

# 370-NATURAL RESOURCES

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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**00003110.**      **LE OFFICER SKILLS MANAGER RECORDS**      **EVT+5**      **DEST**      **Y**

LE OFFICER SKILLS MANAGER DATA: This electronic database contains records tracking each DNR law enforcement officer, including wardens, park and forest rangers. Data includes officer name, position, location, summary data documenting qualifications including firearms training, firearms assigned to each officer, other training completed. Data is contained in an off-the-shelf software package and maintained by the LE Training Director for wardens and the Chief Ranger for Rangers.

evt = employee terminates employment

**00003120.**      **LE OFFICER RECRUITMENT**      **EVT+7**      **DEST**      **Y**

Records in this series cover:

- " Background investigation materials for law enforcement recruit officers charged with police powers under chs. 23, 27 and 29, Wis. Stats.
- o Hired recruit records
- o Not-hired recruit records
- " Training materials used for recruit training courses

Examples of records included in this series are forms, reports and other materials generated in the process of conducting background investigations and screening potential law enforcement officers. Also included are recruit training materials that document required law enforcement training, firearms training and related documentation that wardens and officers meet mandated standard for their enforcement positions, daily observation reports, Academy exams and research papers, Field Training Officer reports and final performance evaluations.

Notes:

"Copies are kept at the Academy, but the bureaus are the designated official records holders.

"The DNR Law Enforcement Academy is located at Fort McCoy and is the official training center for recruit law enforcement officers.

"This file may include copies of personnel records. The official P-file is maintained by the Bureau of Human Resources per the State Personnel GRS.

**00003130.**      **LE OFFICER TACTICAL TRAINING COURSE MATERIALS**      **EVT+8**      **SHSW**      **Y**

Law enforcement training materials and lesson plans document required training in the subjects of firearms, defensive and arrest tactics, emergency vehicle operations, vehicle contacts and professional communications. Records in this series include master copies of materials in paper, audio-visual, PowerPoint or other electronic software, including lesson plans, training materials, handouts, presentations, blank quiz and testing materials developed to provide LE officer tactical training. The Warden Tactical Training Officer may provide training at the Academy located at Ft. McCoy or at other designated sites.

event = course update

**0000313A.**      **LE OFFICER RE-CERTIFICATION/IN SERVICE TRAINING COURSE MATERIALS**      **EVT+8**      **DEST**      **Y**

Specialized training materials and lesson plans document Le Officer training to meet Dept. of Justice law enforcement officer annual 24 hours of required training. Materials are generally maintained and training provided by Assistant LE Training Director for Wardens and the Chief Ranger for rangers. Records include master copies of handouts and materials in paper, audio-visual, PowerPoint or other electronic software, and master quiz and testing materials.

event = course update

**0000313B.**      **ENVIRONMENTAL TRAINING COURSE MATERIALS**      **EVT+5**      **SHSW**      **Y**

Records series covers additional warden training materials that may be developed specifically for environmental enforcement activities. Includes master copies of materials in paper, audio-visual, PowerPoint or other electronic software, and master quiz and testing materials.

event = course update

**0000313C.**      **RANGER CERTIFICATION TRAINING: COURSE MATERIAL, EXAMS, ROSTERS**      **EVT+8**      **SHSW**      **Y**

RECORDS SERIES COVERS MASTER COPIES OF MATERIALS IN PAPER, AUDIO - VISUAL, POWER POINT OR OTHER ELECTRONIC SOFTWARE, INCLUDING LESSON PLANS, TRAINING MATERIALS, HANDOUTS, PRESENTATIONS, MASTER QUIZ, AND TESTING MATERIALS.

EVENT = COURSE UPDATE

**00003140.**      **TRAINING: EXAMS. ROSTERS, AND SCORE SHEETS**      **EVT+5**      **DEST**      **Y**

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Records series covers filled in training rosters, written exams and score sheets used to test LE officer skills and knowledge, including recruit, tactical, conservation re-certification/In-service, environmental training, etc. Pass/fail data is entered into the LE Officer Skills Manager Data application. After data entry and verification, exams, rosters and score sheets may be destroyed.

NOTE: Paper can be destroyed after entered electronically and verified.

event = employee termination

**00003160.**      **LE (WARDEN) INTERNSHIP CASE FILES**      **EVT+5**      **DEST**      **Y**

The Department regularly has UW-Stevens Point interns, funded through a grant program and assigned to work for the Department while in college. Other colleges may offer class credits to students who intern with the Department. The Department supervises and mentors interns and assesses their interest in careers in natural resources law enforcement. This records series contains case files for each intern, including hiring, job performance and evaluation reports.

event = termination of internship

**00003170.**      **DEARS (DIVISION ENFORCEMENT ACTIVITY REPORTING SYSTEM)**      **EVT+6**      **DEST**      **Y**

Electronic data log of time reporting, expense accounts, vehicle logs. This system documents enforcement activities and replaces warden diaries. Payroll data is transferred to PALS and to DOA Payroll system.

**00084000.**      **OPERATIONAL CORRESPONDENCE**      **EVT+2**      **DEST**      **Y**

THIS RECORDS SERIES COVERS THE OFFICIAL COPY OF INTERNAL AND EXTERNAL CORRESPONDENCE CREATED OR RECEIVED BY DNR REGARDING GENERAL OPERATIONS AND PROCEDURES OF THE AGENCY. CORRESPONDENCE IS OF A ROUTINE NATURE AND DOES NOT INTERPRET POLICY, DOCUMENT DNR ENFORCEMENT ACTIONS, OR DEAL WITH CONTROVERSIAL ISSUES. THE OFFICIAL COPY IS THE ORIGINATOR'S OR PRIMARY RECIPIENT'S COPY OF CORRESPONDENCE. TOPICS COVERED INCLUDE, BUT ARE NOT LIMITED TO:

- "HOUSEKEEPING" OR ADMINISTRATIVE OPERATIONS OF THE DEPARTMENT;
  - OPERATIONAL PROCEDURES, ANNOUNCEMENTS TO STAFF (FURLOUGH DAYS, VACATIONS)
  - ROUTINE WORK PLANS, INTERIM PROJECT STATUS
  - NOTICES OF A GENERAL, NON-CONTROVERSIAL NATURE: HOURS OF OPERATION, DIRECTIONS TO OFFICES, ETC.
- CORRESPONDENCE MEDIA INCLUDE PAPER LETTERS AND MEMOS, ELECTRONIC RECORDS, INCLUDING E-MAIL MESSAGES AND RELATED ATTACHMENTS, INFORMATIONAL POSTINGS ON DNR WEB PAGES OR WEB LOGS, PDF, ETC.

RETENTION: EVENT (CREATION OR RECEIPT) + 2 YEARS AND DESTROY.

**00121000.**      **BARDI - BOAT ACCIDENT ELECTRONIC DATA - FEDERAL**      **EVT**      **DEST**      **N**

Records series is a DNR database for Wisconsin boat accident data. The federal BARDI system is a nationwide database maintained by the U.S. Coast Guard. DNR collects and reports Wisconsin data and can retrieve information in BARDI from other states. Data includes names of individuals involved, date of occurrence, injury, accident location and others involved. Data is continuously updated.

**00141000.**      **LAW ENFORCEMENT ACCIDENT INCIDENT & INTERIM STATUS REPORTS - A**      **EVT**      **DEST**      **N**

The Bureau of Law Enforcement compiles statistics and generates incidental reports and statistics on accidents for all types of recreational safety programs throughout the year. At the end of the year or season, these reports are updated and incorporated into year end or end-of-season publications. The incidental reports may be posted on the DNR Internet page and widely distributed, including the following examples:

- \* Gun Deer Hunting Incident Synopsis - Annual
- \* Snowmobile Fatality Summary - Seasonal
- \* Wisconsin ATV Fatality Summary
- \* Wisconsin Boating Fatality and Incident Reports

Since these reports are updated and incorporated into publications (below), retention for the incidental reports is EVENT (superseded or updated) and destroy

**00141A00.**      **LAW ENFORCEMENT ACCIDENT PUBLICATIONS**      **EVT**      **DEST**      **N**

Under s. 35.84, Wis. Stats., the following types of law enforcement accident reports and official state publications are distributed through the state Reference & Loan Library system to document centers and depositories (55 libraries, including the Wisconsin Historical Society).

- \* Snowmobile Enforcement and Safety Report - Annual Pub LE 203
- \* Wisconsin ATV Fatality Summary - Annual Pub LE 501
- \* Wisconsin Boating Fatality Summary - Annual Pub LE 314
- \* Gun-Deer Hunting Annual Report

DNR Retention: Retain in DNR library permanently

**00147000.**      **ACCIDENT REPORTS - RECREATIONAL SAFETY PROGRAMS**      **CR+6**      **DEST**      **N**

Accident reports related to the following activities must all be filed with the Department of Natural Resources Bureau of Law

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Enforcement.  
 \* boating (s. 30.67, Wis. Stats.)  
 \* hunting (s. 29.222, Wis. Stats.)  
 \* snowmobile (s. 350.15, Wis. Stats.)  
 \* all-terrain vehicle (ATV) (s. 23.33(7), Wis. Stats.)

Reports include names of individuals involved in the accident, date and time of occurrence, type of injury, type of fatality, accident location and summary, and a summary of the cause of the accident. Reports may be used as evidence in a trial

**00147A00.**      **ACCIDENT REPORTS - SPECIAL CASES**      **CR+50**      **SHSW**      **N**

Records in this series cover DNR Bureau of Law Enforcement special case accident reports related to boating, hunting, snowmobiles and All-terrain vehicles. For fatal accidents involving multiple parties or in other types of special cases, reports may have a long-term value. Such cases may be landmark or precedent-setting types of cases, may involve lengthy investigations or may serve as teaching or training examples for the safety program. Maintain for 50 years after closed and transfer to Wisconsin Historical Society

**00147B00.**      **ANNUAL ACCIDENT REPORT**      **CR+50**      **DEST**      **N**

Records in this series include summarized data from the accident reports. Annual reports are created for boat, snowmobile, ATV and hunter education accidents.  
 NOTE: This series covers accident reports that do not become publications (covered in RDA #00141 )

**00150000.**      **EIR / EIS PROJECT ANCILLARY FILES**      **EVT+5**      **DEST**

All Correspondence, Maps, Applicant Submittals, And Preliminary Analyses For Each Project For Which Dnr Prepares Environmental Impact Statement, Or Equivalent, Under Section 1.11, Wis.Stats..  
 The Retention Period Is Necessary For Administrative Purposes As The Records Are Useful Within The Bureau For This Period Of Time.

