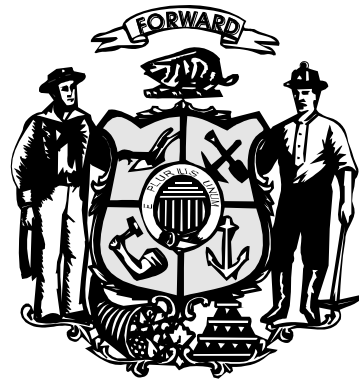


# General Records Schedule

## Administrative and Related Records

Approved by the Public Records Board

**August 23, 2010**



Revised: January 11, 2016

Expiration: August 23, 2020

**For use by all units of Wisconsin Government at the State, County, and Municipal level**

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## SCOPE

The General Records Retention Schedule for administrative records for Wisconsin state agencies is designed to cover records created in the process of planning and carrying out the administrative tasks of an agency or office that are not covered by agency program-specific or other approved general schedules.

This retention schedule applies to records in all media.

This schedule supersedes the Common Records General Records Schedule in Wisconsin for state agencies, counties, municipalities, or other local units of government.

A companion document, [Introduction to General Records Schedules-Boilerplate, June 2009](#), located at the Public Records Board web site <http://publicrecordsboard.wi.gov/> provides more information and guidance about the use of general records schedules by Wisconsin state agencies.

**Personally Identifiable Information (PII):** Wisconsin law requires authorities to identify specifically certain record series within a general records schedule that contain PII. The statute defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” [Wis. Stats. § 19.62\(5\)](#). Despite this broad definition, the statute, [Wis. Stat. § 16.61\(3\)\(u\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) mailing lists; b) the results of certain computer matching programs; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) those relating to state agency procurement or budgeting. As to those record series identified as containing PII, the schedule should further indicate whether the PII is incidental to the primary purpose for which the record series is created. Additional information and definitions of key terms relating to PII are provided at <http://itsecurity.wi.gov/>. If in doubt as to whether a specific record series contains PII, check with agency legal counsel, either within your agency or by contacting the Attorney General’s office.

**Confidentiality of Records:** Some record series may contain confidential or restricted access records such as social security numbers. The schedule should identify any record series containing information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute or administrative rule that so requires. NOTE: Some, but not all PII is confidential. At the same time, records not containing PII may be required by law to be kept confidential. The designation of a particular record series as “confidential” relates primarily to the general schedule’s function in regulating the retention and disposition—including destruction—of the record series. In contrast, public access to records is determined by the Public Records law and not simply by the designation of confidentiality in a record schedule. If in doubt as to whether or not a specific record is confidential, check with legal counsel, either within your agency or by contacting the Attorney General’s office.

