

SCHEDULES FOR CIMC REVIEW - DECEMBER 12, 2019

| # | Org | Dept. | Schedule # | Title | Request Type | Record Content & Purpose | Retention/ Location | Final Disposition | State Board Approval Required (Y/N) |
|---|-----|--|------------|--|--------------|---|---|--|-------------------------------------|
| 1 | 164 | DER/Admin | 19-0096 | <u>City Service Commission Rules</u> | New | Rules of the Board of City Service Commissioners, or City Service Commission (CSC), which serves as the governance body for employment matters of the City of Milwaukee. CSC rules consist of essential policies and procedures for all personnel matters for the City, including recruitment, hiring, reclassification, promotion, discipline, grievance, and termination, and are thus essential for the fair and impartial management of those matters. This series includes the rules themselves, as well as any correspondence and/or notices relating to changes to the rules, including mayoral approval of those changes. The implications of these changes on City Employees are significant enough to warrant archival retention of superseded rules and related records. | Event (Superseded) + 1 Yr./Office | Transfer to Archives at the Municipal Research Library | Yes |
| 2 | 164 | DER/Admin | 19-0097 | <u>Special Rate Letters</u> | New | Letters from Department Heads to the Department of Employee Relations requesting approval for making an offer of employment above the recruitment rate specified in the Milwaukee Salary Ordinance. These files include, in addition to the received letter, other correspondence, research, investigative documentation, and the final decisions of the Employee Relations Director and the Budget and Finance Committee chair. A copy of the approval letter is placed in the employee's personnel file for payroll purposes. | Event (Approved or Denied by DER) + 4 Yrs./Office | Destroy Confidential | Yes |
| 3 | 287 | ERS | 99-0136 | <u>Town Of Lake Historical Pension Records</u> | Amend | Historical records of Town of Lake pensions for Town of Lake employees and firefighters. This series includes records pertaining to City of Milwaukee and State of Wisconsin pensions for these employees after annexation by Milwaukee as well as the Town of Lake pension fund for these employees. | Creation + 7 Yrs./Office | Transfer to City Archives at City Records Center | Yes |
| 4 | 287 | ERS | 99-0137 | <u>Town of Lake Firefighters Benefit Calculations</u> | Amend | Records used to determine benefit levels for former Town of Lake employees, firefighters and survivors, who receive benefits from the Employee's Retirement System. The benefits are individually unique and calculated with the assistance of the ERS actuary. | Creation + 7 Yrs./Office | Transfer to City Archives at City Records Center | Yes |
| 5 | 327 | Firemen's Annuity and Benefit Fund | 99-0112 | <u>Employee Information Sheets- Contributions through 1923</u> | Amend | The information sheet is finite record series that contains demographic, employment, service credit and benefit computation for members of the Firemen's Annuity and Benefit Fund of Milwaukee from 1890 through 1947. | Event (Date of Final Payment) + 50 Yrs./Office | Destroy Confidential | Yes |
| 6 | 440 | Policemen's Annuity and Benefits Fund (PABF) | 64-0050 | <u>Police Annuity & Benefit Fund Annuity Payment Rolls 1962-</u> | Amend | Ledger books containing the names of individual PABF annuitants (retirees and survivors), the monthly benefit allowance, deductions, net amount of annuity, and any comments or remarks relating to the payee (i.e. death date, payment type, etc.). The Fund's custodian certifies each month's payroll (i.e. totals for health insurance payments, life insurance payments, postage costs, actuary expense, and U.S. taxes). | Creation + 7 Yrs./Office | Transfer to City Archives at City Records Center | Yes |

