



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, Robert Jaeger, James Klajbor, Jennifer Meyer,
James Owczarski, Jeffrey Madison, James Zimmer, David Klein,
Richard Watt, and Jeffrey Larson.**

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

Thursday, September 16, 2021

10:00 AM

Virtual Meeting

Amended 9/9/21 - Meeting location changed to virtual.

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/168670141>. You can also dial in using your phone United States: +1 (872) 240-3412 and Access Code: 168-670-141.

- 1. Call to order.**
- 2. Roll call.**
- 3. Introduction of new members.**
- 4. Review and approval of the previous meeting minutes from June 10, 2021.**
- 5. 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 review or approval*
 - d. DocuSign records management and retention policy for review or approval*
- 6. Review of copying costs.**
- 7. Information and Technology Management Division communications.**
 - a. Data Governance Plan*
 - b. Multi-factor authentication implementation*
 - c. Cyber-security training*

8. Comptroller's Office Audit Division communications.

- a. IT Risk Assessment*
- b. Comptroller's remediation efforts for NIST audit*

9. Agenda items for the next meeting.

10. Next meeting date and time.

- a. Thursday, December 9, 2021 at 10 a.m.*

11. Adjournment.

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

[210762](#) Communication relating to the matters to be considered by the City Information Management Committee at its September 16, 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.

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