

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	095	Deferred Compensation	97-0020	<u>TPA (Third Party Administrator) Cash Activity Report</u>	Amend	Cash activity reports show all cash activity processed. Reports are run on an ad hoc basis, and are generated from the custodial bank. Cash activity results when plan participants request the plan administrator perform a variety of transactions such as a rollover, distribution, withdrawal, loan, etc. The custodial bank is then notified of the activity and cash is moved from investments accordingly. Other transactions include interest, vendor and fee payments. Information on the report includes the account number, dates, transaction narrative/security description, local receipt/disbursement, base receipt/disbursement and beginning and ending balance.	Fiscal + 2 Yrs./Office + 5 Yrs./Records Center	Destroy Under Supervision	Yes
2	095	Deferred Compensation	97-0022	<u>Deferred Compensation Meeting Materials</u>	Amend	Meeting material documents relate to the Executive Finance Committee, which meets eight times a year, as well as the Deferred Compensation Board, which meets on a quarterly basis. Meeting materials consist of all documents provided to the Committee or Board and may include, but is not limited to, quarterly reports, presentations, statistical data from plan administrator, and financial reports. Pre 2017, meeting materials may contain personally identifiable information, as when individual participant hardship applications were included.	Fiscal + 2 Yrs./Office + 5 Yrs./Records Center	Transfer to Archives at the Municipal Research Library	Yes
3	131	Common Council/City Clerk	19-0051	<u>Meeting Transcripts-Closed Captioning</u>	New	Transcripts of meetings of the Common Council or any Council action-created committees, boards, or commissions, generated as closed captioning for those meetings. Captions are created during broadcast of meetings on the City of Milwaukee's City Channel and are compiled into transcripts after the meeting. Due to the nature of these entities as policy-setting entities for Milwaukee, the transcripts have historical significance and should be transferred to the Municipal Research Center's E-Vault repository no later than 6 months after they have been verified for accuracy and completeness.	Event (Transcript Finalized) + 6 mo./Office	Transfer to Archives at the Municipal Research Center (E-Vault)	Yes
4	155	ITMD (Information Technology Management Division)	09-0042	<u>IT Project Files</u>	Amend	Various files and correspondence related to the implementation or upgrade of an IT system/process. Files can include work plans, work documents, test plans, test results, correspondence between project team members both within ITMD and with user departments. The documents are used to effectively manage the project team members as well as to communicate progress and status.	Event (End of the Project) + 1 Yr./Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
5	155	ITMD (Information Technology Management Division)	09-0050	<u>User Access Request Forms</u>	Renewal	Forms used to complete changes to user access to various computer systems including the Financials and Human Resources Management System (HRMS) system. Forms include individual names or user ids, access change requested, and proper authorizing signature. These also include Virtual Private Network (VPN) request forms used to request remote access to city systems by City of Milwaukee employees and contractors; these forms expire yearly and permission must be reapplied for.	Event (Completion of System Controls Audit) + 2 Yrs.	Destroy Under Supervision	Yes
6	155	ITMD (Information Technology Management Division)	19-0052	<u>IT Management Reports and Metrics</u>	New	Record series include reports, and metrics shared outside of the IT organization, which may include staff and contractor reports, external surveys, trend reports, focus groups, and critical performance indicators.	Event (Document Distributed) + 4 Yrs./Office	Destroy Under Supervision	Yes
7	155	ITMD (Information Technology Management Division)	19-0053	<u>Performance Measures</u>	New	Records include annual accomplishments for the technical, application and production sections of ITMD operations.	Event (Document Distributed) + 6 Yrs./Office	Destroy Under Supervision	Yes
8	155	ITMD (Information Technology Management Division)	19-0054	<u>System Specifications and Quality Control Files</u>	New	Documentation of the operation of an ITMD Application system, as well as quality control data created during system migration, modification, and configuration. This series also includes metadata needed for access, retrieval and interpretation of data in such a system.	Event (Major Upgrade or Data Successfully Migrated) + 4 Yrs./Office	Destroy Under Supervision	Yes
9	155	ITMD (Information Technology Management Division)	19-0056	<u>Operating System/ Hardware Migration Plans</u>	New	Migration plans and documentation for the replacement of equipment or computer operating systems.	Event (System No Longer in Use and Data Migrated) + 3 Yrs./ Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
10	155	ITMD (Information Technology Management Division)	19-0057	<u>Operational and Other Automated Logs</u>	New	Records include logs created to monitor usage of City IT systems and services. The logs may include network or operating system logs (that are not security related), as well as logs of system/server performance and monitoring activities.	Event (Superseded or Reviewed)	Destroy Under Supervision	Yes
11	155	ITMD (Information Technology Management Division)	19-0058	<u>Computer Security, Incident and Investigation Reports</u>	New	Records of incidents involving unauthorized entry attempts, probes, and/or attacks on data processing systems, information technology systems, telecommunication networks, and electronic security systems including associated software and hardware. This would include official reports and other documentation if appropriate.	Event (Incident resolved and documented) + 5 Yrs./Office	Destroy Under Supervision	Yes
12	155	ITMD (Information Technology Management Division)	19-0059	<u>Request IT Support (RITS) Tickets and Related Records</u>	New	Documentation of troubleshooting and problem-solving assistance provided by ITMD staff for IT issues received via the RITS helpdesk ticketing system. Records include the original complaint, any notes or responses added by IT or other staff, attachments to the complaint, and information on issue resolution.	Event (Incident resolved and summarized)/ Office	Destroy Under Supervision	Yes
13	170	Election	08-0008	<u>Absentee Ballot Poll List</u>	Amend	This schedule is being amended to account for new retention requirements in the Wisconsin Statutes. As of 2011, Wis. Stat. §7.23(1)(e) allows for destruction of all poll lists, for both partisan and non-partisan elections, 22 months after the election for which they were created. This schedule includes poll lists containing the names of registered voters organized by ward and who received an absentee ballot for a specific election. It serves as a poll book during the centralized processing of absentee ballots. Poll lists are generated prior to each election.	Event (End of the Election) + 22 mo./ Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
14	170	Election	09-0011	<u>Absentee Ballot Application (Federal)</u>	Amend	Forms are used by registered voters to request absentee ballots, either for in-person absentee voting or mail-in absentee voting. This application is for a single election and includes, name, address and date of birth. If an absentee ballot is received via the mail, the series may also include certification envelopes with the voter's name, address and aldermanic district. Voters must also submit proof of identification documentation, which is retained under schedule 17-E057. Per Wis. Stat. §7.23(1)(f), materials "requisite to voting at any federal election" must be retained for 22 months following the election.	Event (End of the Election) + 22 mo./ Office	Destroy Under Supervision	Yes