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| 7 | 440 | Policemen's Annuity and Benefits Fund (PABF) | 89-0001 | <u>Police Annuity & Benefit Fund Application for Pension</u> | Amend | This finite record series includes: PABF member information sheets, employee wages, Application for Annuity (employee's retirement application), Application for Widow's Annuity and Child's Benefits (i.e. Annuity Summary Sheet, sympathy letter, death certificate), change of demographic information, actuarial calculations, defined Benefit Plan Payment Request Forms, general correspondences, certified documents (i.e. birth certificates, power of attorney, etc.), Application for Disability Benefit Under Chapter 589 of the Laws of 1921 as amended (including Attending Physician's Certificate and Medical Examiner's Certificate for Disability), and PABF Widow's Information Sheet. | Event (Final payment issued) + 10 Yrs./Office | Destroy Confidential | Yes |
| 8 | 900 | City-wide Global Schedules | 00-0044 | <u>Checks-Paid Payroll</u> | Amend | Paid payroll check images, both the front and back of the cancelled checks, accompanied by a paid check index in electronic format. Check images are imaged and indexed by the City's bank, then returned to the City Treasurer's Office, per contract. | Event (Month Paid) + 7 Yrs./ Comptroller's Office | Destroy Confidential | Yes |
| 9 | 900 | City-wide Global Schedules | 08-0007 | <u>City Employee Judgment Records</u> | Amend | Records of judgments rendered against City employees by court judges and other government agencies and applied to employee payroll. Files include official notification and administrative files for garnishment, child support, tax levy, student loan, and any other judgments against an employee. Administrative records may include reports that track how many garnishments/support orders/etc., the value, new garnishments, etc. for auditing every pay period. | Event (Satisfaction of Judgement) + 7 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 10 | 900 | City-wide Global Schedules | 09-E070 | <u>Payroll Time Entry Interface Files</u> | Amend | Work files used to load employee time activity into payroll system. Interface files include, but are not limited to, timecard interface, adjustments interface, fixed bonus interface, tuition interface, poll worker interface, and FLSA interface. This series is being revised to incorporate records previously scheduled under 09-E047 (Payroll Time Entry Interface Files—Host Managed) and 09-E073 (Payroll Time/Pay Inputs). Interface Files are exported from the City Time time entry system and maintained by the host for the amount of time needed to reconcile with the main Payroll register; the Official Record remains under the physical control of ITMD and should be maintained onsite or in secure remote storage for 18 months after processed, then destroyed. | Event (End of Pay Period) + 18 months/ Comptroller's Office | Destroy Confidential | Yes |
| 11 | 900 | City-wide Global Schedules | 10-0025 | <u>Time Keeping Records (Departmental)</u> | Amend | This schedule is for all city departments that use formal paper or electronic records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees and/or managers have 2 years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.), as provided by Wis. Stat. § 109.09. This series is specific to time keeping documents when the entire content of the documents is reflected in electronic records on an officially recognized payroll system used by a city department. | Creation + 2 Yrs./Department | Destroy Confidential | Yes |
| 12 | 900 | City-wide Global Schedules | 14-0014 | <u>941/941x Employers Quarterly Federal Tax Return and corrections</u> | Amend | Records associated with the City's quarterly 941 and 941x (where applicable) tax returns, including back up documentation. This form reports to the Internal Revenue Service the amount of income tax, social security tax, or Medicare tax withheld across all city employee payroll, and indicates the remaining Federal tax burden to be shouldered by the City itself. | Event (Report Submitted) + 10 Yrs./ Comptroller's Office | Destroy Confidential | Yes |