**Revision History:** See the “Revision History” section for a listing of changes to this GRS.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Activity and Production and Annual Reports</b>						
<b>ADM00001</b> <i>[Supersedes Common Records GRS Series 90500000]</i>	<b>Routine Activity and Production Reports Created by Individuals or Work Units</b>	Occasional and/or periodic reports by individuals, offices or teams that document the business of the agency.  Note: Reports at the division level must be retained under a program-specific RDA.	Creation + 1 year and destroy	No	No	Progress reports Workload reports Status of work assignments Backlog and production reports
<b>ADM00001A</b>	<b>Activity (Status) Reports Received from Bureaus within the Division and Division Status Reports Prepared for the Office of the Secretary</b>	Occasional and/or periodic reports that document and report on the business functions of the division and its supporting bureaus.	Creation + 3 years and Transfer to WHS or UW-Madison Archives	No	No	The official records of the any Board's, Councils or Commissions established by legislation or Governor's Executive Order should follow ADM00025 in the Administrative General Records Schedule.  The official records of any teams, projects, or workgroups that have potential program/policy impact should follow ADM00026 in the Administrative General Records Schedule.  The official records of any teams, projects or workgroups that relate to internal and routine activities should follow ADM00027 in the Administrative General Records Schedule.
<b>Agency Reports Required by Statutes</b>						
<b>ADM00002</b>	<b>Biennial or Annual Report Documentation</b>	Agency files associated with preparing the agency biennial or annual reports submitted to DOA.  Material related to Biennial or Annual reports prepared by agencies as required by <a href="#">Wis. Stat. 15.04</a> .	Event + 4 years and destroy  Event is the date of the report submittal	No	No	The completed reports are publications that must be made available per <a href="#">Wis. Stat. 35.83</a> to various libraries.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Administrative Rules</b>						
<b>ADM00003</b>	<b>Administrative Rules</b>	<p>This series includes records used to develop and revise Administrative Codes (Administrative Rules).</p> <p>This series also contains the final, published Administrative Code, including agency-issued Emergency Rules.</p>	<p>Event + 10 years and Transfer to WHS or UW-Madison Archives</p> <p>Event is the effective date [or legislative objection date] of each rule</p>	No	No	<p>Background materials</p> <p>Notices</p> <p>Rule drafts</p> <p>Code interpretations</p> <p>Summary of public comments from hearings</p> <p>Legislative comments</p> <p>Correspondence</p> <p>Fiscal estimates, orders and reports</p> <p>Note: Final Administrative rules have the force of law and are maintained by the Legislature. See <a href="http://www.legis.state.wi.us/rsb/code.htm">http://www.legis.state.wi.us/rsb/code.htm</a></p>
<b>Calendars and Schedules</b>						
<b>ADM00004</b> <i>[Supersedes Common Records GRS Series 90500001 &amp; 002]</i>	<b>Calendars and Schedules – Appointed Staff or Equivalent Positions</b>	Calendars, schedules, diaries and/or meeting logs used to document meetings and appointments.	<p>Event + 3 years and Transfer to WHS or UW-Madison Archives</p> <p>Event is separation from position</p>	Yes	<b>Follow agency specific statutory citations</b>	<b>Appointed Staff Examples may include:</b> Agency Head, Deputy, Executive Assistant, Division Administrators, Regional Directors, etc.
<b>ADM00005</b> <i>[Supersedes Common Records GRS Series 90500001 &amp; 002]</i>	<b>Calendars and Schedules – Non-Appointed Staff</b>	Calendars, schedules, diaries and/or meeting logs used to document meetings and appointments.	Creation + 1 year and destroy confidential	Yes	<b>Follow agency specific statutory citations</b>	Calendars, appointment books, schedules, reminder notes diaries and logs used by agencies and program units to schedule and document routine activities such as meetings, work shifts, telephone or front desk coverage, and time off or vacations.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Charity Drive</b>						
<b>ADM00006</b>	<b>Annual State Sanctioned Charity Campaign</b>	File related to annual state sanctioned charity campaign.  Note: Does not include deduction request forms.	Event + 2 and destroy confidential  Event is end of annual campaign  Deduction request forms follow PAY00021 or PAY00014	No	No	Committee meeting agendas Minutes Flyers Advertisements
<b>Complaints (External)</b>						
<b>ADM00007</b>	<b>Complaints (External) not otherwise regulated by state or federal requirements</b>	File related to complaints regarding issues not related to a specific program.	Event + 2 years and destroy confidential  Event is complaint resolution, dismissal or end of litigation	Yes	No	Complaints about agency website, or voice mail loops.
<i>NOTE: Complaints (Internal) – See Human Resources and Related Records General Records Schedule <b>HR000108</b> for Union Member Grievances and <b>HR000110</b> for Non-Represented Grievances</i>						
<b>Continuity of Operations Plans (COOP)</b>						
<b>ADM00008</b>  <b>DO NOT USE</b>  Superseded by FAC00088	<b>Agency Final Continuity of Operations/Continuity of Government Operational Plan and Documentation</b>	Agency official copy and work papers of the COOP/COG plan.  Note: This record set may be classified as confidential.	Event and destroy confidential  Event is superseded by revised plan	Yes	Yes  WI Executive Order #81 and/or HSPD-5	A copy is also maintained by DOA in the Long Range Disaster Recovery and Planning System (LDPRS) repository. See IT000015, Disaster Preparedness and Recovery Plans.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Correspondence</b>						
<b>ADM00009</b>	<b>Appointed Staff or Equivalent Positions Business-Related Correspondence</b>	Business-related correspondence of the Secretary's Office, Appointed Staff or Equivalent Positions.	Event + 3 years and transfer to WHS or UW-Madison Archives  Event is separation from position	Yes	<b>Follow agency specific statutory citations</b>	Includes tracked or controlled correspondence.  <b>Appointed Staff Examples may include:</b> Agency Head, Deputy, Executive Assistant, Division Administrators, Regional Directors, etc.
<b>ADM00010</b>	<b>Non-Appointed Staff Business-Related Correspondence</b>	Business-related correspondence of non-appointed staff.  Note: Correspondence that relates specifically to a program must be retained under a program-specific RDA.	Creation or receipt + 1 year and destroy confidential	Yes	<b>Follow agency specific statutory citations</b>	This is business correspondence directly related to a position's regularly assigned duties, responsibilities or functions.
<b>ADM00011</b> <i>[Supersedes Common Records GRS Series 9050005]</i>	<b>Transitory Correspondence and Other Related Records</b>	Correspondence and other related records of short-term interest which have no documentary or evidentiary value.  Note: Transitory messages do not set policy, establish guidelines or procedures, document a transaction or become a receipt.	Event and destroy confidential  Event is until no longer needed	Yes	No	Routine requests for information that require no policy decision, special compilation or research are transitory to the sender and the recipient.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Course Materials for Programs Offered by State Staff</b>						
ADM00012	<b>Training/Course Materials</b>	<p>Materials prepared and used by staff to provide information targeted to internal and external audiences.</p> <p>Note: Seminars/training related to law, licensure, certification, etc., must be retained under a program-specific RDA.</p>	<p>Event and destroy</p> <p>Event is superseded or no longer needed</p>	No	No	<p>Basic skill development Records management training Operational or functional training</p> <p>Note: Does not include training courses included in the Human Resources &amp; Related Records General Schedule.</p>
<b>Grants –Grants Received and Disbursed by State Agencies</b>						
ADM00013	<b>Grant Documentation</b>	<p>This record series documents the administration of a grant program, including the application review process and expenditure of grant funds. It also covers activities relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds or the grant denial.</p>	<p>Event + 4 years and destroy confidential</p> <p>Event is date of final report or notification of denial</p> <p>Note: Grant cycle completion has occurred when all reporting requirements are satisfied and final payments have been received or disbursed for that grant cycle or from the date the grant is denied.</p> <p>If the terms of the grant require other retention, those must be retained under a program-specific RDA.</p>	May Include PII	No	<p>Grant applications Notifications of award or denial of grant funds Contracts Agreement Grant status Narrative and financial reports Supporting documentation</p>



RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Lobbying</b>						
ADM00014	Department Lobbyists, Lobbying Activities and Expenditures	Files containing department lobbying activities and expenditures documentation and reports.	Creation + 2 years and destroy confidential	Yes	No	State agencies employing lobbyists and the lobbyists they employ must report their lobbying-related activities and expenditures every six-months. Reports are due January 31 and July 31 for the prior six-month reporting periods (Jan-June and July-Dec). The State Ethics Board has a form, Statement of Lobbying Activities and Expenditures, that is used, <a href="#">Wis. Stats. 13.62 (8)</a> .  Includes reports filed under <a href="#">s. 13.695</a>
<b>Staff Notices or Communications</b>						
ADM00015	Internal Newsletters	Periodic communication from department managers to staff covering a variety of topics. Communication could be via e-mail, Intranet or open letter.  Note: These newsletters are internal to the organization. Newsletters or other communications designed to communicate with the public should follow the requirements of the DPI Depository program, Wisconsin Statutes <a href="#">Sections 35.81-35.84</a> .  The entity in the organization responsible for creating the newsletter is responsible for retaining the record. Copies received by recipients are non-records.	Creation + 1 year and destroy	No	No	Division or program newsletters Department communications

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Notices (Legal)</b>						
ADM00016	Legal Notices	Documentation associated with required legal notices.  Note: Legal notices required for an event should be filed with the specific action/event.	Creation + 1 year and destroy	No	No	
<b>Agency Organization Related</b>						
ADM00017	Agency Organizational Planning Documentation	Includes agency, division and bureau strategic, business and operational planning files such as but not limited to final plan and significant work papers.	Event + 6 years and transfer to WHS or UW-Madison Archives  Event is plan completion or superseded or revised  Destroy copies, drafts, and routine material when no longer needed	No	No	Strategic plans are typically prepared at the agency level, Business and operational plans are typically executed at the division and bureau level.  Records include master copy of plan and essential background documentation
ADM00018	Reorganization Documentation	Documents showing organizational changes within the agency. Files of significant addition, deletion, or transfer of administrative, functional or regulatory, responsibilities, etc.	Event + 2 years and transfer to WHS or the UW-Madison Archives  Event is completion of reorganization	No	No	Divisions usually propose reorganizations that are then approved by the agency Secretary. Budget and HR typically review division requests from both budget and HR perspective. Some reorganization proposals may require notice and or approval by the State Budget Office in DOA on behalf of the Governor.
ADM00019	Organization Charts – Bureaus, Divisions, Departments	Repository of the official organizational structure of each state agency, its divisions and bureaus.	Event and transfer to WHS or UW-Madison Archives  Event is superseded	No	No	