15	170	Election	09-0012	<u>Absentee Ballot Application (Non-Federal)</u>	Amend	Forms are used by registered voters to request absentee ballots, either for in-person absentee voting or mail-in absentee voting. This application is for a single election and includes, name, address and date of birth. If an absentee ballot is received via the mail, the series may also include certification envelopes with the voter's name, address and aldermanic district. Voters must also submit proof of identification documentation, which is retained under schedule 17-E057. Per Wis. Stat. §7.23(1)(k), materials "requisite to voting at any federal election" must be retained for 90 days following the election.	Event (End of the Election) + 90 days/ Office	Destroy Under Supervision	Yes
16	170	Election	09-0017	<u>Automatic Absentee Ballot Application</u>	Amend	Application for automatic absentee ballot status on the basis of "age, illness, infirmity or disability" that causes an elector to be "indefinitely confined", as described in Wis. Stat. §6.86(2)(a). Application includes the elector's name, address, and date of birth, as well as a signed statement of affirmation with supporting documentation. Per Wis. Stat. §6.86(2)(b), electors may be removed from the list of automatic absentee voters if "reliable information" is received that the elector is no longer eligible. See related schedule 09-S0017.	Event (Death or cancellation of automatic absentee status) + 30 days/ Office	Destroy Under Supervision	Yes
17	170	Election	09-0027	<u>Election Materials/ Supplies (Non-Federal Election)</u>	Amend	Records include, but are not limited to: voter correction forms, voter complaint forms, machine test results, trouble shooter log sheet and all other documents created for use on Election Day not directly related to ballots, registration, or applications for absentee voting. Per Wis. Stat. §7.23(1)(k) these records must be retained for 90 days after the election for which they were created.	Event (End of the Election) + 90 days/ Office	Destroy Under Supervision	Yes
18	170	Election	09-0028	<u>Election Materials/ Supplies (Federal Election)</u>	Amend	Records include, but are not limited to: voter correction forms, voter complaint forms, machine test results, trouble shooter log sheet and all other documents created for use on Election Day not directly related to ballots, registration, or applications for absentee voting. Per Wis. Stat. §7.23(1)(f) these records must be retained for 22 months after the election for which they were created.	Event (End of the Election) + 22 mo./ Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
19	170	Election	09-0089	<u>Candidate Nomination Papers (Non-Federal)</u>	Amend	Nomination papers contain information on the specific candidate, as well as the signatures and addresses of City residents who sign the nomination form. Per Wis. Stats §§7.23(1)(k) and 7.24, these records must be retained for 90 days following the election to which they pertain.	Event (End of the Election) + 90 days/ Office	Destroy Under Supervision	Yes
20	170	Election	09-S017	<u>Automatic Absentee Ballot Application</u>	New	See schedule 09-0017 for description. This schedule governs the retention of paper that has been scanned into E-vault. 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.	Event (Scanned into E-vault) + 3 mo./Records Center	Destroy Under Supervision	No
21	170	Election	19-0060	<u>Detachable Recording Units</u>	New	Data storage devices used in electronic voting equipment. Per Wis. Stat. §7.23(1)(g), data must be maintained on the recording unit for 21 days after the election, then should be transferred to reliable electronic storage media retention for 22 months. Once the transfer has completed, the recording unit may be erased.	Event (Data Transferred from the Recording Unit) + 21 Days	Destroy Under Supervision	Yes
22	170	Election	19-0061	<u>Election Notices</u>	New	Proof of publication of election notice in the Daily Reporter or other publication of record, including any correspondence related to such notice. Per Wis. Stat. §7.23(1)(k), these records must be retained for one year after publication.	Event (Publication) + 1 Yr./Office	Destroy Under Supervision	Yes
23	170	Election	19-0062	<u>Ballots (Federal)</u>	New	Completed ballots for federal elections. Per Wis. Stat. §7.23(1)(f), ballots for these election must be maintained for 22 months after the elections in which they were cast.	Event (End of Election) + 22 mo./Office	Destroy Under Supervision	Yes
24	170	Election	19-0063	<u>Ballots (Non-Federal)</u>	New	Completed ballots for non-federal elections. Per Wis. Stat. §7.23(1)(h), ballots for state, county or local elections must be retained for 30 days after the elections in which they were cast.	Event (End of Election) + 30 days/Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
25	170	Election	19-0064	<u>Unused Ballots</u>	New	Ballots printed but not used for both federal and non-federal elections. Per Wis. Stat. §§ 7.23(1)(a) and 7.23(2) and 9.01(1)(a) these records should be kept until any pending or possible recount is completed.	Event (End of Election or Recount Process) + 3 days/Office	Destroy Under Supervision	Yes
26	287	ERS	02-0019	<u>Annual Report and Financial Statement</u>	Amend	The title of this series is being changed from "Annual Report of the Annuity and Pension Board" to "Annual Report and Financial Statement." Previously this series included the one-page Annual Report of the Annuity and Pension Board, which provides a summary of assets, liabilities, membership, investment managers, and consultants; and identifies the Board members for that year. This schedule is amended to include records previously retained under schedule 02-M022 and 02-9022 <u>ERS Annual Audited Financial Statement</u> (annual audited financial statement of consolidated accounting entries, balances and financial reports including the actuarial reports). The department's annual statements and reports are published on its website at www.cmers.com.	Event (Report & Statement Finalized) + 1 Yr./Office	Transfer to Archives at the Municipal Research Library	Yes
27	287	ERS	73-0302	<u>Actuary Census Report</u>	Amend	The title of this series is being changed from "Annual Actuary Report" to "Actuary Census Report." This census file is prepared by ERS staff and contains the demographic and account information of members of the Employees' Retirement System as of the end of each fiscal year. The file is prepared for actuarial valuation purposes.	Creation + 7 Yrs./ Office	Destroy Under Supervision	Yes
28	287	ERS	99-0122	<u>Custodian Statements</u>	Amend	The title of this series is being changed from "Trustee Statements" to Custodian Statements." Records include asset detail, transaction history, income history and market value reports from custodian (ex. Firststar, Northern Trust, Wells Fargo, etc.). The custodians operate by contract and may be subject to change.	Fiscal + 10 Yrs./Office	Destroy Under Supervision	Yes
29	381	Health Dept./Admin.	19-0041	<u>Community Health Assessment- Primary Data</u>	New	Records are original data collected by the Health department in conjunction with the Milwaukee Health Care Partnership, and used to complete a Community Health Assessment (CHA) and/or Community Health Improvement Plan (CHIP) as required by Wis. Stat. §251.05. Primary data consists principally of survey instruments from community health surveys, transcripts of interviews with key informants, and notes from focus groups, as well as data generated by MHD programs and collected by other City departments. Additionally, this series may include secondary data from non-City of Milwaukee sources, which is to be considered for reference only and destroyed when no longer needed.	Event (Publication of Report) + 5 Yrs./Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