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| 13 | 900 | City-wide Global Schedules | 14-E015 | <u>Time Owed and Allowed Reports</u> | Renew | This record series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned, taken and total for each employee by City Department. | Fiscal + 2 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 14 | 900 | City-wide Global Schedules | 16-0051 | <u>Direct Deposit Authorization</u> | Amend | Records used for entering bank routing number and account number (checking or savings)for the employee's net pay to be deposited into on pay day. Information contained on the form include employee name, employee ID number, bank routing number, account number and type of account. Per National Automated Clearing House Association (NACHA) Operating Rule 3.13, authorization forms or records must be kept for 2 years from termination or revocation of the authorization. As of 2018, new direct deposit authorizations may be submitted to the Comptroller's Office electronically and maintained as records within HRMS. Extant and new paper authorization forms will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed (16-S051). | Event (End of Employment) + 2 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 15 | 900 | City-wide Global Schedules | 19-0088 | <u>Policies, Procedures, and Manuals</u> | New | All written policies and procedures, either City-wide or department wide, pertaining to payroll administration. These records may take the form of memoranda, rules, orders directives, procedural instructions, regulations, bulletins, notices, and any other instructions issued for managing financial records. Examples of records in this series include system documentation, Payroll manuals, and any department-specific procedures manuals. | Event (Superseded) + 1 Yr./Department | Destroy Confidential | Yes |
| 16 | 900 | City-wide Global Schedules | 19-0089 | <u>Time Keeping Records (Payroll)</u> | New | Official record of employee time worked and leave balances, maintained in a system recognized by the City as authentic and used as a formal mechanism to issue and distribute pay checks. Records maintained for this purpose serve as the "true and accurate" work record for every individual who performs service in City employment, as required by Wis. Stat. §108.21, and are retained per the requirements in the associated Wis. Admin Code DWD 110.02. | Creation + 7 Yrs./Department | Destroy Confidential | Yes |
| 17 | 900 | City-wide Global Schedules | 19-0090 | <u>Deduction Authorization and Notifications</u> | New | Cards, forms, letters, or other media communicating to Payroll that an additional deduction or deductions should be taken from an employee's paycheck. Records in this series include, but are not limited to, credit union deductions, life insurance deductions, and other miscellaneous deductions. | Creation + 2 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 18 | 900 | City-wide Global Schedules | 19-0091 | <u>Deduction Authorization and Notifications- Union Related</u> | New | Cards, forms, letters, or other media communicating to Payroll that an additional deduction or deductions should be taken from an employee's paycheck. Authorizations in this series relate to any union-related deductions, which have additional retention requirements per <i>Janus v. AFSCME</i> (2018), including union deduction cards, police relief deductions, political contribution cards, police officer defense fund, and other union affiliation-related deductions. | Event (End of Employment) + 2 Yrs./Comptroller's Office | Destroy Confidential | Yes |

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| 19 | 900 | City-wide Global Schedules | 19-0092 | <u>Employee Payroll and Benefit File</u> | New | Records and documents related to the payroll activities of individual employees. Records in these files may include, but are not limited to, insurance forms (including certificates and applications), payroll action forms, pay progression forms, and other records related to specific employees. | Event (Termination) + 8 Yrs./DER Office | Destroy Confidential | Yes |
| 20 | 900 | City-wide Global Schedules | 19-0093 | <u>Leave Accounting Master File</u> | New | The Leave Accounting Master File is used to process transactions for current leave usage, sabbatical and other long-term leave. The file, which is maintained within the Human Resources Management System in the Department of Employee Relations, receives data from the CityTime time entry system on a biweekly basis. Department of Employee Relations staff use the master file to generate periodic and cumulative totals for leave usage and leave balances for each employee, based on leave provisions for various employee groups. | Creation + 15 Yrs./DER Office | Destroy Confidential | Yes |
| 22 | 900 | City-wide Global Schedules | 19-0094 | <u>Routine HRMS Reports</u> | New | Routine reports generated from HRMS used to support changes to loaded, but not confirmed payrolls. Reports include, but are not limited to, 112R, Master_PR_checklist, Edits, Error Reports, Payroll Queries, Hours Queries, Adjustment Audit Queries, Short Pay Listings, Inactive with Data Lists, Verification E-mails, Holiday/Optional Holiday Audits, Union Dues Mismatch, Zero Hour Listings, Individual Direct Deposit Reversals, Terminal Leave Reports, Credit Union Audits, One Deduction Notice, FLSA Audit, Tax Review, Direct Deposit Review, Stop Payment/Reissues, Returned Funds/Check Issues Reports. | Creation + 3 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 21 | 900 | City-wide Global Schedules | 19-0095 | <u>Tax Reports</u> | New | Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. Records include, but are not limited to, employee W-4s and W-4Ts, employee W-2s, W-2c, payment vouchers, Form 1099, lock in letters, Payment Vouchers and coupons, and tax-related reports from HRMS, including tax summaries, annual errors, default tax data, and tax balance audits. | Event (Tax due date or date filed, whichever is later) 4 Yrs./ Comptroller's Office | Destroy Confidential | Yes |
| 23 | 900 | City-wide Global Schedules | 63-0155 | <u>Payroll Registers</u> | Amend | Payroll listings showing gross and net pay, as well as deductions for City employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Because Payroll registers provide the most accurate information re: salary levels for pension-calculation purposes, a long-term retention for the official record is warranted. | Creation + 50 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 24 | 900 | City-wide Global Schedules | 77-0199 | <u>Auto Allowance File</u> | Renew | Records of Auto Allowance funds allocated to employees using personal vehicles for City business. The file includes records of eligible vehicles, mileage reports with business reason for mileage, adjustments to the allowance, and approvals by the employee and manager. | Fiscal + 7 Yrs./Comptroller's Office | Destroy Confidential | Yes |

