

Record Retention Schedules for CIMC Review June 10, 2021

#	Org	Department	Schedule #	Schedule Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	160	DER-Diversity	03-9020	<u>Departmental EEO/AA Plans -- Microfilm</u>	Delete/ Supersede	Series is superseded by the Global Schedule 11-0024 <u>EEO/AA Plans</u> , which includes the records in all formats (paper, microfilm, and electronic).	N/A	N/A	No
2	160	DER-Diversity	03-0015	<u>Department EEO/AA Plan Guidelines</u>	Delete/ Supersede	Series is No Longer Created.	N/A	N/A	No
3	160	DER-Diversity	03-0016	<u>Citywide EEO/AA Plans</u>	Delete/ Supersede	Series is superseded by the Global Schedule 11-0024 <u>EEO/AA Plans</u> .	N/A	N/A	No
4	160	DER-Diversity	03-0017	<u>Exit Questionnaires</u>	Delete/ Supersede	Series is No Longer Created.	N/A	N/A	No
5	160	DER-Diversity	03-0019	<u>Four Month Employee Survey</u>	Delete/ Supersede	Series is No Longer Created.	N/A	N/A	No
6	160	DER-Diversity	03-M020	<u>Departmental EEO/AA Plans -- Paper</u>	Delete/ Supersede	Series is superseded by the Global Schedule 11-0024 <u>EEO/AA Plans</u> , which includes the records in all formats (paper, microfilm, and electronic).	N/A	N/A	No
7	160	DER-Diversity	03-M021	<u>EEO4 Reports -- Paper</u>	Delete/ Supersede	This schedule represents the paper version of this series, and will be superseded by 03-0021 <u>EEO4 Reports</u> , which includes the records in all formats (paper, microfilm, and electronic).	N/A	N/A	No
8	161	DER- Staffing	21-0018	<u>Eligible Lists</u>	New	Eligible lists are the official list of candidates for civil service positions who have scored at or above the examination threshold to be eligible for interview and appointment. This schedule replaces schedules 67-M038 and 67-9038 for paper and microfilm versions of eligible lists. Eligible List includes rating, rank, name, address and phone number of each candidate who passed a particular exam. Lists are organized by exam title. Lists are active for up to 5 years after the search is closed, but may be destroyed at that point.	Event (Expiration of Eligible List) + 5 Yrs. Office	Destroy Under Supervision	Yes
9	161	DER- Staffing	21-0019	<u>Certification File</u>	New	Certification records are created and maintained to certify the appropriateness of a proposed provisional or regular hire under Milwaukee City Service Commission Rules. Included in the file are the official certification documents, results of any exams or seniority ranking, and other records related to the successful hire.	Event (Date of Hire) + 3 Yrs. Office	Destroy Under Supervision	Yes