30	381	Health Dept./Admin.	19-0042	<u>Community Health Assessment- Reports and Appendices</u>	New	Reports and supporting documentation compiled by the Milwaukee Health Department, in conjunction with the Milwaukee Health Care Partnership, in order to complete a Community Health Assessment (CHA) and/or Community Health Improvement Plan (CHIP) as required by Wis. Stat. § 251.05. In addition to the final reports, this series includes, but is not limited to, report appendices, compiled/anonymized survey data, planning meeting materials, publicity materials, community and meeting photographs, and other related materials. These records are the official findings of the assessment(s) and should be maintained archivally for historical/programmatic value.	Event (Publication of Report) + 1 Yr./Office	Transfer to Archives at the Municipal Research Library	Yes
31	383	Health Dept./ Environmental Health	19-0004	<u>Establishment Files</u>	New	Case files for food and drink, and licensed body art establishments subject to licensing or inspection for food safety under the Milwaukee Health Department's inspection program, authorized by MCO Ch. 68-5 and 68-9. Files may include licenses issued, inspection reports, food operations plans, submission waivers, correspondence with owners, variances, correction orders, notices of violations, weights-and-measures-related records, tattoo and body art related records, orders to suspend or cease operations, and inspection placards. Inspection Reports created since 2007 are managed in electronic format in an internal MHD file system; reports and attachments are available to the public via the MHD website. Records created before 2007 will be maintained electronically in E-Vault (See related schedule 19-S004 for retention of scanned paper files).	Creation + 50 Yrs./Evault or 3 years after an address is no longer subject to inspection (whichever is earlier)	Destroy Under Supervision	Yes
32	383	Health Dept./ Environmental Health	19-S004	<u>Establishment Files</u>	New	See schedule 19-004 for description. This schedule governs the retention of paper that has been scanned into E-vault. 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.	Event (Scanned into E-vault) + 3 mo./Records Center	Destroy Under Supervision	No
33	900	Citywide Global	12-0027	<u>Voice Recording System Records</u>	Amend	This series includes records generated by employees performing call center customer service duties via land line telephones. The voice recording system records audio portions of calls from various call centers as requested by directors of those call centers. Call centers include the City's Unified Call Center, Treasurer's Office, DPW Tow Lot, DPW Water Works, and other call centers that may be created for short-term hotline purposes, such as disaster assistance programs, and other situations requiring limited term call center services. NOTE: This series does not include records generated by the 911 call center or MPD non-emergency phones.	Creation + 4 mo./Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
34	900	Citywide Global	19-0001	<u>Business Communication (Text Messages)</u>	New	Business-related correspondence sent or received by City Employees via mobile phone text messaging services (or equivalent). Text messages may be preserved either manually through user-side export, or through city-side capture via a text-archiving service. All texts should be kept for at least 6 months after creation to allow time for possible reclassification or preservation.	Creation + 6 mo./Office	Destroy Under Supervision	Yes
35	900	Citywide Global	19-0019	<u>Form Masters</u>	New	Master versions of forms used by various City departments to conduct transactions with the public or other City entities.	Event (Superseded or Obsolete) + 2 Yrs./Office	Destroy Under Supervision	Yes
36	900	Citywide Global	19-0020	<u>External Complaints- Non-Police</u>	New	Records in this series are related to complaints filed by members of the public and received by City of Milwaukee departments regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements. NOTE: Excluded from this schedule are all police-related complaints including ones that go before the Fire and Police Commission. Those complaints should be retained in accordance with the Milwaukee Police, Fire and FPC Department-specific schedules.	Event (Resolution, Dismissal or End of Litigation) + 2 Yrs./Office	Destroy Under Supervision	Yes
37	900	Citywide Global	19-0022	<u>Memoranda of Understanding (MOU) and Service Level Agreements (SLA)</u>	New	Agreements between government units, either between the City of Milwaukee and an external government unit or between two or more City departments.	Event (Ending Date of the MOU/SLA) + 4 Yrs./Office	Destroy Under Supervision	Yes
38	900	Citywide Global	19-0024	<u>Annual Reports</u>	New	Annual reports produced by all City departments, divisions, and units to summarize the activities of those units for the previous year and discuss goals and initiatives for the upcoming year.	Event (Report Finalized) + 2 Yrs./Office	Transfer to Archives at the Municipal Research Library	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
39	900	Citywide Global	19-0025	<u>Routine Reports</u>	New	Status update reports produced by City departments, divisions, and units that are not otherwise associated with an existing records schedule. Routine reports are necessary for monitoring purposes but typically the information they contain is summarized in an annual or other less-periodic report.	Event (Report Finalized) + 3 Yrs./Office	Destroy Under Supervision	Yes
40	900	Citywide Global	19-0027	<u>Legal Case Files- Non-City Attorney</u>	New	Records maintained by City departments related to litigation to which the department is a party, including pleadings and legal arguments, evidence, research, orders, legal summons, and subpoenas issued. In most cases, the City Attorney's Office maintains the official record of such cases, but the affected department should maintain these records for administrative/reference purposes.	Event (Close of Case/Exhaustion of Appeals) + 3 Yrs./ Office + 4 Yrs./Records Center	Destroy Under Supervision	Yes
41	900	Citywide Global	19-0028	<u>Monumental Case Files- Non-City Attorney</u>	New	Records maintained by City departments related to historic or precedent-setting litigation to which the department is a party, including pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. The department should maintain all records relevant to the case but not provided to the City Attorney.	Event (Close of Case/Exhaustion of Appeals) + 7 Yrs./ Office	Transfer to Archives at the Municipal Research Center	Yes
42	900	Citywide Global	19-0048	<u>Internship Files</u>	New	Records pertaining to interns working in City departments, paid or unpaid. Internships are typically, though not always, undertaken as part of undergraduate or graduate study. Files may include, but are not limited to, resumes, application cover letters, writing samples, research conducted for the office as part of the internship, evaluation forms, background check records, placement records, records related to assignment of college credit, letters of recommendation, and other items related to the work done.	Event (End of the Internship) + 5 Yrs./Office	Destroy Under Supervision	Yes
43	900	Citywide Global	19-0065	<u>Surveillance Recordings (Non-Police)</u>	New	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. This schedule is primarily intended for footage with no obvious incident in which the City has an interest; recordings with incident footage or otherwise required for legal purposes must be retained until the final disposition of the incident. This schedule does not apply to footage recorded by police body cameras, dash cameras or related police devices.	Event (Date of Recording) + 120 Days/Office	Destroy Under Supervision	Yes

