 Yrs./ Health Department	Destroy Under Supervision	Yes
24	389	Milwaukee Health Department (MHD)/ Vital Statistics	09-0001	<u>Fetal Infant Mortality Reports (FIMR)</u>	Renew	Formal reports compiled and published as a result of programs conducted with State/Grant-Funded monies for Fetal Infant Mortality Studies. FIMR was not grant funded after 2005, however any reports will continue to be filed with the Municipal Research Center. Per Milwaukee Code of Ordinances 305-32, any and all reports published in conjunction with the FIMR project should be filed with the Municipal Research Center Library no more than one year after publication, in either or both paper or electronic form. For working documents associated with these reports, see Schedules 05-0002 <u>FIMR Case Files</u> and 05-E002 <u>FIMR Statistics</u> .	Event (Publication) + 1 Yr./Health Department	Transfer to City Archives at Municipal Research Library	Yes
25	389	Milwaukee Health Department (MHD)/ Vital Statistics	95-0188	<u>Birth Certificates</u>	Renew	Vital Statistics maintains birth certificates from 1893 to the present for the City of Milwaukee, and are maintained in the Vital Statistics vault in compliance with Wisconsin State Statute Chapter 69. Staff also has access to birth records for all State of Wisconsin births. Information contained on these records include: infant's name, date and time of birth, weight and length of infant, hospital, parents' names, parents' date and state of birth.	Permanent/ Health Department	Permanent	Yes
26	389	Milwaukee Health Department (MHD)/ Vital Statistics	95-0189	<u>Death Certificates</u>	Renew	The Vital Statistics office maintains death certificates for anyone who died at a City of Milwaukee hospital, institution or residence prior to September 2013 and death records for anyone who died in Wisconsin from September 2013 to the present. Paper records ceased in 2013. Records are maintained in the Vital Statistics vault in compliance with Wisconsin State Statute Chapter 69. Information contained on these records include: decedent's name, date of death, hospital, time of death, social security number, state of birth, parents' names, marital status, address, cause of death, type of disposition, place of disposition.	Permanent/ Health Department	Permanent	Yes

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27	389	Milwaukee Health Department (MHD)/ Vital Statistics	95-9201	<u>Death Certificate Indices</u>	Renew	The death certificate indices are used to locate the death certificate in the cloth bound books for retrieval of records. Information includes the decedent's name, date of death, volume number and page number of bound certificates. Records previously maintained under Schedule 95-M201 will be consolidated with this series. These indices are not unique to the City of Milwaukee, and can be found in the county indices as well.	Permanent/ Health Department	Permanent	Yes
28	389	Milwaukee Health Department (MHD)/ Vital Statistics	95-9202	<u>Birth Certificate Indices</u>	Renew	The birth certificate indices are used to locate the birth certificate in the cloth bound books for retrieval of records. Information includes the infant's name, birthdate, volume and page number of bound certificates. Also includes a special code for confidential records. The content of the indices changed in 1980 to include father's name and mother's maiden name. Records previously maintained under Schedule 95-M202 will be consolidated with this series. These indices are not unique to the City of Milwaukee, and the information can be found in the county indices.	Permanent/ Health Department	Permanent	Yes
29	389	Milwaukee Health Department (MHD)/ Vital Statistics	96-0011	<u>Cumulative Statistics- Births, Deaths, Marriages, Infections, STDs</u>	Amend	Cumulative statistics include city population, deaths 1869-1939, births 1893-1939, and marriages 1897-1939. Epidemiology information on sexually transmitted diseases and communicable diseases across the city of Milwaukee and various subgroups is also in this volume.	Permanent	Transfer to City Archives at Milwaukee Public Library	Yes
30	389	Milwaukee Health Department (MHD)/ Vital Statistics	96-0013	<u>Mortuary Reports</u>	Renew	These records were use in the creation of death certificates and includes the decedent's name, sex, race, occupation, age, marital status, nativity, date of death, duration of illness, place of burial, undertaker and attending physician. The series runs from 1869-1902. Although the City's archive screening group recommended on 11/27/1996 that these records be retained permanently in the department and made available through the Archives at the Milwaukee Public Library, they should be transferred to the Archives as the volume are fragile and the books have condition issues.	Creation + 1 month/ Health Department	Transfer to City Archives at Milwaukee Public Library	Yes