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10	161	DER- Staffing	21-0020	<u>New Employee Orientation Materials</u>	New	Records created for distribution to new employees during New Employee Orientation sessions, including informational materials, city service forms, and training materials or modules. This series may also contain correspondence related to the development or inclusion of these materials, as well as general information about the effectiveness and participation/pass rate of online or written test-based training modules. Information about individual participation in employee training should be filed with the employee personnel file, schedule 11-0035.	Event (Superseded) + 10 Yrs. Office	Destroy Under Supervision	Yes
11	161	DER- Staffing	62-0042	<u>Employment Application Files</u>	Amend	Official Employee Relations records pertaining to applications for Civil Service positions with the City of Milwaukee for non-hired persons. Records include applications, resumes, exam files and results, background check information, and certified lists of candidates submitted to the department for approval. Since 2014, much, though not all, of this documentation is received and maintained on the Juba's employment platform. Departments should use RRDA 11-0029 for local hiring files.	Event (Close of Search) + 7 Yrs. Office	Destroy Under Supervision	Yes
12	161	DER- Staffing	65-0022	<u>Certification & Notice of Provisional Appointment</u>	Delete/ Supersede	This schedule will be superseded by Global Schedule 11-0035 <u>Personnel File</u> .	N/A	N/A	No
13	161	DER- Staffing	65-0024	<u>Certification & Notice of Appointment (Copy)</u>	Delete/ Supersede	This schedule will be superseded by Global Schedule 11-0035 <u>Personnel File</u> .	N/A	N/A	No
14	161	DER- Staffing	67-9038	<u>Eligible Lists Pre-2014</u>	Amend	Eligible List includes rating, rank, name, address and phone number of each candidate who passed a particular exam. Lists are organized by exam title. Per DER, Eligible Lists created prior to implementation of the JobAps platform in 2014 are the only source of test results for purposes of seniority and layoffs, and therefore should be kept for 30 years. (Post-2014 lists should follow schedule 21-0018 <u>Eligible Lists</u> .)	Event (Close of Search) + 30 Yrs. Office	Destroy Under Supervision	Yes
15	161	DER- Staffing	67-M038	<u>Eligibles List (CS-28) (Current List)</u>	Delete/ Supersede	This schedule represents the paper version of this record, and is to be superseded by schedule 21-0018 <u>Eligible List</u> which incorporates all media types.	N/A	N/A	No
16	161	DER- Staffing	69-0038	<u>Candidate Examination Files</u>	Delete/ Supersede	This schedule is superseded by 62-0042 <u>Employment Application Files</u> for unsuccessful candidates and 11-0035 <u>Personnel File</u> for successful candidates.	N/A	N/A	No

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17	161	DER- Staffing	69-0039	<u>Master Examination Files</u>	Amend	Records related to a particular examination (written or oral) for a Civil Service appointment. File includes a the current exam document and answers, statistical charts of results, ratings sheets, list of candidates and eligibility, and other related records. Since 2014, much of this documentation has been maintained within the JobAps employment platform.	Event (Close of Search) + 10 Yrs. Office	Destroy Under Supervision	Yes
18	161	DER- Staffing	69-0040	<u>Examination Development Documents</u>	Amend	Records of the development of exam questions for civil service positions, including correspondence with the hiring department, research on questions, and other background information. These records are of historical value for recruitments to the same or similar positions, and should be maintained until a new version of the exam is developed and implemented.	Event (Superseded) + 10 Yrs. Office	Destroy Under Supervision	Yes
19	162	DER- Compensation	09-9025	<u>Active Employee History Cards (Film)</u>	Delete/ Supersede	This schedule will be superseded by 09-S026 <u>Employee History Records-Official</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No
20	162	DER- Compensation	03-0030	<u>Job Evaluation Studies -- Bound Volumes</u>	Delete/ Supersede	This schedule will be superseded by 03-S029 <u>Job Evaluation Studies</u> and maintained archivally in E-Vault.	N/A	N/A	No
21	162	DER- Compensation	03-S029	<u>Job Evaluation Studies</u>	Amend	Job evaluation reports, related correspondence, fiscal notes and materials used to complete the studies, such as copies of job descriptions, questionnaires and related information. The official record 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.	Creation + 15 Yrs. Office	Permanent (E-Vault)	Yes
22	162	DER- Compensation	09-0025	<u>Active Employee History Cards (Paper)</u>	Delete/ Supersede	This schedule will be superseded under 09-S026 <u>Employee History Records-Official</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No