SCHEDULES FOR CIMC REVIEW - JUNE 13, 2019

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
44	900	Citywide Global	19-0066	<u>Public Notices and Affidavits of Publication</u>	New	Records are related to public notices required for Open Meetings of the Common Council and other City Committees under Wis. Stat. §19.84. In addition to posted notice, the City also receives Affidavits of Publication from the Daily Reporter, the designated newspaper for the City of Milwaukee. These notices are created under Wis. Stat. §985.12 and include a copy of the Notice and a certification of the date it was published.	Event (Publication) + 7 Yrs./Office	Destroy Under Supervision	Yes
45	900	Citywide Global	19-0067	<u>Critical Incident Management Plans</u>	New	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents created and maintained by City departments.	Event (Superseded) + 3 Yrs./Office	Destroy Under Supervision	Yes
46	900	Citywide Global	19-0068	<u>Disaster Recovery Records</u>	New	Records created by City departments during the response to a disaster affecting the City of Milwaukee. These records should reflect the requirements listed in Chapter 5 of the FEMA (Federal Emergency Management Assistance) Public Assistance Guide and may include indexes, inventories, event lots, working papers, invoices, and other correspondence. This series also includes backups of critical City information systems.	Event (Recovery Process Completed) + 3 Yrs./Office	Destroy Under Supervision	Yes
47	900	Citywide Global	19-0069	<u>Internship Application (Unsuccessful)</u>	New	Application files for internships in all City departments, which are used to evaluate applicants and determine intern placements. Applicants may include, but are not limited to, resumes, cover letters, writing samples, evaluation forms, and other materials relating to each applicant. Application material from successful applicants is transferred to schedule 19-0048 <u>Internship Files</u> .	Event (Close of Application Process) + 2 Yrs./ Office	Destroy Under Supervision	Yes

See Delete/Superseded Schedule Request Form for 48 schedules from ITMD

See Delete/Superseded Schedule Request Form for 18 schedules from ERS

See Delete/Superseded Schedule Request Form for 179 schedules from MPD units 334, 335, 336, 339, 344, 347, 349, 351, 352, 355, 357, 358, 370

See Delete/Superseded Schedule Request Form for 38 schedules from Health Dept./Admin.