This Series Is Filed Chronologically By Date Of Completion Of The Eis.

**00150A00.**      **EIR/EIS PROJECT ANCILLARY FILES**      **CR+5**      **DEST**

CORRESPONDENCE, MAPS AND ANALYSES FOR LARGE PROJECTS WHERE DNR REQUESTED AN ENVIRONMENTAL IMPACT REPORT PER SECTION 23.11(5), WIS.STATS.,OR PREPARED AN ENVIRONMENTAL IMPACT STATEMENT OR EQUIVALENT, PER SECTION 1.11, WIS.STATS. MICROFILMING OF THESE RECORDS WAS DISCONTINUED AFTER 1977.

**00150B00.**      **DEPARTMENT ENVIRONMENTAL IMPACT STATEMENTS REPOSITORY**      **P**      **PERM**

Reference And Loan (To Interested Person) Copies Of Each Environmental Impact Statement Prepared Since Section 1.11, Wis. Stats. Was Enacted.  
 This Series Consists Of The Actual Eis'S, In Contrast To The Series Entitled "Department Eis Project Files," Which Is The Ancillary Analysis, Data, And Correspondence Associated With The Eis'S. Each Eis Has Unique Historical Value And Needs To Be Retained Permanently.

This Series Is Filed Chronologically By Date Of Completion.

**00151000.**      **ENVIRONMENTAL ASSESSMENTS - MIRCOPILMED DISCONTINUED**      **EVT+5**      **DEST**      **Y**

RECORD SERIES DISCONTINUED AFTER 1977

**00151A00.**      **ENVIRONMENTAL ASSESSMENTS**      **EVT+5**      **DEST**

Environmental Assessments Prepared By Dnr Under Nr 150, Wis.Adm.Code, For Compliance With S.1.11,Wis.Stats.  
 The Retention Period Is Necessary For Administrative Purposes As The Records Are Useful Within The Bureau For This Period Of Time. A Record Is Considered Closed And The Retention Period Begins Upon Certification Of The Environmental Assessment For Compliance With S.1.11,Wis.Stats.

**00152000.**      **EIR/EIS WEPA/NEPA INSTRUCTIONS AND INFORMATIONAL MATERIALS**      **EVT+3**      **DEST**      **Y**

Record series covers internal and external guidance, instructions, procedures, training information and correspondence outlining EIR, EIS, and WEPA/NEPA plan submittal, review and approval processes. Records are used to communicate planning requirements

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Department review and approval practices, steps in the process, etc. Records include materials distribute in paper format, E-mail messages, and procedural instructions made available to internal and external parties on the DNR Intranet and Internet Web site.

**00153000.**      **NEPA / WEPA ENVIRONMENTAL REVIEW CORRESPONDENCE**      **EVT+3**      **DEST**      **Y**

Record series covers documents prepared by state and federal agencies under the National and Wisconsin Environmental Policy Acts (NEPA/WEPA) and submitted to the DNR for review. Includes correspondence, including e-mail messages generated during the course of the DNR review process to final DNR decision.

Retention: EVENT (DNR decision) + 5 years and destroy.

**00183000.**      **ENVIRONMENTAL SITE REGISTER (ESR) DATA FILE**      **CR+20**      **DEST**      **Y**

ESR records contain core information about facilities, organizations and people regulated by the DNR. This program, written in Oracle, is set up on the DNR network. The Site Register includes:

- General facility information (name, location and address)
- What kind of permits, licenses and activities a facility has; the kind of environmental fees that have been assessed and paid by the facility.
- When a facility was inspected and any compliance information
- Which DNR programs regulate the facility
- Who the facility and DNR program contacts are
- Different IDs that agency may have for a facility

ESR is linked with other systems and is updated every night with facility, location, organization and contact information. Regulatory information is updated weekly.

RETENTION: CR + 20 yrs & destroy confidential

**00184000.**      **ENVIRONMENTAL FEE POLICIES**      **CR+20**      **DEST**      **N**

Records in this series include formulae, calculation factors & other documentation of the basis for environmental fees assessed for each program. Guidance is received through various State Statutes and Federal Codes. Records include email, and other policy correspondence regarding the annual billing policies.

RETENTION: CR+20 yrs & destroy

**00210000.**      **WPDES PERMIT CASE FILES - SPECIFIC (INDIVIDUAL) PERMITS**      **EVT+10**      **DEST**      **Y**

INDUSTRIAL AND MUNICIPAL WPDES PERMITS ISSUED IN THE CENTRAL OFFICE AND REGIONS. RECORDS INCLUDE PERMITS, APPLICATIONS, FACT SHEETS, PUBLIC NOTICES, CORRESPONDENCE, INSPECTION REPORTS, SLUDGE REPORTS, AND RELATED DOCUMENTS. OTHER RECORDS INCLUDE:

- \* WASTEWATER DISCHARGE SAMPLING, ANALYSIS AND COMPLIANCE FORMS, REPORTS, SUMMARIES AND PERMITS;
- \* FACILITY CONTACT AND INSPECTION TRACKING MATERIALS INCLUDING CHECKLISTS & REPORTS
- \* SLUDGE DISPOSAL AND MANAGEMENT APPLICATIONS, INFORMATION, CHARACTERISTICS, LANDFILL MATERIALS AND SITE LOADING.
- \* LANDSPREADING SITE EVALUATION, LAND APPLICATION APPROVAL, BY-PRODUCT ANALYSIS, SITE LOADING.

RETENTION: EVENT (SUPERSEDED - NEW PERMIT ISSUED - OR DECISION THAT NO PERMIT REQUIRED) + 10 YEARS & DESTROY

**00211000.**      **SWAMP (SYSTEM FOR WASTEWATER APPLICATIONS, MONITORING, AND PERMITS)**      **PERM**      **Y**

ELECTRONIC RECORD OF WPDES-RELATED DOCUMENTS AND DATA. SWAMP DATA IS BACKED UP REGULARLY BY THE DIVISION OF ENTERPRISE TECHNOLOGY (DET). THIS BACKED UP DATA CAN BE OBTAINED IN AN EMERGENCY. WATERSHED FILE SERVICE DOCUMENTS ARE BACKED UP WEEKLY. THERE IS A PROCESS TO REQUEST THESE DOCUMENTS BE RETRIEVED FROM BACKUP.

WPDES SPECIFIC (INDIVIDUAL) PERMITS (FORMERLY #00210 - ELECTRONIC MEDIA ONLY): INDUSTRIAL AND MUNICIPAL WPDES PERMITS ISSUED IN THE CENTRAL OFFICE AND REGIONS ARE CREATED AND STORED IN SWAMP. RECORDS INCLUDE PERMITS, APPLICATIONS, FACT SHEETS, PUBLIC NOTICES, CORRESPONDENCE, INSPECTION REPORTS, SLUDGE REPORTS, AND RELATED DOCUMENTS. OTHER RECORDS INCLUDE:

- \* WASTEWATER DISCHARGE SAMPLING, ANALYSIS AND COMPLIANCE FORMS, REPORTS, SUMMARIES AND PERMITS;
- \* FACILITY CONTACT AND INSPECTION TRACKING MATERIALS INCLUDING CHECKLISTS & REPORTS
- \* SLUDGE DISPOSAL AND MANAGEMENT APPLICATIONS, INFORMATION, CHARACTERISTICS, LANDFILL MATERIALS AND SITE LOADING.
- \* LANDSPREADING SITE EVALUATION, LAND APPLICATION APPROVAL, BY-PRODUCT ANALYSIS, SITE LOADING

WPDES GENERAL PERMITS (FORMERLY #00221): WPDES GENERAL PERMITS ARE GENERIC PERMITS THAT ADDRESS A CATEGORY OF RELATED DISCHARGES. A GENERAL PERMIT IS PUBLIC NOTICED FOR THE ENTIRE STATE AND CONVEYED TO EACH PERMITTEE BY LETTER. TYPES OF GENERAL PERMITS INCLUDE THOSE ISSUED FOR NONCONTACT COOLING WATER AND BOILER BLOWDOWN, CONCRETE PRODUCTS, LAND APPLICATION OF LIQUID WASTES, SWIMMING POOLS, BALLAST WATER, PESTICIDES, CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO), ETC. THE NAMES AND ADDRESSES OF GENERAL PERMITTEES BY PERMIT TYPE AND THE DATE OF EACH PERMIT ARE RETAINED IN THE

SWAMP DATABASE.

WPDES PERMIT DISCHARGE MONITORING REPORT (DMR) FORMS (FORMERLY #000213, #00214 AND ELECTRONIC PORTION OF #00215): RECORDS IN THIS SERIES INCLUDE WASTEWATER DMR INFORMATION REPORTED BY WPDES PERMITTEES ON ELECTRONIC DMR FORMS 3200-28 AND 3299-040 AND SUPPLEMENTAL INFORMATION AND/OR EQUIVALENT REPORTS GENERATED BY PERMITTEES USING PERSONAL COMPUTERS. THE DNR NOW REQUIRES SUBMITAL OF DMRS ELECTRONICALLY. UPON RECEIPT OF A SIGNED CERTIFICATION STATEMENT MONTHLY, THE DMR FILE IS LOADED. THE INFORMATION INCLUDES WASTEWATER FLOWS AND CONCENTRATIONS AND QUANTITIES OF VARIOUS POLLUTANTS DISCHARGED.

WPDES WHOLE EFFLUENT TOXICITY (WET) REPORTS (FORMERLY #00216): CENTRAL OFFICE STAFF ENTERS DATA FROM WET REPORT FORMS REPORTED BY WPDES PERMITTEES IN SWAMP. INCLUDES TOXICITY TEST RESULTS FOR FISH AND OTHER AQUATIC LIFE EXPOSED TO THE PERMITTEES' EFFLUENT.