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23	162	DER-Compensation	09-E025	<u>Active Employee History Cards (Digital)</u>	Delete/Supersede	This schedule will be superseded under 09-S026 <u>Employee History Records-Official</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No
24	162	DER-Compensation	09-E026	<u>Inactive Employee History Card (Digital)</u>	Delete/Supersede	This schedule will be superseded under 09-S026 (Employee History Records-Official), which reflects the record in all formats (paper, microfilm, and electronic).	N/A	N/A	No
25	162	DER-Compensation	09-S026	<u>Employee History Records-Official</u>	Amend	Summary records of City employees' employment history, including information about appointment to job title, rates of pay, unpaid time off and termination when applicable. Before 1997, these were created as hard copy and later scanned or microfilmed. For employees with termination dates post-1997, information is now created in DER information systems. These records are vital for pension purposes and should be archived in the City's E-Vault repository for permanent retention. 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.	Permanent / E-Vault	Permanent	Yes
26	162	DER-Compensation	21-0021	<u>Certification Log</u>	New	The certification log is a file of actions taken by the DER-Compensation section during the process of certifying potential new or returning employees. The information in this file is used by Staffing to develop the official Certification file (see also 21-0019 <u>Certification File</u>). Some or all of this series created after 2014 may be maintained on the JobAps hiring platform.	Event (Date of Hire) + 10 Yrs. Office	Destroy Under Supervision	Yes
27	162	DER-Compensation	65-0013	<u>Tape Rec Comm Mtgs - Class App</u>	Delete/Supersede	This series is no longer created.	N/A	N/A	No
28	162	DER-Compensation	65-0023	<u>Req to Fill a Vac Pos Gen City (COPY)</u>	Delete/Supersede	This schedule represents a non-record (copy of a record added to a recruitment file) and should therefore be closed.	N/A	N/A	No
29	162	DER-Compensation	66-0027	<u>Job Descriptions-Official</u>	Amend	Job descriptions of employees hired under the Civil Service Commission, exempt city positions, and most fire and police positions. Job Descriptions maintained by DER are the official record required by City Service Commission rules for hiring purposes and should be maintained at least until superseded by position redefinition or reclassification. (Departments should use Global Schedule 11-0032 <u>Job Descriptions- Form CS25</u>)	Event (Superseded or position redefined or reclassified) + 10 Yrs. Office	Destroy Under Supervision	Yes

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30	162	DER-Compensation	70-0065	<u>Daily Rept Time Off OT Wkd or Taken Off</u>	Delete/Supersede	This schedule will be superseded by Global Schedule 10-0025 <u>Time Keeping Records (Departmental)</u> .	N/A	N/A	No
31	162	DER-Compensation	74-0029	<u>Employee Folder File-Out Of Service</u>	Delete/Supersede	This schedule will be superseded by the Global Schedule 11-0035 <u>Personnel File</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No
32	162	DER-Compensation	74-9030	<u>Employee Record Card-Out Of Service</u>	Delete/Supersede	This schedule will be superseded under 09-S026 <u>Employee History Records-Official</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No
33	162	DER-Compensation	74-M030	<u>Employee Record Card-Out of Service</u>	Delete/Supersede	This schedule will be superseded under 09-S026 <u>Employee History Records-Official</u> . The change in disposition reflects a change in how the retention period is calculated (i.e. triggered by end of employment, rather than moving to a new series at that time).	N/A	N/A	No
34	162	DER-Compensation	75-0088	<u>United Fund Enrollment Card</u>	Delete/Supersede	This schedule will be superseded by the Global Schedule 19-0090 <u>Deduction Authorizations and Notifications</u> .	N/A	N/A	No
35	162	DER-Compensation	75-0092	<u>Notice of Prospective Retirement</u>	Delete/Supersede	This series is no longer created.	N/A	N/A	No
36	162	DER-Compensation	90-0076	<u>Salary and Position Ordinance with Annotations</u>	Delete/Supersede	This series was used by DER for purposes of salary and benefits negotiations and is distinct from the official copies of the Salary and Position Ordinances. It should be superseded by Global Schedule 11-0023 <u>Collective Bargaining and Labor Contract Administrative Case Files</u> .	N/A	N/A	No
37	164	DER-Administration	03-0013	<u>EEO Complaint Files-By City Employees</u>	Amend	EEO complaints made by city employees to the DER Office of Diversity. Records contained within this series usually include a complaint form, notes from interviews, and an investigative summary, although complaints from earlier years only included an intake form and additional notes. (This schedule is being transferred from department 160-DER Diversity to 164-DER Administration.)	Event (Close of file) + 10 yrs. Office / 35 yrs. City Records Center	Destroy Under Supervision	Yes