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31	900	Global Schedules	* 19-0001	<u>Business Communication</u> (Text Messages)	New	Business-related correspondence sent or received by City Employees via mobile phone text messaging services (or equivalent). Texts to or from phones used by employees to conduct City-business will be automatically captured-on-creation by a third-party service beginning at or before the end of 2019, to facilitate compliance with public records requests and other administrative use of these records. Text messages captured in this manner should be kept for at least 6 months after creation to allow time for possible reclassification or preservation through legal holds etc.	Creation + 6 months	Destroy Under Supervision	Yes
32	900	Global Schedules	* 19-A001	<u>Text Messages-Critical Staff</u>	New	Business-related correspondence sent or received by elected officials or critical staff via mobile phone text messaging services (or equivalent). Texts to or from City-owned phones will be automatically captured-on-creation by a third-party service beginning at or before the end of 2019, to facilitate compliance with public records requests and other administrative use of these records. Because texts sent by officials at this level are more likely to contain records of a substantive nature, they should be exported from the initial capture system and sent to City Archives for long-term digital preservation and eventual archival processing. The definition of "critical staff" will vary from department to department, but at minimum should include all elected officials, all department heads, and all top-level executive assistants or other key support staff. City Records will work with Departments to identify any additional critical staff.	Creation + 6 months	Transfer to City Archives at Municipal Research Center	Yes
33	900	Global Schedules	08-0010	<u>Audio Recordings</u> <u>Official Meetings</u>	Amend	This schedule is being renewed and amended to change the title to remove reference to audio tapes. Recordings are of official meetings of all City of Milwaukee Boards, Committees and Commissions, and formal related Standing Committees, Subcommittees and Task Forces created for the purpose of documenting formal minutes of the actions taken.	Event (Approval of meeting minutes) + 90 days/Office	Destroy Under Supervision	Yes
34	900	Global Schedules	19-0003	<u>Department Employee History Cards</u>	New	Record of an employee's history with the City of Milwaukee and constituent departments, including information about job title, date of appointment, rate of pay, unpaid time off, and termination/retirement. In addition to the City Service history card maintained by the Department of Employee Relations Schedule 09-0025, several major departments, including the Milwaukee Health Department, the Fire and Police Commission, and the Department of Public Works, also maintained these records for their employees. The departmental cards either supplemented or replaced the information on the City Service cards, and are of ongoing administrative value for pension calculations, as well as for historical reasons. Records under this schedule may be digitized; images will constitute the official record and will be maintained according to requirements in Wis. Stats §§ 137.20 and 16.61(7).	Permanent	Permanent	Yes