WPDES MUNICIPAL COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) (FORMERLY #00220): SELF-EVALUATION TOOL FOR MUNICIPAL WASTEWATER TREATMENT PLANTS (WWTP) THAT PROMOTES THE OWNER'S AWARENESS AND RESPONSIBILITY FOR WASTEWATER COLLECTION AND TREATMENT NEEDS, MEASURE THE PERFORMANACE OF THE WWTP DURING A CALENDAR YEAR AND ASSESSES ITS LEVEL OF COMPLIANCE WITH PERMIT REQUIREMENTS. MUNICIPAL PERMITTEES ARE REQUIRED TO PROVIDE AN ELECTRONIC CMAR TO THE DNR BY JUNE 30 EACH YEAR. THESE REPORTS ARE STORED ELECTRONICALLY IN SWAMP. SUMMARY REPORTS CAN BE GENERATED FROM THE PROGRAM.

WPDES EVENT TRACKER (FORMERLY #00212): INCLUDES PERMITTEE NAMES AND ADDRESS, PERMIT IDENTIFICATION NUMBERS, DATES OF PERMIT ISSUANCE, REISSUANCE, MODIFICATIONS, PUBLIC NOTICES, INFORMATIONAL PUBLIC HEARINGS AND PERMIT EXPIRATION DATES, CONTACTS WITH FACILITY REPRESENTATIVES, AND VIOLATION TRACKING. ALSO INCLUDES REPORTS (PRINTOUTS) FOR PERMIT EVENTS. ELECTRONIC RECORDS ARE CONTINUOUSLY UPDATED.

PRETREATMENT DATA FOR CATEGORICAL INDUSTRIAL USERS (FORMERLY #00234): ELECTRONIC RECORD OF PRETREATMENT SAMPLING POINTS AND DISCHARGE LIMITS FOR CATEGORICAL INDUSTRIAL USERS. DATA ELEMENTS INCLUDE: FACILITY IDENTIFIERS, OWNERSHIP, APPLICABLE REGULATIONS, SAMPLING LOCATIONS. THIS IS STORED IN SWAMP. THE FILE IS CONTINUOUSLY UPDATED, AS FACILITY INFORMATION, APPLICABLE REGULATIONS, AND/OR SAMPLING LOCATIONS CHANGE.

LAND APPLICATION MANAGEMENT PROGRAM (LAMP) (FORMERLY #00228): MUNICIPAL PERMITTEES ARE REQUIRED TO PROVIDE REPORTS TO THE DNR TO DESCRIBE POLLUTANT CONCENTRATIONS IN THE SLUDGE AND SITES WHERE SLUDGE IS APPLIED. THIS ELECTRONIC FILE CONTAINS NAMES OF PERMITTEES, CONCENTRATIONS OF POLLUTANTS IN THE SLUDGE, DATES AND OTHER RELEVANT INFORMATION (FORMERLY SLUMP).

GROUNDWATER MONITORING REPORTS (FORMERLY #000229): INDUSTRIAL AND MUNICIPAL PERMITTEES DISCHARGING TO THE LAND ARE REQUIRED TO DRILL GROUND WATER MONITORING WELLS IN THE VICINITY OF THE WASTEWATER DISCHARGE. THE PERMITTEE IS THEN REQUIRED TO MONITOR THE WELLS FOR POLLUTANTS AND PROVIDE REPORTS TO THE DNR. THIS ELECTRONIC RECORD PROVIDES THE NAME OF THE PERMITTEE, POLLUTANT LEVELS AND DATES OF MEASUREMENT.

WPDES PERMIT QUARTERLY NON-COMPLIANCE REPORT (QNCR) (FORMERLY #00218): THE QNCR DESCRIBES WPDES PERMIT VIOLATIONS OF MAJOR MUNICIPAL AND INDUSTRIAL PERMITTEES, ACTIONS OF THE PERMITTEES TO REGAIN COMPLIANCE, AND THE DEPARTMENT'S REGULATORY ACTIONS AND ENFORCEMENT FOLLOW-UP. DNR IS REQUIRED TO PREPARE AND SEND THE QNCR TO USEPA EACH QUARTER, AS REQUIRED BY THE 106 PROGRAM GRANT UNDER THE CLEAN WATER ACT.

MUNIICIPAL WASTEWATER SANITARY SEWER OVERFLOW (SSO) (FORMERLY #00223): A GENERAL PERMIT IS ISUED TO SATELLITE SANITARY SEWER COLLECTION SYSTEMS REQUIRING THEM TO REPORT ANY SEWAGE THAT OVERFLOWS THE SEWER SYSTEM. DATA INCLUDES: DATE AND LOCATION OF OVERFLOWS, AMOUNT OF PRECIPITATION DURING THE OVERFLOW, AND VOLUME OF SEWAGE. ELECTRONIC RECORDS ARE KEPT IN EVENT TRACKER IN SWAMP UNDER A SUBCATEGORY TITLED: SANITARY SEWER OVERFLOW AND BYPASS SUMMARY.

NR 213 INDUSTRIAL WASTEWATER LAGOON EVALUATIONS (FORMERLY #00238): ELECTRONIC FILE LISTS THE NAMES, PERMIT NUMBERS, DISTRICT LOCATIONS OF INDUSTRIAL WASTEWATER LAGOONS AND THEIR COMPLIANCE STATUS PER NR 213.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR HAS CONTINUOUS RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT NOTE: PLANS ARE IN PLACE TO ARCHIVE DATA AFTER 10 YEARS (BACKUP TO DISC, REMOVE FROM SWAMP). THIS HAS NOT BEEN DONE TO DATE, THOUGH SWAMP CAME ON-LINE IN 2000. RECORDS WOULD BE ARCHIVED, BUT NOT DESTROYED.

<b><u>00215000.</u></b>	<b><u>WPDES PERMIT DISCHARGE MONITORING REPORT (DMR) FORMS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES INCLUDE WASTEWATER DISCHARGE MONITORING INFOMRATION REPORTED BY WPDES

PERMITTEES ON THEIR PAPER DMR FORMS 3200-28 AND 3200-040 AND SUPPLEMENTAL INFORMATION AND/OR EQUIVALENT REPORTS GENERATED BY PERMITTEES USING PERSONAL COMPUTERS. THE INFORMATION INCLUDES WASTEWATER FLOWS AND CONCENTRATIONS AND QUANTITIES OF VARIOUS POLLUTANTS DISCHARGED. NOTE: DMRS HAVE BEEN ACCEPTED ELECTRONICALLY ON A VOLUNTARY BASIS SINCE 2002. ELECTRONIC SUBMITTAL IS REQUIRED FROM ALL DISCHARGES STARTING IN JANUARY 2011. SO, IN 5 YEARS WE SHOULD NO LONGER HAVE PAPER DMR FILES. SEE RDA#00211 FOR ELECTRONIC SUBMITTAL.

RETENTION: EVENT (SUPERSEDED) + 5 YEARS & DESTROY

**00217000.**      **WPDES PERMIT WHOLE EFFLUENT TOXICITY (WET) FILES**      **EVT+10**      **DEST**      **Y**

SERIES COVERS PAPER REPORTS WITH WET DATA FOR FISH AND AQUATIC LIFE EXPOSED TO PERMITTEES' EFFLUENT, AS WELL AS CORRESPONDENCE AND OTHER DOCUMENTS HAVING TO DO WITH TOXICITY REDUCTION EVALUATIONS (TRE) AND OTHER TOXICITY INVESTIGATIONS.

RETENTION: EVENT (SUPERSEDED) + 10 YEARS & DESTROY

**00222000.**      **WPDES PERMITS: GENERAL PERMITTEE CASE FILE**      **EVT+10**      **DEST**      **Y**

WPDES GENERAL PERMITS ARE GENERIC PERMITS THAT ADDRESS A CATEGORY OF RELATED DISCHARGES. A GENERAL PERMIT IS PUBLIC NOTICED FOR THE ENTIRE STATE AND CONVEYED TO EACH PERMITTEE BY LETTER. TYPES OF GENERAL PERMITS INCLUDE THOSE ISSUED FOR NONCONTACT COOLING WATER AND BOILER BLOWDOWN, CONCRETE PRODUCTS, LAND APPLICATION OF LIQUID WASTES, SWIMMING POOLS, BALLAST WATER, PESTICIDES, CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO), ETC. THIS RECORD SERIES INCLUDES THE CASE FILES FOR EACH GENERAL PERMITTEE, INCLUDING: APPLICATIONS, CORRESPONDENCE, INSPECTION REPORTS OR OTHER INFORMATION RELATING TO EACH FACILITY UNDER A GENERAL PERMIT.

RETENTION: EVENT (SUPERSEDED BY NEW PERMIT) + 10 YEARS & DESTROY.

**00224000.**      **WPDES PERMITS: MUNICIPAL STORMWATER PERMIT CASE FILES**      **EVT+10**      **DEST**      **Y**

THIS FILE CONTAINS THE STORMWATER PERMIT AND PERMIT APPLICATIONS FOR ALL MUNICIPALITIES REQUIRED TO OBTAIN A STORMWATER PERMIT PURSUANT TO NR 216 WIS. ADM. CODE. THE FILE ALSO CONTAINS CORRESPONDENCE AND OTHER INFORMATION RELATED TO THE PERMIT.

RETENTION: EVENT (SUPERSEDED BY NEW PERMIT) + 10 YEARS & DESTROY.

**00225000.**      **WPDES PERMITS: MUNICIPAL, INDUSTRIAL AND CONSTRUCTION**      **P**      **PERM**      **Y**

THE STORMWATER DISCHARGE PERMIT PROGRAM (STORM) IS SPECIFICALLY DESCRIBED IN NR 216 WIS. ADM. CODE. STORM IS A COMPUTER DATABASE, USING A POWERBUILDER INTERFACE TO ACCESS ORACLE TABLES THAT INCLUDES THE NAMES AND ADDRESSES OF THE PERMITTEES, THE STANDARD INDUSTRIAL CODE DESCRIPTION OF THE INDUSTRIAL PERMITTEES, AND OTHER RELEVANT INFORMATION. STORM WILL BE DISCONTINUED AND SWAMP WILL THEN BE USED TO ENTER AND TRACK STORM WATER PERMIT DATA. MOST OF THE WORK ON CREATING AN INTEGRATED TEST VERSION OF SWAMP IS COMPELTE, THERE JUST STILL NEEDS TO BE SOME TESTING DONE BEFORE THE SWITCH CAN BE MADE. THE DATA ENTERED INTO STORM POPULATES ORACLE TABLES JUST AS SWAMP DOES, SO THE BACKUP REGIME AND FREQUENCY IS THE SAME.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR HAS CONTINUOUS RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

**00226000.**      **WPDES PERMITS: INDUSTRIAL STORMWATER GENERAL PERMIT CASE FILE**      **EVT+10**      **DEST**      **Y**

THESE FILES INCLUDE PERMIT APPLICATIONS, CORRESPONDENCE, INSPECTION INFORMATION, STORMWATER POLLUTION PREVENTION PLAN SUMMARY FORMS, PERMIT STATUS INFORMATION, HISTORY, AND RELATED INFORMATION DEALING WITH EACH STORMWATER GENERAL PERMIT.