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| 25 | 900 | City-wide Global Schedules | 82-0055 | <u>Payroll Summaries, Reconciliations and Distributions</u> | Amend | Reports generated from HRMS and other payroll data indicating payroll summaries and distribution. Includes, but not limited to Payroll Summary, Self-Service Paychecks, Paycheck Register, Direct Deposit Register, Gross Payroll Distribution (XGLDT), One-Time Deduction with backup documentation, Run-To-Run Distribution, Reversal of Individual Payrolls, Deceased Employee Process. | Creation + 7 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 26 | 900 | City-wide Global Schedules | 84-0002 | <u>Payroll Actions and Adjustments</u> | Amend | Records used to report or initiate changes to payroll, including changes in pay rate, position, errors or changes to time periods. Records used to report ordinal or contractual buyouts upon termination. Records used to record monetary takebacks like jury duty and military. Records in the series may include but are not limited to paper adjustment forms C255, C257, C260 for individual adjustment events, Excel spreadsheet for adjustments of a duplicative nature like SLCIP or contractual retroactive payments, and records of electronic adjustments made within CityTime. Records in this series also include backup records such as jury duty applications, certifications, military leave vouchers, worker's comp decision letters, donor program donations, commuting mileage. | Event (confirmation of change in employee HRMS record) + 7 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| 27 | 900 | City-wide Global Schedules | 91-0043 | <u>Deduction Registers</u> | Amend | Record of deductions, including benefits, pension, deferred compensation, pension, Combined Giving Campaign, United Performing Arts Fund (UPAF), garnishments, and other deduction sources. Records include information on deduction type, begin/end date of deduction, deduction amount and annual goal amount. Records include itemized listings and summaries made by employee and employer. | Creation + 7 Yrs./Comptroller's Office | Destroy Confidential | Yes |
| See Delete/Superseded Schedule Request Form for 31 schedules from the City Treasurer | | | | | | | | | |
| See Delete/Superseded Schedule Request Form for 5 schedules from ERS | | | | | | | | | |
| See Delete/Superseded Schedule Request Form for 26 schedules from the Firemen's Annuity and Benefit Fund | | | | | | | | | |
| See Delete/Superseded Schedule Request Form for 14 schedules from Policemen's Annuity and Benefit Fund | | | | | | | | | |



Office of the Common Council - City Clerk
City Records Center

Jim Owczarski
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Bradley Houston
City Records Officer
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Delete/Superseded Schedule Request Form

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

| | |
|---|--------------------------------------|
| Department Name: City Treasurer | Department Number: 221 |
| Department Head Spencer Coggs <i>Spencer Coggs</i> | |
| Department Records Coordinator Jim Klajbor <i>James J. Klajbor</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 | 00-0043 | Checks-Paid-Accounts Payable | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0011 (Checks-Cancelled). |
| 2 | 00-0044 | Checks-Paid-Payroll | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0011 (Checks-Cancelled). |
| 3 | 00-0046 | Revenue Collection Operations Files | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | Final Disposition 12/31/2018 |
| 4 | 09-0005 | Operating Procedures/Authority Files | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0002 (Fiscal Policies/Procedures) |
| 5 | 12-0001 | Checks Tendered at Teller Window-Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0012 (Checks-Received) |
| 6 | 12-0002 | Teller Transaction Supporting Documentation-Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0008 (Accounts Receivable) |
| 7 | 12-0004 | Accounts Receivable-Invoices Issued Report | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0008 (Accounts Receivable) |
| 8 | 12-0005 | Collection Agent Cash Collection Reports | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0010 (Cash Management Administrative Records) |
| 9 | 12-0006 | Collection Agent Cost Ledgers | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |
| 10 | 12-0007 | Collection Agents Judgments Filed Report | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |
| 11 | 12-0008 | Collection Agent Judgments Filed Report | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |



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| | | | | | |
|----|---------|--|--|--|---|
| 12 | 12-0009 | Collection Agent Monthly Reports | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |
| 13 | 12-0010 | Delinquent Tax Accounts in Collection | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |
| 14 | 12-0011 | Property Tax Account Transaction Documents | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | Final Disposition 12/30/19. 13 boxes in inventory |
| 15 | 12-E001 | Checks Tendered in Payment at Teller Windows-Image | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0012 (Checks-Received) |
| 16 | 12-E002 | Teller Transactions Supporting Documentation-Image | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0008 (Accounts Receivable) |
| 17 | 12-E007 | Collection Agent Direct Tax Payments Transmittal | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0003 (Routine Fiscal Reports) |
| 18 | 15-0023 | Revenue Collection Operations Files- Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E023 (Revenue Collection Operations Files) |
| 19 | 15-0024 | Financial Services Operations Files- Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E024 (Financial Services Operations Files) |
| 20 | 15-0025 | Customer Service Div Corresp. Files- Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E025 (Customer Service Correspondence Files) |
| 21 | 15-0026 | Auth Agreement-EFT for Prop Tax Installments Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E026 (Authorization for Property Tax EFT) |
| 22 | 15-0027 | Lottery and Gaming Credit Program - Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E027 (Lottery and Gaming Credit Program) |
| 23 | 15-0028 | Return Remittance Bill Payment Envelopes- Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 15-E028 (Return Remittance Bill Payment Envelopes) |
| 24 | 16-0023 | IT System Request Changes-Paper | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Transfer to 16-E024 (IT System Request Changes) |
| 25 | 74-0369 | Voucher-Treasurer Issues | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | Final Disposition 12/31/2017 |
| 26 | 75-0167 | Bank Statements and Account Reconciliations | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0005 (Reconciliation Working Documents) |
| 27 | 82-0048 | Checks—Treasurer-Issued | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0011 (Checks-Cancelled) |
| 28 | 92-0036 | Lottery and Gaming Credit Program Administration | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 15-E027 (Lottery and Gaming Credit Program) |
| 29 | 93-0030 | Administrative Correspondence | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 19-0037 (Department Head Correspondence-Historically Significant) |



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| | | | | | |
|----|---------|--|-----------------------------------|--|--|
| 30 | 93-0032 | Department Operating Procedures/Authority Files (Active) | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 18-0002 (Fiscal Policies/Procedures) |
| 31 | 93-0047 | Service Contract Files | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 19-0021 (Contracts and Agreements) |
| | | | <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 | |
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| | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |



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| | |
|---|--|
| Department Name: Employees' Retirement System | Department Number: 287 |
| Department Head Bernard Allen <i>Melody Johnson</i> | Division Head |
| Department Records Coordinator Karen McElwee <i>Karen McElwee</i> | City Records Officer Bradley 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 | 82-0020 | Recordings-Regular and Special Meetings of Annuity and Pension Board Investment Committee | <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2 | Superseded by global #08-0010, <u>Audio Recordings of Official Meetings</u> . No existing inventory. |
| 2 | 64-M297 | Annuity and Pension Board Proceedings | <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2 | Superseded by global #15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> . Transfer 6 boxes of existing inventory. |
| 3 | 64-9297 | Annuity and Pension Board Proceedings - Microfilm | <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2 | Superseded by global #15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> . Transfer 3 rolls of existing inventory. |
| 4 | 99-9136 | Town of Lake Historical Pension Records | <input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2 | Records no longer generated; no existing inventory. |
| 5 | 99-9137 | Town of Lake Firefighters Benefit Calculations | <input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2 | Superseded by #99-0137, <u>Town of Lake Firefighters Benefit Calculations</u> . Transfer 1 roll of existing inventory. |
| 6 | | | <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2 | |
| 7 | | | <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2 | |
| 8 | | | <input 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 | |



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| | |
|---|--|
| Department Name: Firemen's Annuity and Benefits Fund / Employees' Retirement System | Department Number: 327 |
| Department Head Bernard Allen <i>Melody Johnson</i> | Division Head |
| Department Records Coordinator Karen McElwee <i>Karen McElwee</i> | City Records Officer Bradley 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 | 78-0051 | Accounting Record Div 430 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 2 | 78-0057 | Application for Pension-Final Payment Made | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 3 | 86-0042 | Application for Pension, Living Pensioners | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 4 | 78-0058 | Blue Cross Monthly Reports | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 5 | 99-8014 | Bond Register Sheets | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 6 | 78-0049 | Budget File Div 430 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 7 | 70-0103 | Check Register | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 8 | 78-0056 | Correspondence, Copy | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 9 | 78-0052 | Custodians (Treasurers) Monthly Report | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 10 | 99-8015 | Deduction Totals | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |