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35	900	Global Schedules	19-0010	<u>Visitor Access Logs</u>	New	This record series includes documentation related to temporary assignment of access to facilities or secure areas on City of Milwaukee properties. Information contained in logs may include, but is not limited to, visitor's full name, company or department affiliation, dates and times entered and exited, purpose of visit, who granted the access, approval number, location of access such as specific doors opened by specific cards, and any notes.	Fiscal Year + 3 Yrs./Office	Destroy Under Supervision	Yes
36	900	Global Schedules	19-0015	<u>Grant Files</u>	New	Records related to administration of grants received by City departments. Grant files may include, but are not limited to, the initial application, associated Common Council resolution authorizing or accepting grant funding, award/agreements, terms and conditions, vendor invoices, activity reports, budgetary statements, reimbursement requests, completion documentation, and other correspondence between the department and the granting agency. Per 2 CFR § 200.333 and OMB Circular A-81 (Uniform Guidance), and following Wisconsin Grant Reporting guidelines, most grant records should be retained for a minimum of 4 years following submission of the final report. Some granting agencies or foundations may have additional requirements above and beyond this minimum, in which case adoption or use of a program-level grant schedule is indicated.	Event (Final Report Submitted) + 2 Yrs. Office/ 2 Yrs. City Records Center	Destroy Under Supervision	Yes
37	900	Global Schedules	19-0016	<u>Grant Files- City Administered</u>	New	Records related to administration of grants funded by City Departments, either directly or as a pass-through (as in the case of Community Development Grants Administration). Grants may be made to individuals, organizations, or other departments; files may include, but are not limited to, the initial application, associated Common Council resolution authorizing or accepting grant funding, award/agreements, terms and conditions, vendor invoices, activity reports, budgetary statements, reimbursement requests, completion documentation, and other correspondence between the department and the granting agency. Some granting agencies or foundations may have additional requirements above and beyond this minimum, in which case adoption or use of a program-level grant schedule is indicated.	Event (Final Report Submitted) + 1 Yr. Office/ 5 Yrs. City Records Center	Destroy Under Supervision	Yes
38	900	Global Schedules	19-0017	<u>Grant Proposals- Rejected or Withdrawn</u>	New	Grant applications and supplementary materials for grants not selected to receive funding by grant-administering City departments or programs, or for withdrawn or incomplete applications. Files typically include an application, correspondence, and official notification; grants specifically aimed at organizations may also include staff resumes, IRS Form 990s, annual financial statements and charter documents. These records are retained to ensure fairness and transparency in the granting process.	Event (Date of Denial/ Withdrawal) + 3 Yrs./ Office	Destroy Under Supervision	Yes

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39	900	Global Schedules	19-0018	<u>Grant Final Reports</u>	New	Final Narrative Reports for grants received or administered by City departments. These reports typically document the activities and impact of a particular grant project, and as such are critical for tracking the historic activities of the granting department or other unit. This series also includes any supplemental material associated with these reports, such as appendices or data sets submitted as part of documentation.	Creation + 3 Yrs./Office	Transfer to City Archives at Municipal Research Library	Yes
40	900	Global Schedules	19-0021	<u>Contracts and Agreements (Non-Purchasing)</u>	New	Contracts executed by City departments or on behalf the City of Milwaukee as a whole, with or without Purchasing mediation, including commodity contracts, service contracts, intergovernmental cooperation agreements, and leases. The series contains the executed contract itself, as well as original winning bids or proposals, bid tabulations, compliance reporting documents, and official correspondence. Departmental contract files may include supplementary information of operational rather than fiscal use, which should be maintained by the department for the full retention period. Following the completion of the contract terms, the contract itself and financial documentation should be transferred to the Office of the Comptroller, which will retain it under Schedule 19-0043 <u>Contracts-Comptroller Execution</u> .	Event (Close of Contract) + 6 Yrs.	Transfer to Controller's Office Schedule 19-0043	Yes
41	900	Global Schedules	19-0039	<u>Safety Data Sheets</u>	New	Information sheets supplied by manufacturers and importers of hazardous chemicals, as required under the Occupational Safety and Health Administration's Hazard Communication Standard. Safety Data Sheets (SDSs) are required to be presented in a consistent 16-section format to provide city employees with information about the chemical(s) and possible dangers, safe handling information, and exposure control information. Per OSHA rules, SDSs must be retained until superseded, or for 30 years after use of the chemical is discontinued.	Event (Chemical Use Discontinued) + 30 Yrs./Office	Destroy Under Supervision	Yes
42	900	Global Schedules	19-0040	<u>Employee Exposure Records</u>	New	Records of employee exposure to workplace hazards, including chemical, excessive noise, radiation, asbestos, and lead. The series includes a report on the specifics of the incident and any City-created form, report, or record that relates to the incident; also included are personal exposure samples, wipe samples, bulk samples, and reports/inspections of activities related to actual or potential exposures. Exposure records must be kept for 30 years following the exposure and subsequent investigation, per requirements listed in OSHA 29 CFR § 1910.120. For policies and procedures related to employee exposure, use Schedule 11-0037 (Safety Records). For original versions of employee medical records, use Schedule 11-0036 (Personnel Records-Medical).	Event (Close of Record) + 30 Yrs.	Destroy Under Supervision	Yes

See Delete/Superseded Schedule Request Form for 14 schedules from Comptroller's Office