RETENTION: EVENT (SUPERSEDED BY NEW PERMIT) + 10 YEARS & DESTROY.

**00227000.**      **WPDES PERMITS: CONSTRUCTION SITE STORMWATER CASE FILE**      **EVT+10**      **DEST**      **Y**

THESE FILES INCLUDE PERMIT APPLICATIONS AND MAY ALSO INCLUDE CORRESPONDENCE, INSPECTION INFORMATION OR OTHER INFORMATION RELATING TO EACH CONSTRUCTION SITE PERMIT, INCLUDING NOTICE OF TERMINATION FORMS FOR THE CONSTRUCTION SITE, FORM 3400-162.

RETENTION: EVENT (SITE STABILIZATION ACHIEVED AND SITE NOTICE OF TERMINATION RECEIVED) + 10 YEARS & DESTROY.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**00230000.**      **ANIMAL WASTE PROGRAM CASE FILES: NON-PERMITTED FARMS**      **EVT+10**      **DEST**      **Y**

FILES CONTAIN REPORTS, RECORDS AND CORRESPONDENCE CONCERNING THE DNR'S ANIMAL WASTE REGULATORY PROGRAM. CASETRACK IS AN ORACLE PRODUCT WHICH CONTAINS ELECTRONIC FILES WITH INFORMATION ON REGULATORY ACTIVITIES: DATES, LOCATIONS, AND DESCRIPTIVE INFORMATION CONCERNING ANIMAL WASTE CASE INCIDENTS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF).

RETENTION: EVENT + 10 YEARS & DESTROY.

**00232000.**      **WASTEWATER NEWSLETTERS & NOTICES**      **EVT+10**      **DEST**      **Y**

THE WATER QUALITY PROGRAM PERIODICALLY ISSUES NEWSLETTERS OR NOTICES TO PROVIDE CURRENT INFORMATION ON INDUSTRIAL WASTEWATER, MUNICIPAL WASTEWATER, SEPTAGE AND GUIDANCE FOR COMPLETING DISCHARGE MONITORING REPORTS.

RETENTION: EVENT (SUPERSEDED DATE) + 10 YEARS & DESTROY

**00233000.**      **PRETREATMENT PROGRAM MUNICIPAL PRETREATMENT PROGRAM KEY D**      **EVT+10**      **DEST**      **Y**

INCLUDES MUNICIPAL PRETREATMENT PROGRAM APPROVAL DOCUMENTS, SEWER USE ORDINANCES AND INDUSTRIAL BASELINE REPORTS.

RETENTION: EVENT (SUPERSEDED) + 10 YEARS & DESTROY

**00233B00.**      **PRETREATMENT PROGRAM CASE FILES**      **EVT+5**      **DEST**      **Y**

INCLUDES ANNUAL REPORTS, INDUSTRIAL USE CONTROL DOCUMENTS, COMPLIANCE REPORTS, AUDIT AND INSPECTION REPORTS AND CORRESPONDENCE. THE REGION WASTEWATER SUPERVISOR OR DESIGNEE IN EACH REGION MAINTAINS A REGIONAL COPY OF THE FILE FOR THE SAME RETENTION PERIOD.

RETENTION: EVENT (SUPERSEDED) + 5 YEARS & DESTROY

**00237000.**      **ELECTRONIC TRACKING SYSTEM FOR WASTEWATER TREATMENT SYSTEM**      **P**      **PERM**      **Y**

281.41 WISCONSIN STATUTES REQUIRES DNR APPROVAL OF WASTEWATER TREATMENT SYSTEMS PRIOR TO CONSTRUCTION. PLANS AND SPECIFICATIONS FOR MUNICIPAL, INDUSTRIAL, PRETREATMENT, AND FACILITY PLANS FOR MUNICIPAL TREATMENT PLANT EXPANSIONS ARE SENT TO THE DNR FOR REVIEW AND APPROVAL. THE DNR RETAINS A COPY OF PAPER PLANS AND SPECIFICATIONS AND RELATED CORRESPONDENCE UNTIL CONVERTED TO ELECTRONIC RECORDS (OLDER FILES ON MICROFILM, NEWER FILES IN PDF FORMAT). THE PERSONAL COMPUTER ELECTRONIC TRACKING SYSTEM (MS ACCESS) IS USED TO TRACK RECEIPT OF ALL SUBMITTALS AND TO TRACK RESPONSE WITHIN THE APPROVAL PERIOD PROVIDED.

ELECTRONIC RECORDS NOTE; IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF).

PERMANENT JUSTIFICATION: DNR HAS CONTINUOUS RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

**00239000.**      **SOIL ABSORPTION SYSTEM/HOLDING TANK APPROVALS**      **P**      **PERM**      **Y**

THE DNR REVIEWS PLANS CONNECTING MIXED DOMESTIC AND NON-DOMESTIC WASTEWATER TO A SOIL ABSORPTION SYSTEM OR HOLDING TANK FOR CONCURRENCE WITH WISCONSIN ECONOMIC DEVELOPMENT CORPORATION APPROVALS. (DNR DOES NOT APPROVE THESE PLANS, BUT ONLY REVIEWS THEM FOR CONCURRENCE WITH EDC.) RECORDS IN THIS SERIES CONSIST OF SUBMITTAL MATERIALS AND CONCURRENCE LETTERS TO THE OWNER OR INSTALLER APPROVING THE REQUESTED ACTION. CONCURRENCE LETTERS ARE STORED AS MS WORD DOCUMENTS ON THE WATERSHED FILE SERVICE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF).

PERMANENT JUSTIFICATION: DNR HAS CONTINUOUS RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**00241000.**      **SWEET CORN SILAGE STORAGE SITES <1200 TONS**      **EVT+5**      **DEST**      **Y**

NAME, LOCATION AND EVALUATION REPORT FOR EACH CORN SILAGE STORAGE SITE.

RETENTION: EVENT (SUPERSEDED) + 5 YEARS & DESTROY

**00242000.**      **WASTEWATER PROGRAM POLICY ISSUES**      **EVT+20**      **DEST**      **Y**

THE ELECTRONIC GUIDANCE ACCESS DIRECTORY (EGAD), CREATED AND MAINTAINED IN ACCESS, DOCUMENTS AND PROVIDES ACCESS TO WASTEWATER GUIDANCE AND OTHER USEFUL RESOURCES. EACH ENTRY (OR RECORD) REPRESENTS AN INDIVIDUAL GUIDANCE DOCUMENT, AN ADMINISTRATIVE CODE REFERENCE OR A SET OF INFORMATIONAL MATERIALS LISTED BY SUBJECT AREA. MANY OF THE MATERIALS THAT RESIDE ON THE WEB OR ON THE WATERSHED FILE SERVICE CAN BE EASILY ACCESSED BY CLICKING ON LINKS WHILE SEARCHING THE DATA.

RECORDS IN THIS SERIES INCLUDE REPORTS, CORRESPONDENCE AND OTHER INFORMATION CONCERNING SIGNIFICANT WASTEWATER POLICY ISSUES, NOT INCLUDING ADMINISTRATIVE CODE RECORDS. THE WASTEWATER POLICY & MANAGEMENT TEAM (PMT) GENERALLY IS INVOLVED IN DEVELOPING, REVIEWING AND APPROVING ALL NEW POLICY RECORDS DEVELOPED. RECORDS IN THIS SERIES MAY CONTAIN INFORMATION RELATED TO DEVELOPMENT OF PROGRAM POLICIES, CORRESPONDENCE RELATED TO INTERPRETATION OF POLICIES, AND RECOMMENDATIONS RELATED TO POLICY IMPLEMENTATION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIRMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (SUPERSEDED) + 20 YEARS & DESTROY.

**00244000.**      **WASTEWATER CONFIDENTIAL FILE**      **EVT+25**      **DEST**      **Y**

RECORDS IN THIS SERIES CONTAIN CONFIDENTIAL INFORMATION, AS DETERMINED BY NR 2.19, WIS. ADM. CODE AND S. 19.32 ET. AL, WIS. STATS. RECORDS INCLUDE TRADE SECRETS, PROPRIETARY INFORMATION AND ITMES THAT ARE DETERMINED TO BE CONFIDENTIAL AS SPECIFIED IN THE CODE AND STATUTES. RECORDS IN THIS SERIES ARE MAINTAINED IN A LOCKED FILE, AND ACCESS TO INFORMATION IN THIS FILE IS RESTRICTD TO AUTHORIZED WASTEWATER PROGRAM STAFF.

RETENTION: EVENT (SUPERSEDED) + 25 YEARS & DESTROY

**00245B00.**      **SEPTAGE LANDSPREAD & DISPOSAL**      **EVT+10**      **DEST**      **Y**

PER .281.48 & 281.49, WIS. STATS., AND NR 113, WIS. ADM. CODE, SEPTIC TANK PUMPERS OBTAIN A LICENSE FROM THE DNR TO HAUL SEPTAGE AND MUST MAINTAIN RECORDS OF:

- \* SEPTAGE LANDSPREADING LOCATIONS AND AMOUNTS
- \* SEPTAGE DISPOSED AT MUNICIPAL WASTEWATER TREATMENT PLANTS.

EACH SEPTAGE HAULER IS REQUIRED TO PROVIDE AN ANNUAL ACCOUNT OF THE LOCATIONS AND AMOUNTS OF SEPTAGE LANDSPREAD AND DISPOSED AT MUNICIPAL WASTEWATER TREATMENT PLANTS. THIS RECORDS SERIES COVERS THOSE ANNUAL REPORTS SUBMITTED.

