City of Milwaukee

Meeting Minutes

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. NIK KOVAC, CHAIR
Nancy Olson, Vice-Chair
Chuck Burki, Jane Islo, James Klajbor, Jennifer Meyer, James
Owczarski, Judy Pinger, Aycha Sawa, Richard Watt, and
Deborah Wilichowski

Staff Assistant, Chris Lee, 286-2232, Fax:286-3456,
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Thursday, December 14, 2017	10:00 AM	Room 303, Third Floor, City Hall

1.   Call to order.

Meeting called to order at 10:05 a.m.

2.   Roll call.

Present 10 - Islo, Owczarski, Klajbor, Meyer, Kovac, Watt, Wilichowski, Sirvanci, Olson and Pinger

Absent 1 - Burki

Individual also present:
Atty. Peter Block, City Attorney's Office

3.   Review of the previous meeting minutes from September 14, 2017.

Member Watt moved approval, seconded by member Wilichowski , of the meeting minutes from September 14, 2017. There was no objection.

4.   Records retention.

a. Proposed department record schedules for approval

Individual appearing:
Bradley Houston, City Records Center

Mr. Houston gave an overview. There are 29 new schedules being created or renewed, 10 being closed due to adopting a global schedule, 20 global schedules being adopted by departments, and 147 being closed due to being superseded by later series. Most of the schedules are straightforward. Item 4, 17E057, is a photocopy and was directed to be put through due to the photo ID law and the desire for proof of identification being given once for absentee ballots. An ID is tied to the registration rather than an absentee ballot, so the ID record has to be held for the length of registration rather than 22 months. An ID record will be for 4 years with the goal of purging it at the end. Item 170052 is a global schedule for hazardous environmental waste disposal

manifest, and such records should be kept by Dept. of Public Works, Water Works, and Health Department. Samples of the emergency government coordinator files and radiological survey materials will be kept while the rest are being purged.

Member Meyer-Stearns added that the library should be added to the list of departments keeping record of hazardous materials since the library does keep such records.

Vice-chair Olson inquired about the total number and adequacy of global schedules.

Mr. Houston replied. There are about 5500 to 5700 schedules in the database. About 4500 do not have expiration dates. He has begun looking at those schedules without expiration dates and has found that many of them can be destroyed. There are about 40 to 50 global schedules with room for more. We now have global schedules for personnel-related records and administrative-related records. He is working to develop a fiscal accounting schedule of global schedules, and departments are asked to submit comments back to him. Other areas for global schedules to think about may include purchasing, grant-related funding, payroll, and much more.

Member Klajbor moved approval, seconded by member Meyer-Stearns, of the department record schedules, as proposed. There was no objection.

b. State Records Board approval of previous schedules

Individual appearing:
Bradley Houston, City Records Center

Mr. Houston gave an update. 41 schedules from 17 departments were sent to the Public Records Board November 11, 2017 meeting, and all but 3 were approved. Those 3 required minor changes. In theory, all 41 schedules were approved, but he has not received official notice of approval from the board. The board is under some personnel transition, which is causing some delay. Departments may prepare records but should not follow through on destroying these records until his office receives signed, written confirmation.

Member Owczarski commented. Due to the City Hall foundation work, the facilities of the Legislative Reference Bureau - Library, Historic Preservation Commission, and City Records Center are being merged into a single entity called The Milwaukee Research Center for next year 2018.

Member Klajbor said that perhaps City Records should provide lists of existing schedules, schedules with no expiration dates, and global schedules for each department to review and assist in identifying those schedules that are obsolete.

Mr. Houston replied. He will be distributing such lists to departmental record coordinators. The assumption is that departments are automatically opted-in onto global schedules; otherwise, departments need to opt out.

5.   **Security Appliance update (2017 Capital Project).**

Vice-chair Olson gave an update. ITMD has a contract with Palo Alto for security appliance that will allow for potential intrusion detection to the network, give better network security, replace all network firewalls, and give new VPNs remote access

options. The current firewall is aging and not very convenient to find IP addresses and multiple intrusion attempts. ITMD is testing Palo Alto prior to deploying it across the network.

Member Klajbor inquired about departmental impact.

Vice-chair Olson replied. The new appliance will enable control of restricting access to sites. The appliance will be deployed in the same manner across the City once it is configured in ITMD. Not every department has a firewall. Further deployment configuration will come forward first quarter next year. There is no intention to be restrictive in blocking sites, such as Facebook or Youtube. There will be monitoring capabilities for these sites and logging of malicious sites visited.

Ald. Kovac questioned record keeping of logs.

Atty. Block said that there are public records consequences to keeping records of logs.

6.   **Communication on Conference Bridges.**

Vice-chair Olson commented. For everyone on the City telephone system, except the fire and police departments, there is the ability to reserve a conference call number, get an access password, and distribute the number for meetings. A writs request can be done to obtain a conference bridge phone number and password. It appears people have relied on a service or third party vendor to provide conference bridges. Conference bridges through the City are not recorded.

7.   **Mainframe decommission update.**

Vice-chair Olson gave an update. It has been a 9-year goal to remove the mainframe. Moving off the mainframe are the tax collection system and police warrants and medical alerts. The old mixed personnel data prior to the 1997 PeopleSoft conversion are seldom looked at still by the Dept. of Employee Relations, will move off the mainframe, and placed into a SQL server database that can be queried. ITMD is identifying and diagnosing unused programs on the mainframe. The goal is to retire the mainframe by mid-2018 at the latest. Mainframe maintenance and its software are a big expense to ITMD's budget. Departments should contact ITMD of any important programs that they still need that are still running under the mainframe or N275. Parts of the mainframe can be sold off, and there is a market out there.

8.   **Open Data update.**

Vice-chair Olson gave an update. A RFP process was conducted. The vendor OpenGov has been selected with a signed contract. A first goal is to import all data on the City webpages, particularly the open data links page, into the open portal product followed by request from departments for additional datasets. The next step would be the inventory. A management trainee was obtained, will be managing the product, contacting the vendor, and working with departments.

Mr. Houston questioned the conversion of open data into an operational form.

Vice-chair Olson replied. There should be some functional purposes for the open

portal data. It would depend on the dataset and its source. Data will be loaded into the portal product with an API connection to it. The frequency of updating data would depend on the respective departments, the type of data, and its system source.

9.   2018 meeting schedule.

2018 meeting schedule is proposed as follows:

Thursday, March 15, 2018 at 10 a.m., Room 301-B, City Hall
Thursday, June 14, 2018 at 10 a.m., Room 303, City Hall
Thursday, September 20, 2018 at 10 a.m., Room 303, City Hall
Thursday, December 13, 2018 at 10 a.m., Room 303, City Hall

Mr. Houston commented. The proposed meeting dates will work for Public Records Board purposes despite running behind the records board schedule. The City's retention schedule process runs behind the state records board schedule anyway, and not much can be done to change that.

Member Owczarski moved approval of the 2018 City Information Management Committee meeting schedule. There was no objection.

10   Adjournment.

Meeting adjourned at 10:34 a.m.

Chris Lee, Staff Assistant
Council Records Section
City Clerk's Office

Matters for this meeting can be found within the following file:

[171222]   Communication relating to the matters to be considered by the City Information Management Committee at its December 14, 2017 meeting.

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