See Delete/Superseded Schedule Request Form for 30 schedules from Assessor's Office

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See Delete/Superseded Schedule Request Form for 5 schedules from ERS									
See Delete/Superseded Schedule Request Form for 18 schedules from Health Dept./Consumer Environmental Health									
<p>* Schedules 19-0001 and 19-A001: These schedules were created following our conversation re: text message archiving at the December 2018 CIMC meeting, and refined at a January meeting between myself, City Clerk Jim Owczarski, Assistant City Attorney Peter Block, and CIO Nancy Olson. The charge after that meeting was to create one schedule for retention of all text messages, but after some wrestling with the problem I was unable to create one schedule that both followed records management best practices and ensured that critical text messages were being retained appropriately. I recognize the concern of ITMD that they have neither the time nor expertise to comb through messages for classification/retention (nor does my staff in City Records have such time or expertise), but a blanket declaration of the transitory nature of all texts will inevitably lead to records-keeping mischief. Records creators, given an avenue to legally dispose of potentially-inconvenient records created in one format, will naturally gravitate to that format for significant communication.</p> <p>The compromise I offer is two schedules in place of one. Most City employees will follow 19-0001, which provides for a disposition of 6 months after capture and destroy. This provides the City with time to recover messages relevant to public records requests or potential litigation, but acknowledges the reality that most communication in this format is transitory and can be destroyed relatively quickly. Elected Officials and Critical Departmental Staff, on the other hand, will follow 19-A001, which provides for the permanent retention of texts saved and received from these accounts. This is a modification of the National Archives and Records Administration's Capstone plan for email management (https://www.archives.gov/records-mgmt/email-mgmt), in which the entire accounts of key officials are saved for archival use, but the everyday emails of rank-and-file employees are destroyed after a certain period, unless required by administrative need. Implementing Capstone for texts will significantly reduce required storage space for non-critical accounts, remove end-users and ITMD from the retention decision process, and ensure that critical text messages are preserved for archival, administrative, and legal reasons. City Records, via its E-Vault document management system and associated Assureon storage appliance, can stabilize the exported texts until such time as Municipal Research Center or Milwaukee Public Library City Archives staff is able to efficiently screen and process them for public access. It is my professional opinion as well that submitting 19-A001 will greatly increase the likelihood that the Wisconsin Public Records Board will accept the suggested retention for 19-0001.</p> <p>As noted on the schedule itself, my tentative proposal is that, in addition to all elected officials, "critical staff" accounts subject to 19-A001 include Mayor's cabinet-level Department heads, as well as any executive assistants authorized to text or respond to messages on those officials' behalves. To the extent that a Department believes that other text accounts are worth saving permanently, the schedule allows for creation of extended lists of critical staff for which texts should be kept on a permanent basis.</p> <p>Brad Houston City Records Officer Room B-2, Zeidler Municipal Building Milwaukee, WI 53202 (414)-286-5478 http://www.milwaukee.gov/cityclerk/records</p>									
CART consensus not reached. See comments from Nancy Olson and Peter Block regarding schedules 19-0001 and 19-A001									

Turner, Maggie

From: Block, Peter J.
Sent: Wednesday, March 06, 2019 4:37 PM
To: Olson, Nancy; Turner, Maggie; Lapworth, Cassandra; Lipinski, Eileen; Wanty, Chris
Cc: Houston, Bradley; Gaboury, Jack; Owczarski, Jim; Pfaff, Richard; Matson, Martin
Subject: RE: CART Report- 1st Quarter February 2019

I don't approve of schedules 19-0001 and 19-A001 either. I believe the CIMC discussed having a single general global schedule that would apply to all non-transitory text messages at the last meeting. As Brad indicated, Jim, Nancy, Brad and I certainly talked about it outside of the meeting. It may very well be that the Public Records Board rejects such an approach and we'll need to come back with two schedules; but I think it's worth it to try to get a single schedule before we go down that route. Having a single schedule in place would cut down on any potential confusion in the City regarding text message retention, and will eliminate the requirement that departments decide who is and isn't "critical." Also, it's can't hurt to try for a single schedule. The worst that could happen is that the Public Records Board could say no, at which point we could advance the two schedules suggested by Brad (or ones that are similar).