RETENTION: EVENT (SUPERSEDED) + 10 YEARS & DESTROY

**00260000.**      **CLEAN WATER FUND PROGRAM PROJECT FILES**      **EVT+20**      **DEST**      **N**

UNDER SS. 281.58 AND 281.59, WIS. STATS., AND CH. NR 162, WIS. ADM. CODE, THE CLEAN WATER FUND PROGRAM RECORDS SERIES INCLUDES ANY TYPE OF LOAN PROJECT THAT ENTAILS QUALIFIED MUNICIPALITIES RECEIVING SUBSIDIZED LOANS WHICH ALLOWS THEM PLANNING, DESIGN, ENGINEERING, AND CONSTRUCTION OF WASTEWATER TREATMENT WORKS AND URBAN STORM WATER RUNOFF PROJECTS.

THESE LOANS ARE SUBJECT TO CONTINUED MONITORING, DEPARTMENT INSPECTIONS AND APPROVALS IN CASE OF ANY ALTERATIONS, SALE OR LEASE POSSIBILITIES OR OTHER CHANGES TO THE LAND USE.

THIS SERIES INCLUDES PROJECT FILES THAT DOCUMENT THE TERMS AND CONDITIONS OF THE LOAN, INCLUDING LOAN APPLICATIONS, AGREEMENTS WITH ENGINEERING FIRMS, BUDGET INFORMATION, FINANCIAL ASSISTANCE AGREEMENTS, DISBURSEMENT REQUESTS, AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS, AND FINAL REPORTS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEIGS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.leigs.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT - CLOSE (DOA CERTIFICATION DATE FOR FINAL PROJECT CLOSEOUT) + 20 YEARS AND DESTROY

**00260A00.**      **SAFE DRINKING WATER LOAN PROGRAM PROJECT FILES**      **EVT+20**      **DEST**      **N**

UNDER SS. 281.61 AND 281.59, WIS. STATS., AND CH. NR 166, WIS. ADM. CODE, THE SAFE DRINKING WATER LOAN PROGRAM PROVIDES SUBSIDIZED LOANS TO ASSIST QUALIFIED MUNICIPALITIES TO PLAN, DESIGN, CONSTRUCT OR MODIFY PUBLIC WATER SYSTEMS. THESE LOANS ARE SUBJECT TO CONTINUED MONITORING, DEPARTMENT INSPECTIONS AND APPROVALS IN CASE OF ANY ALTERATIONS, SALE OR LEASE POSSIBILITIES OR OTHER CHANGES TO THE LAND USE. THIS SERIES INCLUDES PROJECT FILES THAT DOCUMENT THE TERMS AND CONDITIONS OF THE LOAN, INCLUDING LOAN APPLICATIONS, AGREEMENTS WITH ENGINEERING FIRMS, BUDGET INFORMATION, FINANCIAL ASSISTANCE AGREEMENTS, DISBURSEMENT REQUESTS, AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS, AND FINAL REPORTS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT - CLOSE (DOA CERTIFICATION DATE FOR FINAL PROJECT CLOSEOUT) + 20 YEARS AND DESTROY.

**00262000.**      **LOAN PROJECTS NON-ESSENTIAL CASE FILE DOCUMENTS AND CORRESPONDENCE**      **EVT+1**      **DEST**      **N**

RECORDS IN THIS SERIES COVER VERY ROUTINE TYPES OF DOCUMENTS GENERATED DURING THE COURSE OF THE LOAN PERIOD. AFTER CLOSE, THESE ITEMS LOSE VALUE AND NEED NOT TO BE RETAINED. MAY INCLUDE NEWS CLIPPINGS, NOTES, ROUTING SLIPS, AND NON-SUBSTANTIVE CORRESPONDENCE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT - CLOSE (DOA CERTIFICATION DATE FOR FINAL PROJECT CLOSEOUT) + 1 YEAR AND DESTROY

**00268000.**      **ELOS (ENVIRONMENTAL LOANS ORACLE SYSTEM)**      **P**      **PERM**      **N**

ELECTRONIC RECORD OF ENVIRONMENTAL IMPROVEMENT LOANS FOR LOCAL GOVERNMENTS: CLEAN WATER FUND PROGRAM (CWFP) AND SAFE DRINKING WATER LOAN PROGRAM (SDWLP). EIF IS MANAGED AND ADMINISTERED JOINTLY BY THE DNR AND DEPARTMENT OF ADMINISTRATION.

ENVIRONMENTAL IMPROVEMENT FUND (EIF) SUMMARY HISTORY DATA: RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATA, CURRENTLY IN THE ENVIRONMENTAL LOANS ORACLE SYSTEM (ELOS), FOR THE COMMUNITY FINANCIAL ASSISTANCE LOAN PROGRAM. RECORDS IN THIS SERIES INCLUDE SUMMARY INFORMATION TO IDENTIFY EACH LOAN PROGRAM IN THE BUREAU. IT PROVIDES SUMMARY HISTORICAL DATA TO TRACK KEY ACTIONS INCLUDING MUNICIPALITY, FUNDS EXPENDED, PROJECT TYPE, AND LOAN LOCATION TRACKING DATA WITH LONG-TERM VALUE. THE CURRENT DATA IS UPDATED REGULARLY.

USER CHARGE AND SEWERAGE ORDINANCE AND REPLACEMENT FUND FILES (FORMERLY #00263): RECORD SERIES COVERS LOANS AUTHORIZED UNDER S. 281.58 AND 291.59, WIS. STATS., AND CH. NR 162, WIS. ADM. CODE. ANY USER CHARGE SYSTEM AND SEWER USE ORDINANCE ADOPTED BY A RECIPIENT SHALL BE MAINTAINED IN ACCORDANCE WITH S. 281.58(14)(B) 7, WIS. STATS., OR S. NR 216.06(1), AND THIS SECTION, FOR THE DESIGN LIFE OF A TREATMENT WORKS OR STRUCTURAL URBAN BEST MANAGEMENT PRACTICE. COMMUNITIES REAPPLY FOR PREVIOUS LOANS AND ORDINANCES MUST BE REVIEWED. FILES HAVE ONGOING ADMINISTRATIVE VALUE TO THE PROGRAM.

EIF WORKING SYSTEMS DOCUMENTATION AND SPECIFICATIONS - SUPERSEDED (FORMERLY #00267 - ELECTRONIC MEDIA ONLY) SERIES COVERS SYSTEM DOCUMENTATION AND SPECIFICATIONS FOR WORKING ELECTRONIC DATA SYSTEMS, E.G., CLEAN WATER FUND PARADOX SYSTEM.

EIF DETAIL DATA - RECEIVED LOAN (FORMERLY #00270): THIS RECORD SERIES COVERS DETAIL PROJECT DATA IN THE ELOS SYSTEM FOR PROJECTS THAT RECEIVED LOANS. INCLUDES ROUTINE DETAIL DATA REGARDING LOAN PROJECTS, INCLUDING: INVOICE TRACKING, DATA INDICATING STATUS OF PROJECT REVIEW AND APPROVAL, DETAIL DATA TRACKING DISBURSEMENT OF LOAN FUNDS, AND OTHER INFORMATION THAT TRACKS THE LOAN PROJECT THROUGH COMPLETION AND FILE MAINTENANCE DATA.

EIF DETAIL DATA - NO LOAN (FORMERLY #00269): THIS RECORD SERIES COVERS DETAIL PROJECT DATA IN THE ELOS SYSTEM FOR PROJECTS THAT SUBMITTED INTENT TO APPLY FORM AND/OR APPLICATION BUT DID NOT PROCEED WITH ALL REQUIRED REVIEWS AND DID NOT RECEIVE AN EIF LOAN.

EIF USER CHARGE DATA (FORMERLY #00271): RECORD SERIES COVERS DATA IN ELOS REGARDING A MUNICIPALITY'S USER CHARGE SYSTEM AND MAY PERTAIN TO MORE THAN ONE LOAN PROJECT. PAPER FILES ARE RETAINED PERMANENTLY FOR DOCUMENTATION. DATA IN ELOS IS SUPERSEDED AS MORE CURRENT DATA IS RECEIVED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

FILES HAVE ONGOING ADMINISTRATIVE VALUE TO THE PROGRAM.

PERMANENT RETENTION JUSTIFICATION: REQUIRED FOR CONTINUED ADMINISTRATIVE REFERENCE PURPOSES AND TO RESPOND TO REQUESTS FOR INFORMATION. THE DATA PROVIDES SUMMARY INFORMATION AND DOCUMENTATION OF

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DEPARTMENT ACTIONS FOR EACH LOAN PROGRAM. DATA HAS LONG-TERM MANAGEMENT VALUE, AND SUMMARY DATA IN THIS SERIES WILL BE MIGRATED FOWARD AS SYSTEMS CHANGE.

RETENTION: PERMANENT

**00317000.**      **DEARS (DIVISION ENFORCEMENT ACTIVITY REPORTING) SYSTEM**      **CR+6**      **DEST**      **N**

Electronic data log of time reporting, expense accounts, vehicle logs. This system documents enforcement activities and replaces warden diaries. Payroll data is transferred to PALS and to DOA Payroll system.

**00318000.**      **RANGER FIREARMS INSPECTION RECORDS**      **EVT+5**      **DEST**      **Y**

RECORDS SERIES INCLUDES FIREARMS INSPECTION FORMS CREATED BY DEPARTMENT ARMORERS TO TRACK EACH OFFICER'S FIREARM SERVICE HISTROY. EACH OFFICER'S FIREARM MUST BE INSPECTED AND SERVICED ONCE PER CALENDAR YEAR.

EVENT = EMPLOYEE TERMINATES

**00350000.**      **ADMINISTRATIVE RULE DEVELOPMENT - DNR RECORD COPY OF RECORD**      **P**      **PERM**      **Y**

Records Series Includes Records Documenting The Process Of Developing And Revising Administrative Code (Administrative Rules) For Functions That Require Dnr Action Or Involvement. Records In This Series Provide Background On The Rule-Making Process And Include The Following Initial And Amended Documents, Including All Attachments Formally Submitted During The Process.