See Delete/Superseded Schedule Request Form for 7 schedules from Health Dept./Home Environmental Health



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Dept. of Administration/Information Management & Technology Division (ITMD)	Department Number: 155
Department Head Sharon Robinson	Division Head Nancy Olson <i>Nancy A. Olson</i>
Department Records Coordinator Judy Sieltmann	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	60-0048	Correspondence, General Office	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 Subject Files- City Departments & Elected Officials; No Inventory
2	60-0067	Route Sheet for Any Jobs	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
3	67-0050	CEDS Production Analysis Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
4	69-0017	Tab Cards IBM Programs Obsolete	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
5	72-0031	Console Sheets	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
6	72-0032	Console Sheets- IBM 370-Dup	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
7	72-0033	Program Mag Tapes- Vital Records	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
8	73-0008	Tab Cards Sp Assmt- Weed or Snow Removal (Job604)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
9	73-0010	CEDS Labor Cost Distribution Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
10	73-0172	Tab Cards Computer Run Request EDS-9	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory



**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

11	73-0179	Tab Cards Road Life Study Survey (Job 685)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
12	73-0184	Water Work Order Listing	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
13	73-0185	Proof Annual Budget Req. Proposals Adopted	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
14	73-0186	Proof of CBP Stores & CRD Billings (Jobs 485)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
15	73-0187	Proof Water Revenue Analysis (Job 505)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
16	73-0189	Pension Payment Register, C3, Worksheet Job 360	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 (Routine Status and Activity Reports); No Inventory
17	73-0190	Pension File Change & Check Register, Mo (Job 360)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 (Routine Status and Activity Reports); No Inventory
18	73-0191	Social Security Quarterly Reports (Job 341)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 (Routine Status and Activity Reports); No Inventory
19	73-0192	Payroll Pension YTD Rept. C Job 111.600	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0003 (Routine Status and Activity Reports); No Inventory
20	73-0196	Sewer Service Charge Reports C3 Job 580	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
21	73-0197	Tax Collection Postings, Daily Rept. Job 816	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Transfer to City Treasurer Division #221; No Inventory
22	73-0261	Record Retention Schedule, Transfer & Removal	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
23	75-0004	Form Samples File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
24	76-0059	Cert. of Compliance CRC-5	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
25	90-0099	Budget File- Annual	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 <u>Departmental Budget and Appropriation Requests</u>
26	90-0100	Edit/Load GHRS (Payroll System) 1988	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
27	90-0104	Daily Log (JARS)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
28	90-0106	Preload Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory



**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

29	90-0107	Tape Maintenance Record	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
30	90-0108	W-2, IRS Transmittal File	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; Non-Record
31	90-0109	Abend Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
32	90-0110	Data Entry Job Cost By PP, Job 910.045	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
33	90-0111	Data Entry Operator Statistics by PP, Job 910.010	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
34	90-0112	Night Job Listing	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
35	90-0113	JCL Jobstream (SLI Books)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
36	91-0001	Accounting Records- General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
37	91-0040	Redbooks- Obsolete Programs	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
38	91-0054	Voter Registration By Ward, 1986	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
39	91-0059	Sewer/Water Billing System Conversion Case Study	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
40	92-0020	Accounts Payable Update- Install Documentation	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
41	92-0032	Major Project File- Complete or Cancelled	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 09-0042 <u>ITMD Implementation/Upgrade Project Files</u> ; No Inventory
42	92-0033	Minor Project File- Complete or Cancelled	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 09-0042 <u>ITMD Implementation/Upgrade Project Files</u> ; No Inventory
43	92-0035	Vendor Proposal- Project or Study	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 19-0021 <u>Contracts and Agreements (Non-Purchasing)</u> ; No Inventory
44	99-0102	CSD Administrative Project and Program Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
45	99-0109	IEF Composer Software	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
46	99-0110	Microfocus COBOL	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory



**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

47	09-E085	FMIS Cash Receipts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
48	09-E087	FMIS Accounts Payables	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Employees' Retirement System (ERS)	Department Number: 287
Department Head Bernard J. Allen	Division Head
Department Records Coordinator Karen McElwee	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	75-M131 Withdrawn Active Service History Card	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 18-0026 <u>Legacy Contribution Reporting Records</u> ; Transfer 4 boxes
2	75-9131 Withdrawn Active Service History Card-Microfilm Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded Schedule 18-0026 <u>Legacy Contribution Reporting Records</u> ; Transfer 1.48 cu ft.
3	99-0134 Office Business Records (Routine)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4	74-0183 Bank Deposits, Cash Receipts and Security Sales Documents - Annual Bound Book	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
5	74-0095 Bank Statements- Expense Fund Checking Account	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
6	69-0078 Checks - Cancelled Retirement Fund Checks	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
7	00-0034 Annual actuary Report-Trial Runs	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
8	99-0140 Pension Payroll Listing (PPL)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
9	00-0031 Pension Payroll Listing (PPL) Year End Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
10	74-0184 Bank Statements-All Banks	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory.
11	02-M022 ERS Annual Audited Financial Statement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0019 <u>Annual Report and Financial Statement</u> ; Transfer 5 boxes