I also question why there's language in schedules 19-0001 and 19-A001 that indicate that the City will be archiving text messages on a third-party service. We don't have similar language in other schedules, like 08-0010 for example (the one right underneath). I only bring this up because if and when the archiving software is acquired, and which phones will have it, is still something that has yet to be determined. My understanding is that the archiving software is expensive, so it may not roll out to all phones at the same time. Also, having a retention schedule for text messages should not depend on whether we have archiving software or not.

Lastly, I don't agree with Brad that there will be record-keeping mischief if we refer to transitory records in any proposed schedule. The transitory records schedule is already a schedule in place. It exists now, regardless of whether it's referred to in any proposed schedule. Additionally, referencing transitory records makes it clear to the Public Records Board that those aren't the types of e-mails that our proposed schedule(s) are intended to cover. The fact that we're referencing this distinction might also assist us in having a single schedule approved.

I think the remainder of the proposed schedules are fine.

Peter J. Block
Assistant City Attorney
City Attorney's Office
200 East Wells Street, Suite 800
Milwaukee, WI 53202
Tele: 414-286-6197
Fax: 414-286-8550
E-Mail: pblock@milwaukee.gov

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From: Olson, Nancy
Sent: Wednesday, March 06, 2019 11:27 AM
To: Turner, Maggie; Block, Peter J.; Lapworth, Cassandra; Lipinski, Eileen; Wanty, Chris
Cc: Houston, Bradley; Gaboury, Jack; Owczarski, Jim; Pfaff, Richard; Matson, Martin
Subject: RE: CART Report- 1st Quarter February 2019

CART Team,

I approve all the schedules as written with the exception of 19-0001 and 19-A001.

Re 19-0001: Replace "City-owned phones" to "phones used by City employees to conduct business" or something like that. Currently, many city employees including city officials, department heads, etc. use their personal phones for business purposes and are not issued a city phone.

Re 19-A001: I was not aware that this was being prepared and it goes beyond the request to make a global text message schedule. I have various problems with this schedule.

I see the potential of a lot of "hidden costs", logistics, and possible misclassification of defining "critical staff". In addition, I see no reason to further complicate the storage by moving the messages from the text archive utility to the City Records Center.

Bottom line: I approve 19-0001 with the above modification. I do not approve the schedule 19-A001.

Nancy

From: Turner, Maggie

Sent: Monday, February 25, 2019 1:04 PM

To: Block, Peter J. <pblock@milwaukee.gov>; Olson, Nancy <Nancy.Olson@milwaukee.gov>; Lapworth, Cassandra <CLLapwo@milwaukee.gov>; Lipinski, Eileen <elipin@milwaukee.gov>; Wanty, Chris <cwanty@milwaukee.gov>

Cc: Houston, Bradley <Bradley.Houston@milwaukee.gov>; Gaboury, Jack <Jack.Gaboury@milwaukee.gov>; Owczarski, Jim <jowcza@milwaukee.gov>; Pfaff, Richard <rpffaff@milwaukee.gov>; Matson, Martin <Martin.Matson@milwaukee.gov>

Subject: CART Report- 1st Quarter February 2019

CART Members,

Attached for your review, please find the PDF document containing a summary of 42 retention schedules submitted for the 1st Quarter 2019 review.

At the end of the regular report are three reports for use by departments who have a large quantity of schedules that are to be deleted or superseded, and has been utilized by Comptroller (14 schedules), Assessor (30 schedules), ERS (5 schedules) and Health- Environmental (18 schedules). Of note to you as you review those reports, descriptions have been omitted, and the details of the schedule relate to the inventory.

Please review these schedules and reply with your approval or any recommendations or concerns no later than Friday, March 8, 2019. The next CIMC meeting is scheduled for Thursday, March 21, 2019.