1. Rule Agenda/Board Action Checklist (Pink Sheet Form 1000-6 Or Equivalent) And Memo With Secretary'S Signature Are Prepared To Explain The Purpose Of The Proposed Rule. The Checklist Is Developed In Consultation With Bureau Of Management And Budget, Environmental Analysis And Liaison, Bureau Of Legal Services And Other Interested Programs, I.E., Law Enforcement. It Provides An Early Assessment Of The Need For Rule Development. The Dnr Secretary Must Approve The Item Before Staff May Proceed With The Rule Drafting Process. Copies Of The Checklist Are Submitted To The Department Of Administration And The Revisor Of Statutes, Who Publishes A Notice Of The Submittal In The Wisconsin Administrative Register.
2. Natural Resources Board Agenda Item (Green Sheet Form 1100-01 Or Equivalent) Specifically Requests Natural Resources Board Authorization To Hold A Hearing Or Proceed To Develop The Rule. See Item #6 For Items In Final Green Sheet Package.
3. Report To The Legislative Council Rules Clearinghouse.
4. Hearing Notice.
5. Report From Legislative Council.
6. Natural Resources Board Agenda Item (Green Sheet Form 1100-01 Or Equivalent) Requesting Natural Resources Board Authorization And Adoption Of A Rule. Complete Green Sheet Package Specifies Board Action Requested And Includes A Background Memo, Final Draft Rule, Signed Fiscal Estimate, Draft Environmental Assessment Or Environmental Impact Statement, And Any Other Items That Are Needed For The Board To Make An Informed Decision.
7. Report To The Legislature Including A Summary Of The Public Hearing Comments And Other Comments Received.
8. Any Legislative Correspondence Generated Related To The Rule.
9. Original Order Signed By The Dnr Secretary.
10. Transmittal Sheet To The Revisor Of Statutes.
11. Receipts From The Revisor Of Statutes And Secretary Of State.
12. Administrative Rule Log Sheet - Check Off Sheet Identifying Documents In The File And Completion Of Steps In The Rule Development Process.

8/18/99 Approved By Prb.

**00351000.**      **RULE DEVELOPMENT CASE FILE**      **EVT+5**      **DEST**      **Y**

Technical Advisory Committees Or Internal Teams Assigned To Develop Administrative Rules May Create Working Files Containing Duplicate Copies Of Many Items In The Official Administrative Rule Development File And Additional Materials And Working Papers, Including, But Not Limited To:

- Item Recommended For Natural Resources Board Agenda (Yellow Sheet Form 1100-1A Or Equivalent) Used To Identify The Issue And Request A Date For Inclusion On The Natural Resources Board Meeting Agenda.
- Technical Reports, Meeting Agendas And Minutes And Correspondence Generated By Technical Advisory Committees Or Internal Teams Assigned To Draft Rule Language For Natural Resources Board Approval.

- Public Hearing Record Detailed Materials.
- Other Routine Materials Generated Or Received Related To The Proposed Rule.

Significant Items In Working Files Are Summarized In The Official Rule Development File. Working Files Tend To Be Quickly Superseded By Updated Information Or Final Products. Generally, Working Files Have No Long-Term Value To Either Dnr Staff Or Researchers Who May Need To Research Rule Development In The Future.

Evt=Date Enacted Or Last Revised.

8/18/99 Approved By Prb.

<b><u>00353000.</u></b>	<b><u>ADMINISTRATIVE RULE LOG</u></b>	<b><u>EVT</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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Records Series Includes Materials Developed To Monitor And Track The Status Of Administrative Rules Within The Bureau Of Legal Services. Includes Log Generated In The Bureau Of Legal Services With Submittal Of Pink Sheet Through The Yellow And Green Sheet Processes For Natural Resources Board Approval, And Legislative Tracking.

8/18/99 Approved By Prb.

<b><u>00354000.</u></b>	<b><u>ADMINISTRATIVE RULES STATUS TRACKING - UNITS</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Departmental Divisions, Bureaus Or Organizational Units That Generate Administrative Rules May Develop And Maintain Their Own Paper And/Or Electronic Records To Monitor And Track The Rule Development Process. Records Are Limited To Rules That Impact The Particular Organizational Unit. Data In This Series Includes, But Is Not Limited To, The Following:

- Rule Number And Program Citation.
- Staff Person With Lead Rule Responsibilities.
- Related Statutory Reference.
- Key Approval Steps And Dates.

Data Is Superseded And Updated Regularly Throughout The Rule-Making Process.

Media Are Paper And Electronic.

Evt=Superseded Or Date Of Decision.

8/18/99 Approved By Prb.

<b><u>00384000.</u></b>	<b><u>PUBLIC WATER SYSTEMS (PWS) PLANS AND SPECIFICATIONS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES INCLUDE PUBLIC WATER SYSTEMS PLANS AND SPECIFICATIONS SUBMITTED TO THE DEPARTMENT FOR PLAN REVIEW FOR CONSTRUCTION OF PUBLIC WATER SYSTEMS AND WELLHEAD PROTECTION PLANS. ALSO INCLUDES SEWER EXTENSIONS AND WATER MAIN EXTENSIONS PLUS SEWAGE AND WATER TREATMENT PLANT PLANS AND SPECIFICATIONS. PLANS ARE MICROFILMED FOR PERMANENT PRESERVATION.

PWS PLANS AND SPECIFICATIONS - PAPER (FORMERLY #384A). PAPER RECORDS ARE RECEIVED , MICROFILMED, VERIFIED AND HELD FOR 90 DAYS THEN DESTROYED CONFIDENTIALLY.

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. PUBLIC WATER SUPPLY INFRASTRUCTURE CAN LAST 100+ YEARS. IT IS IMPORTANT TO RETAIN CONSTRUCTION PLANS AND SPECIFICATIONS FOR FUTURE REFERENCE.

RETENTION: PERMANENT

<b><u>00411000.</u></b>	<b><u>COMMUNITY ASSISTANCE SUMMARY HISTORY DATA</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
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RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATABASE RECORDS, CURRENTLY THE COMMUNITY ASSISTANCE ORACLE SYSTEM (CAOS), FOR THE COMMUNITY ASSISTANCE GRANT PROGRAM. RECORDS IN THIS SERIES INCLUDE SUMMARY INFORMATION TO IDENTIFY EACH GRANT AND FOR EACH GRANT PROGRAM IN THE BUREAU. IT PROVIDES SUMMARY HISTORICAL DATA TO TRACK KEY ACTIONS INCLUDING GRANT, GRANTEEES, FUNDS APPROVED, FUNDS EXPENDED, PROJECT TYPE, AND GRANT LOCATION TRACKING DATA WITH LONG-TERM VALUE. THE CURRENT DATABASE IS UPDATED REGULARLY.

DATA COLLECTED IN CAOS COMES FROM AN ACTUAL GRANT FILE OR FROM FINANCE (ENCUMBRANCES, PAYMENTS, AND OTHER WISMART DATA) WHICH ARE ALL COVERED UNDER BY OTHER RDAS WITHIN THIS SCHEDULE OR IN THE GENERAL SCHEDULE FOR FISCAL AND ACCOUNTING RELATED RECORDS.

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ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT RETENTION IS REQUIRED FOR CONTINUED ADMINISTRATIVE REFERENCE PURPOSES AND TO RESPOND TO REQUESTS FOR INFORMATION. THE DATA PROVIDES SUMMARY INFORMATION AND DOCUMENTATION OF DEPARTMENT ACTIONS FOR EACH GRANT PROJECT. DATA HAS LONG-TERM VALUE FOR MANAGEMENT PURPOSES, AND SUMMARY DATA IN THIS SERIES WILL BE MIGRATED FORWARD AS SYSTEMS CHANGE.

RETENTION = PERMANENT

**00414000.**      **AD HOC COMPUTER-GENERATED REPORTS AND QUERY RESULTS**                      **EVT**                      **DEST**                      **N**

SERIES INCLUDES AD HOC REPORTS GENERATED AS NEEDED FOR PARTICULAR GRANT SPECIALIST OR IN RESPONSE TO AN INFORMATIONAL REQUEST.

RETENTION : CREATION + NOT NEEDED AND DESTROY

**00416000.**      **DATABASE AND DATA ENTRY OPERATIONAL PROCEDURES**                      **EVT+2**                      **DEST**                      **N**

RECORDS IN THIS SERIES COVER INSTRUCTIONS AND PROCEDURES FOR ACCESSING THE DATABASE, ENTERING AND PROCESSING DATA, QUERYING THE DATABASE AND GENERATING VARIOUS TYPES OF REPORTS. PROCEDURES MAY BE UPDATED AS NECESSARY. THE BUREAU MAINTAINS COMPLETE OPERATIONAL INSTRUCTIONS TO ENTER AND RETRIEVE DATA.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (SUPERSEDED OR UPDATED) + 2 YEARS & DESTROY

**00417000.**      **OTHER ELECTRONIC FILES - WORKING FILES**                      **EVT**                      **DEST**                      **N**

THIS SERIES COVERS MANY MIXED TYPES OF ELECTRONIC FILES (SPREADSHEETS, SMALL APPLICATIONS) THAT GRANT SPECIALISTS CREATE TO TRACK THEIR WORK. MAY INCLUDE FILE TRACKING INFORMATION AND INFORMATION DUPLICATED IN DATABASE SUMMARY HISTORY FILE. KEY DATA MUST BE IN CAOS OR EQUIVALENT DATABASE SUMMARY HISTORY FILE BEFORE WORKING RECORDS MAY BE DESTROYED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (FINAL GRANT PAYMENT) & DESTROY

**00418000.**      **ACQUISITION PROJECT GRANT HISTORICAL CASE FILES**                      **P**                      **PERM**                      **N**

RECORDS SERIES INCLUDES ANY TYPE OF GRANT PROJECT THAT ENTAILS GRANTEE ACQUISITION OF LANDS. THESE GRANTS ARE SUBJECT TO CONTINUED MONITORING, DEPARTMENT INSPECTIONS AND APPROVALS IN CASE OF ANY ALTERATIONS, SALE OR LEASE POSSIBILITIES OR OTHER CHANGES TO THE LAND USE. THIS SERIES INCLUDES CASE FILES THAT DOCUMENT THE TERMS AND CONDITIONS OF THE GRANT, INCLUDING GRANT APPLICATIONS AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, MAPS, PROJECT PLANS, AND FINAL REPORTS.