**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	02-9022	ERS Annual Audited Financial Statement	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 02-0019 <u>Annual Report and Financial Statement</u> ; No Inventory
13	99-0123	ERS Annual Audited Financial Statement Work Papers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0005 <u>Reconciliation Working Documents</u> ; No Inventory
14	99-0117	Monthly Accounting Entries	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0005 <u>Reconciliation Working Documents</u> ; No Inventory
15	99-E122	Trustee Statements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 99-0122 <u>Custodian Statements</u> ; No Inventory
16	03-0008	Monthly Pension Payroll Fiche (Security Copy) CD ROM	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
17	99-0115	Monthly Pension Payroll Fiche (Working Copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
18	65-0034	Monthly Pension Payroll Register	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Record no longer generated. No existing inventory
19			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
20			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
21			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
22			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
23			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Districts	Department Number: 334
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	60-0286	Cash Disbursement - General Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records; 6 Boxes</u>
2	60-0284	Cash Register Daily Audit Sheet (Tape)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records; 19 Boxes</u>
3	62-0026	Cash Report To City Treasurer	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records; No Inventory</u>
4	93-0002	District Copy Of Inmate Property Register.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
5	93-0003	District Copy Of The Control Log Of Citations.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
6	61-0048	Fire & Police Commission - Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials; No Inventory</u>
7	86-0019	Gas Requisition Card, PG-9	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable; No Inventory</u>
8	61-0334	Inventory, Equipment	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories; No Inventory</u>
9	86-0017	Missing Persons Report, PM-8, Pink Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; 9 Boxes
10	89-0138	Off-Days Book	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records; No Inventory</u>



**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

11	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
12	72-0099	Overtime Report (Printout)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
13	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
14	61-0333	Personnel Roster Book	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
15	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
16	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
17	86-0005	Property Disbursement, PP 24, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
18	76-0110	Request For Trade Off Day PR-27	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; 8 Boxes
19	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
20	69-0192	Streets Under Repair - Listing Complied By DPW	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
21	73-0153	Time Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
22	88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
23			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
24			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
25			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
26			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
27			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Identification	Department Number: 335
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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 85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
2 92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
3 87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records (Paper)</u> ; No Inventory
4 85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
5 76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
6 88-0024	Training Bulletin, Issuance Sheet	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Close-Non-Record; No Inventory
7		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
8		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Medical	Department Number: 336
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
2	76-0109	Roll Call, Daily PD 17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed & Allowed Reports</u> ; No Inventory
3			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
5			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
6			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
7			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
11			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Auto Data Processing	Department Number: 339
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	86-0092	Main Computer Record - Disc File Back-Up Tapes	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Non-Record; No Inventory
2	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
3	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
4	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
5	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
6	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
			<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Juvenile Division/Sensitive Crimes	Department Number: 344
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	85-0102	Captains General File, Group 1	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
2	58-0017	Correspondence (YAB) - General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
3	86-0019	Gas Requisition Card, PG-9	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4	85-0145	Office Supply Requisition, PO-2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
5	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
6	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
7	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
8	86-0018	Radio Checkout Sheet	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory
9	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
10	88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-District 1	Department Number: 347
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	60-0286	Cash Disbursement - General Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
2	60-0284	Cash Register Daily Audit Sheet (Tape)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
3	62-0026	Cash Report To City Treasurer	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
4	60-0212	City Ordinances And Resolutions - Index	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
5	93-0002	District Copy Of Inmate Property Register.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
6	93-0003	District Copy Of The Control Log Of Citations.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
7	86-0019	Gas Requisition Card, PG-9	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
8	85-0137	General File, Group 1	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; 11 Boxes
9	85-0139	General File, Group 3	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
10	61-0334	Inventory, Equipment	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory



**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

11	86-0017	Missing Persons Report, PM-8, Pink Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
12	89-0138	Off-Days Book	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
13	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
14	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
15	61-0333	Personnel Roster Book	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete; No Inventory
16	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
17	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
18	86-0005	Property Disbursement, PP 24, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
19	76-0110	Request For Trade Off Day PR-27	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
20	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
21	69-0192	Streets Under Repair - Listing Complied By DPW	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
22	73-0153	Time Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
23	88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
24			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
25			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
26			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
27			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
28			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
29			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Maintenance	Department Number: 349
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	60-0128	Budget Request	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
2	65-0223	Equipment Request	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
3	86-0030	Fuel Inventory - Daily Disbursements, Job 769.310	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4	86-0031	Gas And Oil Disbursed And Miles Driven,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
5	58-0034	Interdepartmental Requisition And Invoice	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0017 <u>Interdepartmental Requisitions and Invoices (IRIs)</u> ; No Inventory
6	85-0145	Office Supply Requisition, PO-2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
7	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
8	58-0036	Payment Certifications	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
9	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records (Paper)</u> ; No Inventory
10	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory



**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

11	58-0033	Purchase Order (Materials) Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
12	58-0032	Requisitions For Material, Yellow Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
13	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
14	88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close-Non-Record; No Inventory



