

192-WI ECONOMIC DEV CORP

Dept #: /1100/ Department Name: LEGAL SERVICES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00264000.</u>	<u>LEGAL COUNSEL ADMINISTRATIVE FILES</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>Y</u>
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RECORD SERIES CONTAINS CLOSED LEGAL CASE FILES RETAINED BY THE OFFICE OF THE SECRETARY.

RECORDS MAY INCLUDE:
LEGAL OPINIONS, CORRESPONDENCE AND REPORTS FROM SOURCES THAT MAY INCLUDE, BUT MAY NOT BE LIMITED TO, THE ATTORNEY GENERAL'S OFFICE, PERSONNEL COMMISSION, OTHER WEDC DIVISIONS AND OTHER STATE DEPARTMENTS.

EVENT = CLOSED + 3 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).

Dept #: /3000/ Department Name: ECONOMIC AND COMMUNITY DEVELOPMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00022000.</u>	<u>GRANT AND LOAN PROJECT FILES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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Records That Document The Initial Grant Or Loan Review, Award Correspondence, And Monitoring From Application Through Final Project Close-Out, For Those Projects That Receive Funding.

Records In This Series May Be Subdivided In The Following Files:

- Pre-Application Materials, Including Correspondence And Project Notes Documenting Meetings With The Department's Area Development Managers And Program Representatives;
- Standard Program Application Materials Submitted By The Applicants;
- Initial Site Visit Notes, Staff Review Correspondence, Phone Logs, Staff Report, And Funding Recommendations;
- Board Of Management Actions And Documentations Including Letters And Follow-Up Correspondence;
- Contracts With The Recipient And Subsequent Amendments Or Revisions To The Contract;
- Project Progress Reports And Financial Statements Submitted By The Recipient;
- Final Project Report And Final Audit Submitted By The Recipient;
- Loan Repayment Documents, Such As Coupons, Copies Of Checks, Auditor Correspondence;
- Loan Documents Including Promissory Notes, Intercreditor Agreements, Uniform Commercial Code Filings, And Mortgages.

Retention: Evt (Project Close-Out) + 6 Years And Destroy.

<u>00260000.</u>	<u>MUNICIPAL INDUSTRIAL REVIEW BOND PROJECT & APPROVAL FILES</u>	<u>EVT+13</u>	<u>DEST</u>	<u>N</u>
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This record series contains information related to the approval of industrial revenue bonds that the Division of Community Development is required to regulate. Commerce allocates the bonding authority or volume cap that allows municipalities to issue industrial revenue bonds (Irb) on behalf of expanding manufacturing businesses and other entities. The Division reviews and processes the volume cap applications from the businesses. These applications provide details on the expansion projects and their economic impact. The Division also monitors and maintains documents that are required to be submitted by Irb recipients pursuant to Section 66.521.

The records series contains paper project files, paper industrial revenue bond approval files and corresponding electronic records. This record series does not include industrial revenue bonds and is not related in any way to the terms of the bonds. The bonds are records belonging to the municipalities for the issuance of industrial revenue bonds. Administrative practice requires that the approval process include a 10-year retroactive review period for prior bond approvals for any municipality making a current application for new bond approval. Therefore, retention for these record series needs to be 10 years from the approval date for the issuance of an industrial revenue bond.

The Project Files include the volume cap application detailing the business expansion project and its economic impact, a one-page application summary form summarizing the project and the entities involved, a staff review of the application and project, a scoring summary detailing how the project scored, and a demographics sheet detailing the economic distress of the project area, which is used in the scoring process. The files also additional information on the business, documentation on fees and deposits required under Comm 113, bond counsel correspondence, and the volume cap allocation certification.

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The Industrial Revenue Bond Approval files include documentation from the lrb applicant/recipient that is required pursuant to Section 66.521. This documentation includes letters of estimates of attorney's fees to be paid from bond proceeds, initial resolutions and the accompanying proof of publication, closing notification letters and job impact notices. The initial resolution verifies that the municipality has approved its intent to issue the lrb on behalf of the business. The closing letters provide information on when the bonds were issued, interest rate, term, bond buyer and type of sale. The job impact notices provide detail on the number of jobs to be created, maintained, and eliminated as a result of the project.

The Electronic Records are contained in Excel spreadsheets, which are maintained in the most current version of Excel on the Commerce Lan. They are backed up nightly for a disaster recovery purposes. The records include data on the documentation required to be submitted per project pursuant to Section 66.521, data on the applicants for volume cap allocation, and data on the terms of the bond issues for each lrb recipient. There is also data on the applications fees, closing fees and deposits required for each lrb applicant/recipient pursuant to Comm 133

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00001000. TRADE SHOW / MISSION FILES EVT+10 SHSW Y

This Record Series Includes Documents Related To The Department's Trade Show/Mission Program. Items May Include, But Are Not Limited To, Background Information On The Market Or Event, Recruitment Lists, Participation Agreements, Company/Product Profiles, Budgets, Information On Negotiations With Vendors And Vendor Contracts, Trade Leads, Evaluations, And Correspondence To And From Participants And Event Organizers.

Trade Mission Files Will Also Include Embassy Correspondence, Schedules, The Governor's Briefing Book, Gift Lists, Mission Briefing Information, Speeches, And The Mission Directory.

Because Of Need To Refer To Past Mission/Trade Show Files While Working On Current Missions, These Files Will Be Retained With The Trade Show/Mission Coordinators. These Files Are Considered Inactive Six Months After The Last Day Of The Event.

Evt=Closed.

Retain 10 years after closed and transfer to Stat Historical Society

00002000. INTERNATIONAL OFFICE / REPRESENTATIVE CORRESPONDENCE CR+3 DEST Y

00004000. GLOBAL BUSINESS DEVELOPMENT CORPORATION EVT+10 DEST Y

THIS RECORD SERIES INCLUDES COCORRESPONDENCE TO AND FROM BUSINESS AND ORGANIZATIONS INVOLVED IN INTERNATIONAL TRADE.

TOPICS INCLUDE BUT ARE NOT LIMITED TO, REQUESTS FOR EXPORT ASSISTANCE, INTERNATIONAL TRADE EVENTS, TRADE LEADS, IMPORT AND EXPORT STATISTICS, EMPLOYMENT OPPORTUNITY INQUIRIES, APPOINTMENTS AND UNSOLICITED MATERIALS.

CORRESPONDENCE TO AND FROM OVERSEAS OFFICES AND REPRESENTATIVES ARE COVERED UNDER A SEPARATE SCHEDULE.

CORRESPONDENCE RELATED TO TRADE SHOWS IN WHICH THE DEPARTMENT PARTICIPATES OR TRADE MISSIONS IS FILED, STORED, AND DISPOSED WITH THE TRADE SHOW/MISSION FILE.

EVENT = ONE MONTH AFTER GRANT REIMBURSEMENT + 10 YEARS AND DESTROY CONFIDENTIAL.