PERMANENT RETENTION IS TO INSURE THAT THE LANDS ARE BEING USED FOR THE PURPOSES INTENDED. THESE PROJECTS HAVE THE LONGEST-TERM IMPACT ON THE LAND AND REQUIRE THE LONGEST PERIODS OF RETENTION TO DOCUMENT APPROPRIATE USE OF GRANT FUNDS AND THE PUBLIC INTEREST.

RETENTION: PERMANENT

**00420000.**      **DEVELOPMENT PROJECT HISTORICAL GRANT CASE FILES**                      **EVT+20**                      **DEST**                      **N**

THIS SERIES INCLUDES RECORDS FOR WELL COMPENSATION AND WELL ABANDONMENT GRANT; WELL COMPENSATIONS GRANTS WERE PREVIOUSLY COVERED UNDER 370/00419. DEVELOPMENT PROJECT RECORDS INCLUDES GRANT PROJECT CASE FILES FOR ALL GRANTS THAT ENTAIL DEVELOPMENT PROJECTS AND INCLUDES SUFFICIENT DOCUMENTATION FOR DEPARTMENT STAFF TO MONITOR THE PROJECT THROUGHOUT ITS "USEFUL LIFE" AS SPECIFIED IN THE TERMS AND CONDITIONS OF THE GRANT.

THIS SERIES INCLUDES CASE FILES THAT DOCUMENT THE TERMS AND CONDITIONS OF THE GRANT, INCLUDING GRANT APPLICATIONS AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS, AND FINAL REPORTS.

RETENTION: EVENT (CLOSE) + 20 YRS & DESTROY

**00421000.**      **NONPOINT SOURCE HISTORICAL GRANT CASE FILES**                      **EVT+20**                      **DEST**                      **N**

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RECORD SERIES COVERS GRANTS AUTHORIZED UNDER S. 281.65 AND 291.66, WIS. STATS., AND NR 120, WIS. ADM. CODE, TO MEET NONPOINT SOURCE WATER POLLUTION ABATEMENT NEEDS IDENTIFIED IN AREAWIDE WATER QUALITY MANAGEMENT PLANS, FOR COST-SHARING FOR MANAGEMENT PRACTICES AND CAPITAL IMPROVEMENTS, EASEMENTS AND RELATED PROJECTS. CASES COVER PRIORITY WATERSHED, TARGETED RUNOFF MANAGEMENT, URBAN NONPOINT SOURCE AND STORMWATER PROJECTS. PROJECT CASE FILES DOCUMENT THE TERMS AND CONDITIONS OF THE GRANT, INCLUDING GRANT APPLICATIONS AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS, AND FINAL REPORTS.

RETENTION: EVENT (CLOSE) + 20 YRS & DESTROY

**00422000. MAINTENANCE PROJECT HISTORICAL GRANT CASE FILES EVT+6 DEST N**

RECORDS SERIES COVERS ALL GRANT PROJECTS THAT DO NOT ENTAIL EITHER ACQUISITION OF LAND OR DEVELOPMENT PROJECTS. MAINTENANCE PROJECT RECORDS INCLUDE ALL GRANT MATERIALS TO DOCUMENT TERMS AND CONDITIONS OF THE GRANT, INCLUDING GRANT APPLICATIONS AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS, AND FINAL REPORTS.

RETENTION: EVENT (CLOSE) + 6 YRS & DESTROY

**00423000. BUSINESS GRANT PROJECT CASE FILES EVT+6 DEST N**

RECORDS SERIES INCLUDES GRANT PROJECT CASE FILES FOR GRANTS ISSUED TO BUSINESSES FOR ENVIRONMENTAL PURPOSES. INCLUDES DRY CLEANING AND STAGE 2 VAPOR RECOVERY GRANTS. RECORDS IN THIS SERIES DOCUMENT THE GRANT APPLICATION, TERMS AND CONDITIONS OF THE GRANT AGREEMENT AND COMPLETION OF FUNDED PROJECTS.

RETENTION: EVENT (CLOSE) + 6 YRS & DESTROY

**00425000. COMMUNITY ASSISTANCE PROGRAM INFORMATION MATERIALS EVT+3 DEST N**

RECORDS SERIES INCLUDES INFORMATIONAL MATERIALS DEVELOPED BY THE BUREAU TO USE FOR PUBLICIZING GRANT PROGRAM. SERIES COVERS GRANT PUBLICATIONS, FACT SHEETS, NOTICES, PAMPHLETS, USER GUIDES AND WEB PAGES WHEN WEB PAGES DO NOT OTHERWISE DUPLICATE INFORMATION AVAILABLE IN ANOTHER FORMAT.

RETENTION: EVENT (SUPERSEDED) + 3 YRS & DESTROY

**00426000. COMMUNITY ASSISTANCE PROGRAM REPORTS AND GUIDANCE DOCUMENTS EVT+10 SHSW N**

RECORDS IN THIS SERIES DOCUMENT THE POLICIES OF THE COMMUNITY ASSISTANCE GRANT PROGRAMS. INCLUDES ISSUE PAPERS, STRATEGIC PLANS, SIGNIFICANT CORRESPONDENCE AND E-MAILS INTERPRETING OR FORMULATING GUIDANCE FOR THE PROGRAM. ALSO INCLUDES SIGNIFICANT REPORTS AND SUMMARY INFORMATION ABOUT PARTICULAR GRANTS OR COMMUNITY ASSISTANCE GRANT PROGRAMS GENERALLY, SUCH AS FUNDING LISTS, ALLOCATION PLANS, REPORTS TO GOVERNING BODIES.

RETENTION: EVENT (CLOSED) + 10 YRS & TRANSFER TO WHS.

**00427000. MUNICIPAL DAMS HISTORICAL GRANT CASE FILES P PERM N**

RECORDS SERIES COVERS GRANTS AUTHORIZED TO PROVIDE A COST-SHARING OPPORTUNITY FOR ELIGIBLE ENGINEERING AND CONSTRUCTION COSTS FOR DAM MAINTENANCE, REPAIR, MODIFICATION, OR ABANDONMENT AND REMOVAL. RECORDS IN THIS SERIES INCLUDE CASE FILES THAT DOCUMENT THE TERMS AND CONDITIONS OF THE GRANT, INCLUDING GRANT APPLICATIONS AND ALL ATTACHMENTS, AGREEMENTS, AMENDMENTS, PROJECT PLANS AND FINAL REPORTS.

PERMANENT RETENTION IS REQUIRED FOR CONTINUED ADMINISTRATIVE REFERENCE PURPOSES AND TO RESPOND TO REQUESTS FOR INFORMATION. THE DATA PROVIDES SUMMARY INFORMATION AND DOCUMENTATION OF DEPARTMENT ACTIONS FOR EACH GRANT PROJECT. DATA HAS LONG-TERM VALUE FOR MANAGEMENT PURPOSES, AND SUMMARY DATA IN THIS SERIES WILL BE MIGRATED FORWARD AS SYSTEMS CHANGE.

RETENTION: PERMANENT

**00480000. HISTORICAL METALLICA MINING DATA EVT+15 SHSW N**

HISTORICAL METALLIC MINING DATA: RECORDS IN THIS SERIES INCLUDES BASELINE AND QUARTERLY REPORTS OF WATER DATA ON THE CRANDON MINE PROJECT.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF)

RETENTION: CHANGED FROM PERMANENT TO EVENT (END OF PROJECT) + 15 YEARS AND TRANSFER TO WHS.

**00487000. METALLIC MINING PROGRAM CASE FILES P PERM Y**

RECORDS INCLUDE MATERIALS RELATED TO PERMITTING, OPERATION AND RECLAMATION OF METALLIC MINING OPERATIONS THAT WERE NOT IN EXISTENCE BEFORE 1974. RECORDS AND DOCUMENTS IN THIS SERIES INCLUDE: PERMITTING DOCUMENTS INCLUDING NOTICE OF INTENT, APPLICATION MATERIALS; RECLAMATION PLANS AND REPORTS; INSPECTION REPORTS; ENVIRONMENTAL MONITORING DATA; ANNUAL REPORTS; ENVIRONMENTAL IMPACT STATEMENTS; NEWS CLIPPINGS; PHOTOS; AND, SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE. RECORDS ALSO INCLUDE A CATALOG OF CORRESPONDENCE/DOCUMENTS FROM EXXON, NICOLET MINERALS AND NORANDA-LYNNE PROJECTS.

MINING IS A SPECIAL REGULATORY ISSUE THAT WILL CONTINUE TO REQUIRE ONGOING MONITORING OVER TIME WHETHER OR NOT MINES ARE PERMITTED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12:  
[HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT RETENTION IN THE DEPARTMENT IS REQUIRED FOR THE DEPARTMENT TO CONTINUE TO MEET ITS REGULATORY AND PUBLIC INTEREST OBLIGATIONS.

<b><u>00488000.</u></b>	<b><u>NONCONFORMING METALLIC MINING CASE FILES</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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RECORDS INCLUDE MATERIAL RELATED TO THE FIVE METALLIC MINING SITES THAT WERE IN OPERATION AT THE TIME OF ADOPTION OF THE STATE'S FIRST COMPREHENSIVE MINE RECLAMATION LAW. SITES INCLUDED WERE: JACKSON COUNTY IRON COMPANY AND THE 4 INSPIRATION MINES, INC. SITES, SHULLSBURG, BEARHOLE, CRAWHALL AND ELMO #3. RECORDS AND DOCUMENTS IN THIS SERIES INCLUDE: PERMITTING DOCUMENTS; APPLICATION MATERIALS; RECLAMATION PLANS AND REPORTS; INSPECTION REPORTS; NEWSCLIPPINGS; PHOTOS; AND, SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

DNR PROGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (CLOSE OF MINE PLUS BOND RELEASE IF REQUIRED) + 10 YEARS & TRANSFER TO WHS.