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
ADM00020	<b>Organization Charts – Sections and Work Units</b>	Repository of the official organizational structure of each state agency section and work unit.	Event and destroy  Event is superseded	No	No	
ADM00021	<b>Transition Briefings</b>	Records prepared to provide an overview of the organization during transitions to new management.	Event + 2 years and destroy  Event is date prior executive leaves his/her position	No	No	These records would typically be prepared at the division level when a new department secretary is appointed. However, this category could also be used to cover any transition related records prepared by a program manager to assist the transition to their replacement.
<b>Open Records</b>						
ADM00022	<b>Open Records Requests and Responses</b>	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the <a href="#">Wis. Stats 19.35-19.37</a> and the Federal Freedom for Information Act (FOIA).	Event + 3 years and destroy confidential  Event is when response is provided	Yes	No	All correspondence and logs. Does not include copies of material sent in response to the request, which is already covered under agency- specific RDAs.  Includes original request, notice of change (of scope of request), billing, collection of fees, acknowledgement of receipt of request, follow-up letters and transmittal memorandums, access request review, requests for extension, third party notification, access request review recommendations and summaries, listing of records searched and used to respond to requests, and logs maintained documenting receipt and response of requests.  May also include request response package including any redaction of information (if information is kept). If requests are denied, records covered here include request denials and related justification, mediation, representations from third parties, recommendations, court orders, and reviews. Also includes abandoned requests.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Policies and Procedures</b>						
ADM00023	<b>Internal Policies and Procedures</b>	<p>Established departmental policies and procedures.</p> <p>Note: May also be called Administrative Practices or Directives or Executive Directives.</p> <p>External policies/regulations/manuals, etc., must be retained under a program-specific RDA.</p>	<p>Event + 7 years and destroy</p> <p>Event is the date the policy and procedure is superseded or made obsolete</p>	No	No	<p>Manuals Manual codes Handbooks, etc.</p> <p>Note: Procedures under this RDA have typically gone through a vetting process and are intended to support the agency's policies in a direct manner. This RDA does not necessarily include worker instructions which may be viewed as task-specific directions used to ensure compliance with policies and procedures.</p>
<b>Surveys – Internal</b>						
ADM00024	<b>Surveys/ Questionnaires- Internal to the Agency</b>	Documents the creation and results of surveys by or for agencies for administrative, informational or research purposes.	Creation +1 year and destroy	No	No	Uses might include customer satisfaction surveys with various department programs or services such as the department's IT related help desk.
<b>Boards, Councils, Commissions</b>						
ADM00025	<b>Boards, Councils, or Commissions</b>	Records associated with boards, councils, commissions established by legislation or Governor's Executive Order.	Creation + 5 years and transfer to WHS or UW-Madison Archives	May Include PII	May Include Confidential Information	<p>Member listings Charter or Project Mandate Operating rules Staff roles/responsibilities Agendas, meeting notes and attached documentation Interim reports, work papers and related presentations Final report and related presentations</p> <p>Closed session materials may be confidential under Wis. Stat. § 19.85(1)(c)(e)(f)(g). Materials must be identified as closed session – confidential.</p>

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Teams, Projects or Workgroups</b>						
ADM00026	<b>Team, Project, or Workgroup Documentation – Program/Policy Impact</b>	<p>Records associated with teams, committees, projects, or workgroups established by or among agencies that have program and/or policy impact.</p> <p>Project should have</p> <ul style="list-style-type: none"> <li>* Established precedent and resulted in a state policy or procedural change</li> <li>* Received widespread attention from the news media, or</li> <li>* Been recognized for its uniqueness by established authorities outside the government</li> </ul>	<p>EVT + 5 years and transfer to WHS or UW-Madison Archives.</p> <p>Event is end of team, project, or workgroup.</p>	No	No	<p>Agendas, minutes and attached documentation</p> <p>Member listings</p> <p>Charter or Project Mandate</p> <p>Operating rules</p> <p>Staff roles/responsibilities</p> <p>Interim reports, work papers and related presentations</p> <p>Final report and related presentations</p> <p>Work plans</p> <p>Compiled survey results</p> <p>Charts, diagrams</p> <p>Statistics</p> <p>Reports</p> <p>Research materials</p> <p>Other documentation related to management studies, non-fiscal audits, surveys, and planning studies</p> <p>Note: Record series not intended for an individual's records.</p>
ADM00027	<b>Team, Project, or Workgroup Documentation – Internal and Routine Activities</b>	Records associated with teams, committees, projects, or workgroups established by or among agencies that have internal impact only.	Creation + 2 years and destroy	No	No	<p>Agendas, minutes and attached documentation</p> <p>Member listings</p> <p>Charter or Project Mandate</p> <p>Operating rules</p> <p>Staff roles/responsibilities</p> <p>Interim reports, work papers and related presentations</p> <p>Final report and related presentations</p> <p>Work plans</p> <p>Compiled survey results</p> <p>Charts, diagrams</p> <p>Statistics</p> <p>Reports</p> <p>Research materials</p> <p>Other documentation related to management studies, non-fiscal audits, surveys, and planning studies</p> <p>Handouts</p>

