

SCHEDULES FOR CIMC REVIEW - MARCH 26, 2020

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	287	ERS	07-0009	<u>Member Contribution Cards & Reports</u>	Amend	Policemen's Annuity and Benefit Fund cards indicate the monthly contribution amount deducted on active members for pension benefits. Members in this benefit pool include police officers whose pension fund benefits were frozen by the City of Milwaukee in July 1947. These records are used for benefit calculations and have some limited precedential value, but in general are specific to the payee and can be destroyed once potential payments are no longer in dispute.	Event (Death of payee or final payment issued) + 10 yrs./Office	Destroy Under Supervision	Yes
2	287	ERS	64-0299	<u>Actuarial Correspondence</u>	Amend	General correspondence to and from the pension system's actuary, transmittal letters from the actuary with worker's compensation offset calculations, morality rates, annual valuation reports, actuarial factors used in benefit calculations, written response to RFP for actuarial and consulting services, and other miscellaneous correspondences related to actuarial valuations. Because this correspondence carries the weight of legal opinion and has precedential value for benefit calculations, it should be considered archival and stored at the Municipal Research Center for long-term administrative access.	Creation + 5 Yrs./Office	City Archives at City Records Center	Yes
3	287	ERS	99-0116	<u>Monthly Pension Payroll</u>	Amend	Monthly pension benefit payroll for retirement system payees, ACH direct deposit changes effective with that month's payroll, and cancelled hand-issued benefit payment checks paid each month. Because these records provide the most accurate information for regarding retirement benefit calculation purposes, a long-term retention for the official record is warranted.	Creation + 50 Yrs./ Office	City Archives at City Records Center	Yes
4	287	ERS	99-0120	<u>Social Security Documentation</u>	Amend	Documents generated and maintained by the ERS in conjunction with its responsibility as City FICA Agent. Records include correspondence between the retirement system, its members/beneficiaries, the State of Wisconsin Public Employees Social Security Fund, city departments/agencies, and third parties; various tax reporting, quarterly social security reports, lists of Coordinated Plan employees transferring between the city and city agencies, meeting notes, IRS rulings, wage reporting, correction to social security contributions paid by employees, and other reference information related to FICA program administration. As of 2012, the Comptroller's Office has been designated the City's FICA agent and no further records will be created or administered by ERS. However, these records have ongoing administrative value for verifying wages and proof of withholdings for pension purposes. The Comptroller's office advises a change of retention to Creation + 25 years and then closing this schedule after final disposition on 12/31/2023.	Creation + 25 Yrs./Office	Destroy Under Supervision	Yes

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5	900	City-wide Global Schedules	20-0011	<u>Business Correspondence-Routine</u>	New	Correspondence sent or received, in any format, by City of Milwaukee employees. (Refer to schedules 19-0036 and 19-0037 for retention of Department Head Correspondence) Records in this series are typically required as evidence of transactions, approval, or decision-making responsibility, but do not usually contain long-term historical value. Examples of records in this series include routine notifications to City residents, answers to questions regarding a function of the department, status reports, and other records not part of an existing series.	Creation + 3 Yrs./Office	Destroy Under Supervision	Yes
See Delete/Superseded Schedule Request Form for 8 schedules from ERS									



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 Melody Johnson on behalf of Bernard Allen	Division Head N/A
Department Records Coordinator Karen McElwee	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	07-9009	Member Contribution Cards & Reports, Microfilm	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 07-0009(Member Contribution Cards and Reports). No existing inventory.
2	97-0059	Cash Disbursements Books	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0010 (Cash Management Administration Records). Transfer existing inventory (4 boxes). No further records will be generated.
3	97-0069	Mini Ledgers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by 18-0010 (Cash Management Administration Records). Transfer existing inventory (4 boxes). No further records will be generated.
4	04-E027	ERS Electronic Records and Email	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by functional schedules (various).
5	99-0125	Wisconsin Retirement Fund	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record. No existing inventory.
6	99-9120	Social Security Documentation (microfilm copy)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by #99-0120, <u>Social Security Documentation</u> . Transfer existing inventory (0.05). No further records will be generated.
7	69-M077	Checks - Cancelled Pension Checks	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by #18-0011, Checks (Cancelled). No existing inventory.
8	69-9077	Checks - Cancelled Pension Checks (microfilm copy)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by #18-0011, Checks (Cancelled). No existing inventory.
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	