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

Jim Owczarski
City Clerk
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Bradley Houston
City Records Officer
Bradley.Houston@milwaukee.gov

Delete/Superseded Schedule Request Form

| | | | | | |
|----|---------|--|--|--|--|
| 11 | 78-0054 | Election Ballots | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 12 | 99-8016 | Employee Information Sheets | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 13 | 78-0065 | Identification Certificate | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 14 | 78-0064 | Income Withholding Form W2-P, W2-S, Copy C | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 15 | 99-8113 | Investment Record (Investments and Bond Register Sheets) | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 16 | 78-0063 | List of Payments-Annuity and Benefits, Mo | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 17 | 99-8017 | Payroll Deduction Cards | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 18 | 78-0050 | Payroll Record | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 19 | 70-0102 | Pension Checks-Cancelled | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 20 | 78-0060 | Pension Contribution By Pay Period By Employees And By City | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 21 | 86-0041 | Pension Payroll and Payment Register | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 22 | 78-0061 | Pension Payroll Certification, Mo EDS-68 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 23 | 78-0062 | Pension Payroll Worksheet, Monthly | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 24 | 86-0043 | Reconciliation and Trial Balance, Annual 1981-84 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 25 | 78-M055 | Minutes-Board | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> ; Transfer existing inventory: 0.25. |
| 26 | 78-9055 | Minutes-Board-Microfilm Copy | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> ; Transfer existing inventory: 0.02. |
| 27 | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |



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Delete/Superseded Schedule Request Form

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

| | |
|--|--|
| Department Name: Policemen's Annuity and Benefits Fund/ Employees' Retirement System | Department Number: 440 |
| Department Head Bernard Allen <i>Melody J. Allen</i> | Division Head |
| Department Records Coordinator Karen McElwee <i>Karen McElwee</i> | City Records Officer Bradley 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 | 92-0040 | Admin Payment Records-Police A&B | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 2 | 64-0052 | Police A&B Fund Annual Statement (Copy) | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 3 | 64-0051 | Police A&B Fund Annuity Payment Rolls 1924-61 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 4 | 64-0053 | Police A&B Fund Pension Checks, Cancelled | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 5 | 07-M007 | Audited Financial Statements | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 19-0024, <u>Annual Reports</u> ; Transfer existing inventory: 1.0 box. |
| 6 | 07-9007 | Audited Financial Statements, Microfilm | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 7 | 07-M033 | PABF Federal Tax Reports | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 8 | 07-9033 | PABF Federal Tax Reports, Microfilm | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 9 | 89-0129 | Police A & B Fund Income Withholding Statement W-2 | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 10 | 89-M128 | Police A & B Fund Minutes, Board | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> . Transfer existing inventory: 1.0 box. |



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Delete/Superseded Schedule Request Form

| | | | | | |
|----|---------|---|--|--|---|
| 11 | 89-9128 | Police A & B Fund Minutes, Board - Microfilm Copy | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 15-0007, <u>Minutes-City Boards, Commissions, Committees and Task Forces</u> . Transfer existing inventory: 0.01 (microfilm volume) |
| 12 | 07-M008 | Annual Actuarial Statements | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 19-0024, <u>Annual Report</u> ; transfer existing inventory: 1.0 cubic ft. |
| 13 | 07-9008 | Annual Actuarial Statements | <input checked="" type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | No existing inventory. |
| 14 | 64-9050 | Police A&B Fund Annuity Payment Rolls 1962 | <input type="checkbox"/> Option 1 | <input checked="" type="checkbox"/> Option 2 | Superseded by 64-0050, Police A&B Fund Annuity Payment Rolls 1962. Transfer existing inventory: 0.14. |
| 15 | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |
| 16 | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |
| 17 | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |
| 18 | | | <input type="checkbox"/> Option 1 | <input type="checkbox"/> Option 2 | |
| 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 | |
| 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 | |