Thank you,

Maggie Elice Turner, Document Services Supervisor
Office of the City Clerk/Document Services Section
841 N. Broadway Room B2, Milwaukee, WI 52302
414-286-8161 magtur@milwaukee.gov



Office of the Common Council - City Clerk
City Records Center

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

Delete/Superseded Schedule Request Form

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

Department Name: Comptroller Admin	Department Number: 211
Department Head Martin Matson	Division Head
Department Records Coordinator Trang Dinh	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	08-0018	Financial Report (CAFR) and Audit Workpapers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0004 Audit Work Papers & Supporting Documentation
2	77-0005	Accounts Receivable Invoices	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0008 Accounts Receivable; <u>No Inventory</u>
3	80-0054	Inventory Stock Status- PP 1-25	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories; <u>No Inventory</u>
4	80-0055	Inventory Stock Status- PP 26	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories; <u>No Inventory</u>
5	82-0035	Inventory Reports- General City	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0016 Capital and Non-Capital Equipment Inventories; <u>No Inventory</u>
6	95-0151	Accounts Receivable Invoices Issued & Reconciliation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-0018 Accounts Receivable
7	09-0086	PeopleSoft General Ledger Annual Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0015(General Ledger); <u>No inventory</u>
8	80-0061	Interdepartmental Requisition and Invoice	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0017(Interdepartmental Requisition and Invoice); <u>No inventory</u>
9	09-0091	Trial Balance and Transaction Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0018 (Trial Balance and Transaction Report); <u>No inventory</u>
10	59-0021	Contracts-CBP	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0043 (Contracts-Comptroller Execution); <u>No inventory</u>
11	59-0022	Contracts-DPW	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0043 (Contracts-Comptroller Execution); 8 boxes to be transferred



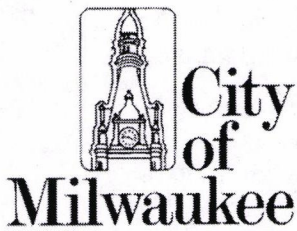
**Office of the Common Council - City Clerk
City Records Center**

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

12	59-0023	Contracts-Miscellaneous	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0043(Contracts-Comptroller Execution); <u>No</u> Inventory
13	70-0079	Cash Report-Treasurers Daily	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0010 (Cash Management); <u>No</u> Inventory
14	70-0096	Cash Receipts and Disbursements-Treasurers Daily	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0010 (Cash Management); <u>No</u> Inventory



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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: Assessor's Office	Department Number: 230
Department Head Steve Miner	Division Head
Department Records Coordinator Emme Maldonado	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	60-0046 RECORDED DOCUMENTS COPY	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
2	62-0053 PERSONAL PROPERTY TAX RETURNS	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 58-0057 (Personal Property File); no inventory
3	62-0054 PERSONAL PROPERTY FIELD LOCATION CARD	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 58-0057 (Personal Property File); no inventory
4	62-0055 ROOMING HOUSE ASSESSMENTS	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No longer created; No inventory
5	65-0053 Assessment Rolls, Real Estate	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0045 (Master Property File); No Inventory
6	65-0054 ASSESSMENT ROLLS, PERSONAL PROPERTY	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0045 (Master Property File); No Inventory
7	79-0049 Correspondence -Letters To Treasurer	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	No Longer Created; No Inventory
8	79-0050 Wisconsin Real Estate Transfer Return	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer maintained by CoM. 2 boxes in inventory; Final Disposition 01/01/2020
9	80-0130 Private Automobile Information Sheet Cbp-138	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
10	67-M161 Board Of Review Minutes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes of Boards, Commissions, and Committees); No Inventory
11	67-M162 Board Of Assessors Minutes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes of Boards, Commissions, and Committees); 3 boxes to transfer



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

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Bradley Houston
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Delete/Superseded Schedule Request Form

