



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Agenda

### CITY INFORMATION MANAGEMENT COMMITTEE

**ALD. NIK KOVAC, CHAIR**

**David Henke, Vice-Chair**

**Timothy Richter, Karen Dettmer, James Klajbor, Jennifer Meyer,  
James Owczarski, Jeffrey Madison, Judy Pinger, David Klein,  
Richard Watt, and Jeffrey Larson.**

**Staff Assistant, Chris Lee, 286-2232, Fax:286-3456,  
clee@milwaukee.gov**

---

**Thursday, June 10, 2021**

**10:00 AM**

**Virtual Meeting**

---

This will be a virtual meeting conducted via GoToMeeting. Should you wish to join this meeting from your phone, tablet, or computer you may go to <https://global.gotomeeting.com/join/286291685>. You can also dial in using your phone United States: +1 (571) 317-3122 and Access Code: 286-291-685.

1. **Call to order.**
2. **Roll call.**
3. **Review and approval of the previous minutes from March 18, 2021.**
4. **Records Retention.**
  - A. *Proposed departmental record schedules for approval*
  - B. *State Records Board approval of previous schedules*
  - C. *Microsoft 365 (Teams, SharePoint, Onedrive) data retention policy for approval*
  - D. *DocuSign records management and retention policy for review*
5. **Information and Technology Management Division.**
  - A. *Communication on existing security policies*
6. **Agenda items for the next meeting.**
7. **Next meeting date and time.**
  - A. *Thursday, September 16, 2021 at 10 a.m.*
8. **Adjournment.**

**Meeting materials from this meeting can be found within the following file:**

[210196](#)

Communication relating to the matters to be considered by the City Information Management Committee at its June 10, 2021 meeting.

Sponsors: THE CHAIR

In the event that Common Council members who are not members of this committee attend this meeting, this meeting may also simultaneously constitute a meeting of the Common Council or any of the following committees: Community and Economic Development, Finance and Personnel, Judiciary and Legislation, Licenses, Public Safety and Health, Public Works, Zoning, Neighborhoods & Development, and/or Steering and Rules. Whether a simultaneous meeting is occurring depends on whether the presence of one or more of the Common Council member results in a quorum of the Common Council or any of the above committees, and, if there is a quorum of another committee, whether any agenda items listed above involve matters within that committee's realm of authority. In the event that a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting.

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the City Clerk's Office ADA Coordinator at 286-2998, (FAX)286-3456, (TDD)286-2025 or by writing to the Coordinator at Room 205, City Hall, 200 E. Wells Street, Milwaukee, WI 53202.

Limited parking for persons attending meetings in City Hall is available at reduced rates (5 hour limit) at the Milwaukee Center on the southwest corner of East Kilbourn and North Water Street. Parking tickets must be validated in the first floor Information Booth in City Hall.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.