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Internal Affairs	Department Number: 351
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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 88-0069	Gas Requisition PG-9	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
2 61-0258	Legal Opinions	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Non-Record; No Inventory
3 85-0145	Office Supply Requisition PO-2	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4 85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
5 92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
6 88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Non-Record; No Inventory
7 76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
8		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
9		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
10		<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Community Services Division	Department Number: 352
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	85-0142	Captains General File, Group 3	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Non-Record; No Inventory
2	85-0123	Correspondence	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials;</u> No Inventory
3	65-0223	Equipment Requests PE-23	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable;</u> No Inventory
4	85-0145	Office Supply Requisition PD-2 Copy	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable;</u> No Inventory
5	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports;</u> No Inventory
6	85-0147	Personnel Time Status Bi-Weekly Rept, Year End	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports;</u> No Inventory
7	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports;</u> No Inventory
8				
9				
10				



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Management, Analysis, and Planning	Department Number: 355
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	85-0117	Correspondence & Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments and Elected Officials</u> ; No Inventory
2	61-0334	Inventory, Equipment	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory
3	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4	72-0099	Overtime Report (Printout)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
5	85-0147	Personnel Time Status, Biweekly	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory
6	76-0109	Roll Call, Daily PD 17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Reports</u> ; No Inventory



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Court Administration	Department Number: 357
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	85-0117	Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0042 <u>Subject Files- City Departments and Elected Officials</u> ; No Inventory
2	61-0334	Inventory, Equipment	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory
3	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
4	72-0099	Overtime Report (Printout)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
5	92-0028	Overtime Report, Year-End Summary, 113.642	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
6	61-0333	Personnel Roster Book	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory
7	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
8	85-0147	Personnel Time Status Bi-Weekly Report,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
9	76-0109	Roll Call, Daily PD-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
10	88-0024	Training Bulletin, Issuance Sheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Avenues West	Department Number: 358
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	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	03-0004	Notice Of Replacement Form PP-7	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
2	03-0005	Replacement Execution Form PP-6	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
3	60-0108	Daily Record Of Subpoenas, PD-29	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
4	60-0216	District Business Directory Index. Includes Name	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
5	60-0217	Index-Offense Reports	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
6	60-0224	Memorandums, Official Department	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
7	60-0225	Official Department Orders	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
8	60-0290	Report-Major Crimes (Daily).	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
9	60-0292	Report - Motor Vehicle Service (Daily).	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
10	60-0293	Offense Open - (No Warrant) Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
11	60-0294	Offense Open (Warrant Issued) Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory



**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	60-0295	Offense Cleared Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
13	60-0298	Patrol Sergeants Special Report, PS-26	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
14	60-0300	Inventory - Property Inv. Report, PP-32	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
15	61-0043	Vicious Dog Report, PV-1	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
16	67-0101	Daily Report Of Night Parking Requests.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
17	72-0099	Overtime Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
18	72-0100	Labor Cost By Purpose.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
19	72-0194	Squad Dispatch Report, Daily, PD-10	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
20	74-0120	Officers Activity Report, Jan-Nov	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
21	76-0109	Roll Call, Daily PD-17	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
22	76-0110	Request For Trade Off Day PR-27	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
23	79-0125	Daybooks	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
24	82-0113	Listing Of Non-Traffic Citations Issued	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
25	85-0140	Captains General File, Group 1	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
26	85-0141	Captains General File, Group 2	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
27	85-0142	Captains General File, Group 3	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
28	85-0143	Follow Up Book - Complaint, Parking, Vacant House	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
29	85-0145	Office Supply Requisition, PO-2, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory



**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

30	86-0003	Log Of Police Calls Received By Office Personnel	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
31	86-0005	Property Disbursement, PP 24, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
32	86-0017	Missing Person Report, PM-8, Pink Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
33	86-0018	Radio Check Out Sheet. Filled Out At Bureau/Div.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
34	86-0019	Gas Requisition Card. Indiv Officers	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
35	87-0006	Restraining Orders & Injunctions	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
36	87-0016	Personnel Sick Report PP-17	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
37	88-0022	Officers Activity Report, Year End	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
38	88-0023	Training Bulletin	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
39	88-0024	Training Bulletin Issuance Sheet.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
40	88-0028	Juvenile Wanted List, Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
41	89-0138	Off-Days Book	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
42	92-0028	Overtime Report, Year-End Summary, 113.642	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
43	93-0002	District Copy Of Inmate Property Register.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
44	93-0003	District Copy Of The Control Log Of Citations.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory
45	93-0039	Extension Of Duty Report.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Closing Division; No records in inventory



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Police Department-Human Resources	Department Number: 370
Department Head Alfonso Morales	Division Head
Department Records Coordinator Kerry Namin	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

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

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

Schedule #		Series Title	Change Requested		Details
1	61-0290	Common Council Ord. & Res. (Police Matters)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
2	61-0289	Common Council Ord. & Res. (Police Matters)-Index	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
3	85-0089	Common Council Proceedings And Index - Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
4	61-0048	Correspondence - Fire And Police Commission	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
5	86-0022	Equipment Acquisition/Disposition, PP-1, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory
6	58-0034	Interdepartmental Requisition And Invoice	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0017 <u>Interdepartmental Requisition Invoices (IRIs)</u> ; No Inventory
7	61-0258	Legal Opinions	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
8	58-0036	Payment Certifications	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
9	85-0145	Office Supply Requisition, PO-2, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
10	13-S023	Personnel Information Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0035 <u>Personnel Files</u> ; No Inventory