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
						Discussion Worksheets Evaluations  Note: Record series not intended for an individual's records.
<b>ADM00028</b>	<b>Biographies of Appointed Staff or Equivalent</b>	Biographies (Bios) of appointed staff with or without corresponding headshots are used by Communications Office staff for a variety of purposes, such as providing basic information about these individuals to internal staff, external parties, and for public speaking engagement introductions.	Retain until end of each individual's appointment and then transfer to WHS or UW-Madison Archives	Yes	No	
<b>ADM00029</b>	<b>Memorandums of Understanding (MOU) &amp; Service Level Agreements (SLA)</b>	A MOU or SLA is used for a variety of purposes to define agreements between state agencies and in some cases even to define agreements between a large state agency's separate divisions or bureaus.	EVT+4 years and destroy.  Event is the ending date of the MOU or SLA.	No	No	MOUs and SLAs are most typically used for coordination of administrative activities such as two agencies sharing a common function such as a help desk or the temporary interchange of a state employee.
<b>ADM00030</b>	<b>Subject Files – Appointed Staff or Equivalent Positions</b>	Subject files maintained by Appointed Staff or Equivalent Positions related to agency issues and operations.	EVT+3 years and transfer to WHS or UW-Archives  Event is separation from position.	May include PII	Follow agency specific statutory citations	Appointed Staff may include: Agency Head, Deputy, Executive Assistant, Division Administrators, Regional Directors, etc.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Forms Management Records</b>						
This section pertains to blank forms and templates only. It is important to reiterate that these retention schedules apply to records in any format. Forms that have been filled out and completed are part of a program record and should follow retention schedules for the program.						
<b>ADM00100</b>  <i>[Supersedes FORMS001]</i>	<b>Form History Files</b>	A history of authorized final agency forms created and assigned an official identification number as part of the creation, design, revision, printing, and use. The history file typically contains a complete history of all finalized and/or printed versions of the form.  The history of each form is used to track changes, answer inquiries, conduct research, and maintain version control.	EVT + 5 years and destroy.  Event is after obsolete.	No	No	This retention applies to the official copy. The Agency Forms Manager/Officer maintains the official copy. If forms users/owners maintain working copies of forms, they should only be retained as long as needed for reference. Includes web based templates.  Completed forms are covered by a program specific RDA.  Some agencies may have a legal obligation to keep active and obsolete history files permanently. If so, an agency specific RDA should be developed.  Examples: service requests, order sheets, suggested updates, etc.
<b>ADM00101</b>  <b>NEW</b>	<b>Forms Rough Draft and Change Request Files</b>	Includes development information, change requests received from users, and printing specifications and orders, format samples of each approved version and sponsor/program managers approvals.	EVT + 6 months and destroy.  Event is after form is finalized and made available for use.	No	No	Includes routing slips, old print orders, rough drafts, data input screens, etc.
<b>ADM00102</b>  <i>[Supersedes FORMS002]</i>	<b>Forms Inventory Records</b>	Manual and automated systems containing a running inventory of each form. The inventory system may include, but is not limited to, information on revision dates, storage	FIS + 4 years and destroy.	No	No	Running inventories are continually updated. At a minimum, the current fiscal year and previous 4 fiscal years should be maintained before purged or destroyed.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
		locations, orders received, orders filled, minimum reorder points and current stock on hand. The inventory record is used to document the creation, revision and use of forms, in addition to running reports for reorder, audit, or risk/insurance management purposes.				
<b>ADM00103</b> <i>[Supersedes FORMS003]</i>	<b>Form Request Orders</b>	Records used to fill requests for blank forms to users and the general public. These requests may be received via order forms, e-mail, website request screens, or letters received via mail. These order requests may be keyed into an automated forms inventory system and may be used to verify completion of requests and generate usage or reorder reports.	EVT + 1 month and destroy.  Event is after filled.	No	No	
<b>ADM00104</b> <i>[Supersedes FORMS007]</i>	<b>Forms Catalog/Listing</b>	Office catalog of agency forms, which is used as a primary reference tool to learn when a form was created, last revised, or became obsolete.	EVT + 0 and destroy.  Event is until superseded.	No	No	Catalog/listing can be sorted and printed in an alphabetical or numeric order.



RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<p><b>Library Operations and Related Records</b>  This section pertains to State Agency library operations records and not Wisconsin Public Libraries. Forms or documents that may be part of a program record should follow retention schedules for that program.</p>						
<b>ADM00110</b>  <i>[Supersedes LIB00001]</i>	<b>Interlibrary Loan Files</b>	Records of interlibrary loan transactions, which may include requests from patrons or other agency library and agency library circulation or interlibrary loan system records generated in the fulfillment of the interlibrary loan request.	EVT + 3 years and destroy.  Event is completion of transaction. (i.e. receipt or issuance of copies or return of borrowed materials).	No	No	This retention period ensures that records of transactions will be available for reference, analysis, and planning. This period will also meet any legal need to demonstrate compliance with U.S. Copyright Law (17 USC 507) which establishes a 3 year limitation on actions for copyright violations. Before disposing of records, agencies must ensure that no legal actions have been initiated which might require access to them.
<b>ADM00111</b>  <i>[Supersedes LIB00002]</i>	<b>Catalog of Holdings</b>	Manual and automated catalogs and lists of books, journals, reports, serials, and other published materials held in an agency library. Cataloged records include subject headings, authors, call numbers, and web links, if applicable.	EVT + 0 and destroy.  Event is after catalog record is superseded or de-accessioned.	No	No	
<b>ADM00112</b>  <i>[Supersedes LIB00003]</i>	<b>Circulation or Loan Reports</b>	Logs, charge-out cards, routing slips, and related records documenting the loan of library materials to patrons.	EVT + 0 and destroy.  Event is borrowed item is returned or after efforts to retrieve are abandoned and item is declared lost and de-accessioned.	May include PII	May be confidential per Wis. Stat. 43.30 depending on library designation or circulation system used.	The pocket and charge cards, which are permanently attached to books and other items, remain in the item until superseded or de-accessioned.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>Mail &amp; Messenger Services and Related Records</b> This section pertains to State Agency mail operations records only. Forms or documents that may be part of a program record should follow retention schedules for that program.						
<b>ADM00120</b>  <i>[Supersedes MAIL0001]</i>	<b>Mail Pickup and Delivery Records</b>	Includes mail and fax logs, certified or registered mail receipt forms, signed pickup and delivery receipts, delivery and pickup route lists, spreadsheets, reports and related records that document that mail and messages were picked up and delivered.	CR + 1 year and destroy/destroy confidential as applicable.	Yes	No	These records may be required as evidence in open records cases alleging that an agency did not respond in a timely manner to inquiries or requests for service by the public.  Note: Does not include records specifically required as evidence of the execution of a contract, timely receipt of bids, or compliance with a specific statute or regulation.
<b>ADM00121</b>  <i>[Supersedes MAIL0002]</i>	<b>Mail and Messenger Service Distribution and Routing Plans, Schedules, and Lists</b>	Service delivery and pickup routes, schedules, and distribution lists used to administer agency mail and messenger services.	EVT + 0 and destroy.  Event is superseded or discontinued.	No	No	Records have no value once they are superseded or discontinued.  Includes route diagrams or charts, mail and messenger service staff assignments, route schedules, and copies of distribution lists.
<b>ADM00122</b>  <i>[Supersedes MAIL0003]</i>	<b>Mailing Address Lists</b>	Printed and automated mailing lists used to send mailings or to mail materials to subscribers or regular recipients.	EVT + 0 and destroy.  Event is superseded.	No, exempt under 16.63(3)(u)	No	
<b>ADM00123</b>  <b>NEW</b>	<b>Mail Move Updates</b>	Records of move updates which are used to update address records	EVT + 0 and destroy confidential.  Event is update verified.	No, exempt under 16.63(3)(u)	No	Examples include paper USPS address change cards or reports generated from move update software such as Satori.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<p><b>Records Management Program Records and Related Documents</b>  This section pertains to Records Management operations records only. Forms or documents that may be part of a program record should follow retention schedules for that program.</p>						
<b>ADM00130</b>  <i>[Supersedes REC00001]</i>	<b>Records Inventory Files</b>	Descriptive inventories of agency records, contained in either manual or automated systems, for in-house and offsite records storage. Inventories may contain information indicating the titles, record series, contents, locations, volume, inclusive dates, RDA (Record Retention/Disposition Authorization) numbers, and other attributes of those records. The inventory is used for staff reference to ensure compliance with agency retention requirements, and to run reports for audit(s) or risk management purposes.	EVT + 10 years and destroy.  Event is superseded.	No	No	State Records Center (SRC) or Other State Owned, Off-site Storage Facility: SRC or other state owned storage facility is responsible for the official record.  Non-State Owned, Off-Site Storage Facility and On-Site at Agency Storage: The agency is responsible for the official record.  Examples include internal inventories of records maintained and inventory reports from the State Records Center or other storage vendors.
<b>ADM00131</b>  <i>[Supersedes REC00002]</i>	<b>Records Retention/Disposition Authorizations (RDA) – PRB Official Record</b>	Records Retention/Disposition Authorizations (RDA's) approved by the Wisconsin Public Records Board (PRB). This is the PRB official record, which is maintained by the PRB Executive Secretary at the DOA State Records Center.	EVT + 100 years and destroy.  Event is closed or superseded.	No	No	Agencies are required to submit RDA's for approval to the Public Records Board (PRB) within one year after a record series has been created per Wis. Stats. 16.61(4)(b).  Agencies are provided with copies of their approved and fully signed RDAs which are retained according to ADM00131A.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>ADM0131A</b> <b>NEW</b>	<b>Records Retention/Disposition Authorizations (RDA) – Agency Signed Record</b>	Records Retention/Disposition Authorizations (RDA's) approved by the Wisconsin Public Records Board (PRB). Agencies must retain RDA's to document compliance with State records management laws and regulations and as the authority to retain and/or dispose of records specified in such policies. This is the agency official record.	EVT + 20 years and destroy.  Event is RDA closed or superseded.	No	No	Agencies are required to submit RDA's for approval to the Public Records Board (PRB) within one year after a record series has been created per Wis. Stats. 16.61(4)(b).  State records cannot be disposed of until a RDA covering those records has been approved by the PRB.  An official record is maintained by the agency Records Officer until the RDA is obsolete, closed, or superseded.
<b>ADM00132</b> <i>[Supersedes REC00004]</i>	<b>Records Retention/Disposition (RDA) Index File</b>	Current agency index or internal file used to track agency approved RDAs that are no longer active.	EVT + 10 years.  Event is RDA listed in index is closed or superseded.	No	No	Agency index file, spreadsheet or in-house access database record of RDAs used for internal purposes.
<b>ADM00133</b> <i>[Supersedes REC00005]</i>	<b>Records Inventory Disposition Files</b>	Records documenting authorized/approved destruction of records or records transferred from the agencies or the State Records Center to an official archival repository for permanent preservation.	CR + 25 years and destroy.	No	No	State Records Center (SRC) or Other State Owned, Off-Site Storage Facility. The SRC or other state owned storage facility is responsible for the official record.  For Non-State Owned, Off-Site Storage Facility and On-Site at Agency Storage: The agency is responsible for the official record.  These records are retained to document the legal disposition of records in case of discovery actions during litigation or when requested for use in audits.  These include destruction request and approval forms, DOA State Records Center annual and mid-year disposition files/reports, purge lists, transfer to archives eligibility, and related correspondence.