12	67-9161	Board Of Review Minutes - Microfilm Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes of Boards, Commissions, and Committees); 13 reels to transfer
13	67-9162	Board Of Assessors Minutes - Microfilm Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 15-0007 (Minutes of Boards, Commissions, and Committees); 20 reels to transfer
14	74-0071	Purchase File (Po's, Reqs, Iri's, Etc)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 (Accounts Payable); No Inventory
15	85-0038	Board Of Review Hearing - Tape Recording	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 08-0010 (Audio Recordings of Official Meetings); No Inventory
16	85-0076	CAMA FILE MAINTENANCE REPORTS	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 88-0092 (Property Record Files); No Inventory
17	85-0079	ASSESSMENT CHANGE ANALYSIS 907.725	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 88-0092 (Property Record Files); No Inventory
18	85-0077	ISD CHARGES - DETAIL - BACK UP TO IRI'S	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0017 (Interdepartmental Requisition and Invoices); No Inventory
19	69-0236	Plat Books-Tax Assess Real Property, Obsolete	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 62-0049 (Assessor Plat Book); No Inventory
20	85-9081	Tax Assessors Plat Page, Non-Current Microfilm	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 62-0049 (Assessor Plat Book); No Inventory
21	85-M080	Tax Assessors Plat Page, Non-Current	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 62-0049 (Assessor Plat Book); No Inventory
22	87-0007	Real Estate Appraisal Card, Folder And Supplementary Information-Void/Obsolete	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
23	87-M131	Real Estate Ownership File - 1800-1988 Original	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 88-0092 (Property Record Files); No Inventory
24	88-0091	Proration Letters To City Attorney, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
25	88-M092	Property Record Cards & Related Reports, Updated	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 88-0092 (Property Record Files); 3 boxes to transfer
26	87-9131	Real Estate Ownership File - 1800-1988-Microfilm	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 88-0092 (Property Record Files); 97 reels to transfer
27	65-0271	Equipment Request	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 02-0016 (Accounts Payable); No inventory
28	65-0272	Request, Proposed Budget	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0006 (Departmental Budget Request); No Inventory
29	66-0095	Board of Assessors Report and Taxpayer Objections	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0023 (Objection Files); No Inventory



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Delete/Superseded Schedule Request Form

30	66-0096	Board of Review Transcripts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0023 (Objection Files); No Inventory
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Delete/Superseded Schedule Request Form

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Department Name: Employees' Retirement System	Department Number: 287
Department Head Bernard J. Allen	Division Head
Department Records Coordinator Karen McElwee	City Records Officer
City Clerk (on behalf of the CIMC)	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #	Series Title	Change Requested		Details
1	73-0309 Group Life Insurance Actuary Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No existing inventory.
2	04-0028 Pension Payroll Electronic Transfers ACH Pre-Notes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Records no longer generated. No existing inventory.
3	99-0127 Pension Payroll Deductions	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Records no longer generated. No existing inventory.
4	99-0128 Pension Payroll Changes-Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Member Case Files, #06-S012/E012. No existing inventory.
5	67-0065 Payment Worksheets	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No existing inventory.
6		<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
7		<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8		<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9		<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



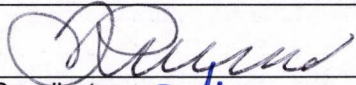
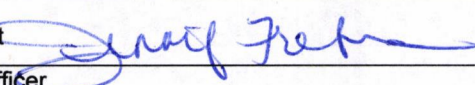
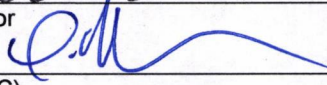
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jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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Department Name: Milwaukee Health Department (MHD/Consumer Environmental Health)	Department Number: 383
Department Head Jeanette Kowalik 	Division Head Jennifer Freiheit 
Department Records Coordinator Taylor Rick 	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	70-0111	PEST CONTROL FIELD REPORT - SECOND COPY	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
2	70-0112	PEST CONTROL FIELD REPORT - THIRD COPY	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
3	70-0117	Intensive Rodent Control-Daily Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
4	70-0118	Intensive Rodent Control-Field Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
5	70-0119	Intensive Rodent Control-Violation Referral	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
6	70-0120	PROSECUTION RECORD (CARD)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
7	70-0122	Food Inspector's Daily Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 19-0004 (Food Establishment Files); No records in inventory
8	60-0040	APPL AUCTIONEER LICENSE	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
9	70-0110	Pest Control Field Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
10	70-0113	FUMIGATOR LICENSE-APPLICATION	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created
11	70-0114	PERMIT TO OPERATE A DRY CLEANING EST. APPL	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created

[illegible]