**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

11	13-E023	Personnel Information Record (Digital)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0003 <u>Department Employee History Cards</u> ; No Inventory
12	62-0030	Personnel Jacket, Active Member	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0035 <u>Personnel Files</u> ; No Inventory
13	62-0032	Personnel Jacket, Inactive Member Group 2	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0035 <u>Personnel Files</u> ; No Inventory
14	84-0026	Personnel Jacket, Inactive Member, Group 1	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0035 <u>Personnel Files</u> ; No Inventory
15	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
16	85-0147	Personnel Time Status Report, Biweekly 113.200	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 14-E015 <u>Time Owed and Allowed Report</u> ; No Inventory
17	85-0130	Petty Cash Voucher, CBP-146, Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
18	85-0131	Petty Cash Voucher, Reimbursement Schedule Cbp-136	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
19	65-0221	Request To Fill A Vacant Position (C)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0029 <u>Interview Files and Documentation -- Not Hired</u> ; No Inventory
20	73-0153	Time Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Time Keeping Records</u> ; No Inventory
21	85-0135	Uniform And Equipment Orders, PO-1, Copy, & Orig.,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
22	58-0043	Wisconsin Statutes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record; No Inventory
23			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
24			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
25			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
26			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
27			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Health Department (MHD)/Administration	Department Number: 381
Department Head Jeanette Kowalik <i>[Signature]</i>	Division Head Jennifer Freiheit <i>[Signature]</i>
Department Records Coordinator Peggy Luckow <i>[Signature]</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	00-0017	Billings-Medicare B-Flu/Pneumonia	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No Inventory
2	00-0018	Billings-Medicaid-Family Care Coordination	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; 17 boxes
3	00-0019	Billings-Medicaid Billings-Imm./Health Check ST-T19	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; 21 boxes
4	00-0020	Billings-Medicaid-Lead Nursing Education Visits	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; 4 boxes on legal hold
5	00-0021	Billings-Medicaid-Lead Environmental Inspections	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; 6 boxes
6	00-0022	Billings-Medicaid-TB (Tuberculosis) DOT/DOPT	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; 10 boxes
7	00-0023	Billings-State Contracted Hmo-Imms/Health Check	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No inventory
8	00-0024	Billings-State TB Dispensary Program	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No inventory
9	00-0025	Billings-Municipal Health Services Program	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No inventory
10	00-0026	Billings-HIV Anonymous Testing	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No inventory
11	00-0028	Billings-Milwaukee Public Schools	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No inventory



**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	00-0029	Cash Receipts-Flu/Pneumonia	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management</u> ; No Inventory
13	04-0001	Accounting Stubs Licenses & Permits	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management</u> ; 6 boxes
14	09-0034	Personnel Recruitment Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0029 <u>Interview Files and Documentation - Not Hired</u> ; No inventory
15	63-0076	Time Record C-251 Through 1986	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 10-0025 <u>Timekeeping Records</u> ; No inventory
16	64-0049	Invoice, Paid Or Cancelled (Copy) H D Billing	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
17	65-0186	Request To Transfer Funds (C)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0013 <u>Request to Transfer Funds</u> ; No inventory
18	65-0187	Equipment Request (C)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
19	65-0188	Request, Prop. Budget And App.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
20	69-0142	Subject File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
21	69-0143	Correspondence, General	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0043 <u>Transitory Records</u> ; No Inventory
22	72-0057	Request For Disposal Of Scrap, Surplus Or OBS MAT*	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0017 <u>Request for Disposal of Scrap, Surplus, or Obsolete Material</u> ; No inventory
23	72-0060	Appropriation Control Ledger (Copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No inventory
24	72-0061	Appropriation Control Ledger (Dup)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No inventory
25	72-0062	Equipment In-Out Rept	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No inventory
26	72-0065	Invoices - Outside Vendors	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
27	72-0066	Payment Certification	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
28	72-0070	Interdepartmental Requisition And Invoice	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0017 <u>Interdepartmental Requisitions and Invoices</u> ; No Inventory
29	72-0071	Job Order	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory



**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

30	72-0072	Purchase Req - Yellow Copy	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
31	72-0073	Sub Department Requisitions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
32	79-0027	Subject File - Annual Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
33	79-0028	Subject File - Miscellaneous	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
34	79-0030	Annual Budget	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0006 <u>City Budget (Final and Proposed)</u> ; No Inventory
35	79-0031	Annual Budget - Worksheets	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0007 <u>Departmental Budget and Appropriation Requests</u> ; No Inventory
36	95-0185	Correspondence Of The Commissioner Of Health.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; 7 Boxes
37	96-0016	Speeches & Articles, Commissioner Of Health	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files- City Departments & Elected Officials</u> ; No Inventory
38	63-0078	Admission And History Record	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	No Longer Created; No Inventory



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

Jim Owczarski
City Clerk
jowcza@milwaukee.gov

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

Delete/Superseded Schedule Request Form

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

Department Name: Milwaukee Health Department- Home Environmental Health	Department Number: 382
Department Head Jeanette Kowalik	Division Head Angela Hagy
Department Records Coordinator Jean Schultz	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date 5/21/2019

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	73-0130	Initial Contact Record H-933 - Intensive Lead	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
2	73-0133	Supplemental Address-Intensive Lead Poisoning	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
3	74-0108	Initial Contact Record H-963 - Intensive Lead	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
4	74-0109	Initial Contact Record H-933 (Copy) - Intensive	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
5	76-0032	Initial Contact Record H-933	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
6	78-0088	X-Ray-Child (Lead Poisoning)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 78-0089 <u>Initial Contact and Related Lead Poisoning Records</u> ; No Inventory
7	01-0026	Environmental Lawyer Requests	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 07-0001 <u>Open Records Requests</u> ; No Inventory
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	