RDA Number	Records Series Title	Description	Minimum Retention and Disposition	PII	Confidential	Use Case/Example
<b>ADM00134</b> <i>[Supersedes REC00006]</i>	<b>Records Storage/Transfer Files</b>	Records used to transfer and retrieve records to and from inactive storage, and to maintain control over them while in storage.	CR + 3 years and destroy.	No	No	<p>State Records Center (SRC) or Other State Owned, Off-Site Storage Facility. The SRC or other state owned storage facility is responsible for the official record.</p> <p>For Non-State Owned, Off-Site Storage Facility and On-Site at Agency Storage: The agency is responsible for the official record.</p> <p>Agencies may need to use these records to track missing files, boxes, or electronic media. May include retrieval requests, transfer forms (i.e. SRC Order Forms, DOA-3805, or Pick-up Requests, DOA-3808) or lists, internal agency storage requests, and charge out slips or logs.</p>
<b>ADM00135</b> <i>[Supersedes REC00007]</i>	<b>Records Management Program Subject Files</b>	<p>Records Used to support the administration of an agency records management program.</p> <p>Includes correspondence and memoranda, copies of laws, regulations, and other related retention and disposition requirements and documentation compiled to support the legal and other information contained in a Records Retention/Disposition Authorization (RDA). This documentation may be used to draft, amend, or renew an RDA.</p>	EVT + 10 years and destroy.  Event is after RDA is approved.	No	No	<p>May consist of correspondence, memoranda, copies of laws or regulations, guidelines, articles, vendor literature (as part of a project), management plans, surveys, and studies.</p> <p>Requests for waivers to policy (justification, special circumstances, etc.) and other records management operations not covered elsewhere.</p>

## **APPROVED STATEWIDE GENERAL RECORDS SCHEDULES**

Approved General Records Schedules (GRS) can be found on the [Public Records Board's \(PRB\) Home Page](#) under Policies. Agencies Opt-in/Opt-Out procedures and General Retention Schedule Adoption Form for all PRB approved General Retention Schedules, including this one, are also available on the PRB website.