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38	164	DER-Administration	03-0014	List Of Attendees At EEO Training Programs	Amend	Lists of employees who attended various EEO/Diversity Training Programs such as "Valuing Diversity" and "Anti-Harassment Training." These records are useful for demonstrating compliance short-term but typically maintain minimal value as training is obsoleted/superseded. Individual employee attendance may be documented in personnel files, which have longer-term retention. (This schedule is being transferred from department 160-DER Diversity to 164-DER Administration.)	Creation + 3 Yrs. Office	Destroy Under Supervision	Yes
39	164	DER-Administration	03-0018	EEO /Diversity Training Evaluations	Amend	Evaluations from attendees of EEO/Diversity Training Programs such as "Valuing Diversity" and "Anti-Harassment Training." These evaluations are used for administrative purposes to improve training programs. (This schedule is being transferred from department 160-DER Diversity to 164-DER Administration.) The retention on this series is being reduced to match the State General Records Schedule for training evaluations, HR000182.	Event (Receipt) + 1 Yr. Office	Destroy Under Supervision	Yes
40	164	DER-Administration	03-0021	EEO 4 Reports	Amend	State and Local Government Information Report (EEO4) is submitted to the U.S. Equal Employment Opportunity Commission (EEOC) every other year. It contains a listing of the City's workforce, by race and sex, for different functions such as "Financial Administration" and "Streets and Highways." It is required by law under Title VII of the Civil Rights Act of 1964, as amended. (This schedule is being transferred from department 160-DER Diversity to 164-DER Administration.)	Event (Report Submitted) + 1 Yr. Office	Municipal Research Library (Permanent)	Yes
41	382	Health- Home Environmental Health	21-0013	Radioactive Materials Supporting Documents	New	Records that support radioactive materials and or radiation management programs that may be disposed prior to the termination of the license or program requiring the record. Records include: Audits, area surveys, leak test results, irradiator use, industrial radiography devices, and other related records. Retention for this series is based off RDA# RISK0090 and retention requirements in DHS §157.31.	Creation + 7 Yrs. Office	Destroy Under Supervision	Yes
42	382	Health- Home Environmental Health	21-0014	Radioactive Materials License Documents	New	Records that support radioactive materials and or radiation management program that may not be disposed prior to the termination of the license or program requiring the record. Records include: program provisions, surveys, dose calculations and measurements, doses to members of the public, and other related records. Retention for this series is based off RDA# RISK0090 and retention requirements in DHS §157.31.	Creation + 7 Yrs. Office	Destroy Under Supervision	Yes

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43	382	Health- Home Environmental Health	21-0015	<u>Radiation Individual Monitoring Records</u>	New	Records of doses for those whom monitoring is required under DHS §157.25 (2). Records include whole body deep dose equivalent, lens dose equivalent, skin, extremity dose, and other dose records. Permanent retention is based on RDA# RISK0092 and retention requirements in DHS §157.31(7)(f) and (g).	Permanent	Permanent	Yes
44	382	Health- Home Environmental Health	21-0016	<u>Radioactive Materials Decommission Records</u>	New	Information related to decommissioning of a facility in an identified location. Records include Spill records, list, drawings and modifications of restricted areas, waste-burial areas, and decommissioning funding plans. Retention of this series is based on RDA # RISK0093 and retention requirements in DHS § 157.15(7).	Event (Site is released for unrestricted use) Office	Destroy Under Supervision	Yes
45	382	Health- Home Environmental Health	21-0017	<u>Radiation Device Receipt/Disposition Records</u>	New	Licensee or registrant's records showing the receipt, transfer and disposal of all sources of radiation per Department of Health Services (DHS) Admin Code §157.06(1).	Fiscal Yr. + 3 Yrs. Office	Destroy Under Supervision	Yes