If you need further assistance with a GRS, contact your [agency records officer](#) or the DOA Records Management Section at 266-2996 or 266-2770.

**Revision History**  
A listing of changes to this GRS.

<b>Revision Date</b>	<b>RDA Number</b>	<b>Record Series Title</b>	<b>Revision Made</b>
Monday, 3-9-2015	ADM00025	Boards, Councils, or Commissions	PII and Confidential changed to "May Include" and note added regarding closed session materials.
Monday, 3-9-2015	ADM00026	Team, Project, or Workgroup Documentation – Program/Policy Impact	Description language expanded to clarify records that have program/p impact, Event specified, and note added regarding record series intent.
Monday, 3-9-2015	ADM00027	Team, Project, or Workgroup Documentation – Internal and Routine Activities	Examples list expanded and noted added regarding record series intent.
Monday, 3-9-2015	ADM00029	Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	New record series.
Monday, 3-9-2015	ADM00030	Subject Files – Appointed Staff or Equivalent Positions	New record series.
Monday, 6-1-2015	ADM00008	Agency Final Continuity of Operations / Continuity of Government Operational Plan and Documentation	Superseded by new record series in Facilities Management GRS, FAC00088.
Monday, 8-24-2015	FORMS004	Forms Inventory Reports	Superseded by ADM00001.
Monday, 8-24-2015	FORMS005	Forms Management Program Subject Files	Superseded by ADM00011.
Monday, 8-24-2015	FORMS006	Forms Workgroup/Committee Minutes	Superseded by ADM00027.
Monday, 8-24-2015	FORMS008	Forms Management Policies, Procedures and Planning Documents	Superseded by ADM00023 (Policies & Procedures) and ADM00027 (Planning).
Monday, 8-24-2015	FORMS009	Process/Business/Systems Analysis Project Files	Superseded by ADM00027.
Monday, 8-24-2015	LIB00004	Reference Requests Records	Superseded by ADM00010.
Monday, 8-24-2015	LIB00005	Collection Acquisition Records	Superseded by ADM00011.
Monday, 8-24-2015	LIB00006	Serials Subscription Records	Superseded by ADM00011.
Monday, 8-24-2015	LIB00007	Library Subject and Correspondence Files	Superseded by ADM00011.
Monday, 8-24-2015	LIB00008	Library Committee Minutes	Superseded by ADM00027.

**Revision History**  
A listing of changes to this GRS.

<b>Revision Date</b>	<b>RDA Number</b>	<b>Record Series Title</b>	<b>Revision Made</b>
Monday, 8-24-2015	LIB00009	Library Operations Policies and Procedures	Superseded by ADM00023.
Monday, 8-24-2015	LIB00010	Library Contracts	Superseded by PUR00010.
Monday, 8-24-2015	LIB00011	Library Budget Documentation	Superseded by BUD00006.
Monday, 8-24-2015	MAIL0004	Mail Services Program Subject Files	Superseded by ADM00011.
Monday, 8-24-2015	MAIL0005	Mail Services Policies and Procedures	Superseded by ADM00023.
Monday, 8-24-2015	REC00003	RDA History File	Superseded by ADM00131.
Monday, 8-24-2015	REC00008	Records Management Planning	Superseded by ADM00027.
Monday, 8-24-2015	REC00009	Records Management Policies and Procedures	Superseded by ADM00023.
Monday, 8-24-2015	REC00010	Records Management Consultation Visits	Superseded by ADM00027.
Monday, 8-24-2015	ADM00023	Internal Policies and Procedures	Clarifying note regarding procedures added to Use Case/Examples.
Monday, 8-24-2015	ADM00011	Transitory Records	Title, description, and Use Case/Example amended so RDA is no longer limited to correspondence records only. RDA now includes all transitory records.
Monday, 1-11-2016	ADM00011	Transitory Correspondence and Other Related Records	Title, description, and Use Case/Example amendments not approved.