<b><u>00489000.</u></b>	<b><u>METALLIC MINING EXPLORATION FILES</u></b>	<b><u>EVT+5</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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FILES CONTAIN INFORMATION REGARDING METALLIC MINERAL AND OIL AND GAS EXPLORATION IN THE STATE. RECORDS AND DOCUMENTS IN THIS SERIES INCLUDE:

METALLIC MINERAL EXPLORATION: LICENSE APPLICATION (ANNUAL RENEWAL), NOTICES OF INTENT TO EXPLORE, SUBMITTALS, AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

OIL AND GAS EXPLORATION: LICENSE APPLICATION (ANNUAL RENEWAL), NOTICES OF INTENT TO EXPLORE, DRILLING PLAN APPROVAL SUBMITTALS, SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE, ENVIRONMENTAL ASSESSMENT AND INFORMATIONAL HEARINGS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (LICENSE TERMINATION) + 5 YRS & TRANSFER TO WHS.

<b><u>00490000.</u></b>	<b><u>METALLIC MINING EXPLORATION DRILL HOLE LOCATION AND ABANDONMI</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES INCLUDE EXPLORATION DRILL HOLE LOCATION AND ABANDONMENT STATUS FILES FOR METALLIC MINERAL AND OIL AND GAS EXPLORATION. RECORDS ALSO INCLUDE A CATALOG OF CORRESPONDENCE/DOCUMENTS FROM EXXON, NICOLET MINERALS AND NORANDA-LYNNE PROJECTS (CURRENTLY IN ACCESS).

MINING IS A SPECIAL REGULATORY ISSUE THAT WILL CONTINUE TO REQUIRE ONGOING MONITORING OVER TIME WHETHER OR NOT MINES ARE PERMITTED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: PERMANENT RETENTION IN THE DEPARTMENT IS REQUIRED FOR THE DEPARTMENT TO CONTINUE TO MEET ITS REGULATORY AND PUBLIC INTEREST OBLIGATIONS.

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**00491000.**      **NON-METALLIC MINING MASTER FILES - NON-DNR REGULATORY AUTHORITY**      **EVT+20**      **SHSW**      **Y**

COUNTIES AND SOME TOWNS ADMINISTER A NON-METALLIC MINING RECLAMATION PROGRAM IN THEIR JURISDICTION. RECORDS IN THIS SERIES INCLUDE: LOCAL ORDINANCES, AUDIT REPORTS, ANNUAL REPORTS, AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

RECORDS IN THIS SERIES ALSO INCLUDE INFORMATION INCLUDED IN THE REGULATORY AUTHORITY'S (TOWNS AND COUNTIES) ANNUAL REPORT REQUIRED TO BE SUBMITTED TO THE DEPARTMENT, SUCH AS NUMBER OF NONMETALLIC MINING PERMITS, NUMBER OF ACRES APPROVED FOR NONMETALLIC MINING, NUMBER OF ACRES BEING MINED OR UNRECLAIMED ACRES, NUMBER OF ACRES BEING MINED OR UNRECLAIMED ACRES, NUMBER OF ACRES THAT HAVE BEEN RECLAIMED. RECORDS ALSO INCLUDE INFORMATION ABOUT FEES SUBMITTED TO THE DEPARTMENT FOR UNRECLAIMED ACRES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVT (DATE OF INITIAL REGULATORY AUTHORITY AUDIT) + 20 YRS & TRANSFER TO WHS.

**00492000.**      **MINING CONTESTED CASE / INFORMATIONAL HEARINGS**      **EVT+5**      **DEST**      **Y**

RECORDS IN THIS SERIES INCLUDE CONTESTED CASE HEARING RECORDS OR PUBLIC HEARINGS RECORDS FOR ANY MINING FACILITY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (CLOSED OF HEARING OR COMPLETION OF THE APPEAL) + 5 YRS & DESTROY.

**00493000.**      **MINING POLICY DOCUMENTATION**      **EVT+10**      **SHSW**      **Y**

RECORDS IN THIS SERIES INCLUDE DOCUMENTS ON PROGRAM DEVELOPMENT, DIRECTION AND COMPLIANCE SUCH AS STRATEGIC DIRECTION, PUBLIC COMMENTS, BILL ANALYSIS AND GUIDANCE DOCUMENTS. NOTE: OTHER KEY POLICY RECORDS ARE COVERED IN DNR WIDE RECORDS SCHEDULE OF ADMINISTRATIVE RULES - BOARD ORDERS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (DECISIONS SUPERSEDED) + 10 YEARS & TRANSFER TO WHS.

**00494000.**      **MINING COMMITTEES AND ADVISORY COUNCIL DOCUMENTATION**      **CR+5**      **SHSW**      **N**

RECORDS IN THIS SERIES:

\* METALLIC MINING COUNCIL (PREVIOUSLY CALLED MINE RECLAMATION COUNCIL FROM 1974 - 1978) ADVISES DNR ON RULE DEVELOPMENT. RECORDS INCLUDE MINUTES, AGENDAS AND REPORTS.

\* SCIENCE ADVISORY COUNCIL ON METALLIC MINING WAS FORMED FOR THE CRANDON PROJECT. GOVERNOR APPOINTS MEMBERSHIP. RECORDS INCLUDE MEETING MINUTES, CORRESPONDENCE AND REPORTS FOR DNR TO INCLUDE IN THE EIS.

\* NONMETALLIC MINING ADVISORY COMMITTEE ADVISES DNR ON ISSUES REGARDING ADMINISTRATION OF THE NONMETALLIC MINING PROGRAM. FORMATION OF COMMITTEE IS IN THE RULE. RECORDS INCLUDE ORGANIZATIONAL MATERIAL, CORRESPONDENCE AND MEETING MINUTES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: CR + 5 YRS & TRANSFER TO WHS.

**00495000.**      **MINING PUBLIC INFORMATION MATERIALS**      **EVT+3**      **SHSW**      **N**

RECORDS IN THIS SERIES INCLUDE PUBLICATIONS DEVELOPED FOR GENERAL OUTREACH, TECHNICAL PAPERS, NEWSLETTERS, PRESS RELEASES, FACT SHEETS AND NOTICES (ALSO INCLUDES WEB MATERIALS ON INTRANET AND INTERNET THAT ARE NOT DUPLICATES OF MEDIA MATERIALS).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

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RETENTION: EVT (SUPERSEDED BY UPDATED MATERIALS) + 3 YRS & TRANSFER TO WHS.

**00501000.**      **NATURAL RESOURCES RECREATION COMMUNICATIONS & PUBLIC INFORM**      **EVT+2**      **DEST**      **N**

RECORDS SERIES COVERS INFORMATIONAL MATERIALS INTENDED TO PUBLICIZE ALL TYPES OF RECREATIONAL PROGRAMS AND INITIATIVES THAT THE DEPARTMENT CONDUCTS OR SUPPORTS AND/OR TO PROMOTE AWARENESS OF INTEREST IN PARTICULAR RECREATIONAL TOPICS. EXAMPLES: CAMPING IN STATE PARKS, ICE FISHING, JET SKIS, BOATING AND OTHER RECREATIONAL SAFETY TRAINING AVAILABLE, SNOWMOBILE TRAILS LOCATIONS AND CONDITIONS, GROUSE SEASON DATES, LOCATIONS OF PUBLIC HUNTING LANDS, ETC.

MATERIALS CONTENT IS NOT SENSITIVE, CONFIDENTIAL OR CONTROVERSIAL. INFORMATION MAY BE BROADLY DISTRIBUTED TO THE GENERAL PUBLIC OR TO GROUPS WITH COMMON INTERESTS IN A PARTICULAR TOPIC: ANGLERS, SPORTSMEN, CAMPER, HIKERS. EXAMPLES:

- NOTICES OF DATES, TIMES AND LOCATIONS FOR UPCOMING RECREATIONAL EVENTS, CLINICS, WORKSHOPS, SEMINARS.
- TIPS AND TECHNIQUES; EXPERT ADVICE, EXPERIENCE AND PERSONAL OBSERVATIONS; HOW-TO INSTRUCTIONS; USEFUL INFORMATION.
- FREQUENTLY ASKED QUESTIONS AND RESPONSES
- LINKS TO ADDITIONAL RESOURCES, TECHNICAL REFERENCES, AND ADDITIONAL GUIDANCE.

RECORDS INCLUDE ALL MEDIA, INCLUDING ELECTRONIC RECORDS CONTAINING THE CONTENT DESCRIBED IN THIS RDA:

- BROCHURES, PAMPHLETS, FACT SHEETS AND FLYERS - PAPER
- EMAIL MESSAGES DISTRIBUTED TO NOTIFY INDIVIDUALS OR LISTS OF TOPICS.
- WEB PAGES USED TO PROVIDE PUBLIC INFORMATION AND EDUCATION.
- CONTENT GENERATED BY WEB LOGS AND OTHER SOCIAL NETWORKING MEDIA APPLICATIONS (WIKIS, FACEBOOK, TWITTER, ETC) FOR PUBLIC AWARENESS PURPOSES. INCLUDES CONTENT GENERATED BY DNR PERSONNEL AND EXTERNAL SOURCES DEALING WITH PARTICULAR, DEFINED CONTENT.

RETENTION: EVENT (DATE DISTRIBUTED, POSTED OR ISSUED) + 2 YEARS AND DESTROY, PROVIDED CLOSED (EVENT OCCURRED, INFORMATION SUPERSEDED, OR CONTENT NO LONGER RELEVANT).

**00502000.**      **NATURAL RESOURCES ENVIRONMENTAL PUBLIC INFORMATION & EDUCAT**      **EVT+2**      **DEST**      **Y**

RECORDS SERIES COVERS INFORMATIONAL MATERIALS THAT PUBLICIZE AND PROMOTE AWARENESS OF ENVIRONMENTAL ISSUES, PROGRAMS AND INITIATIVES IN WHICH THE DEPARTMENT IS INVOLVED. EXAMPLES: TESTING WISCONSIN LAKES AND STREAMS; OZONE, ACID RAIN AND OTHER SPECIAL AIR TOPICS; ENVIRONMENTAL PROPERTY LIABILITY, CONTAMINATED LANDS ENVIRONMENTAL ACTION NETWORK (CLEAN) INFORMATION, ETC. MATERIALS CONTENT IS NOT CONFIDENTIAL, SENSITIVE, OR CONTROVERSIAL IN NATURE. INFORMATION MAY BE BROADLY DISTRIBUTED TO THE GENERAL PUBLIC OR TO GROUPS WITH COMMON INTEREST IN THE TOPIC; RIPARIAN OWNERS, ENVIRONMENTAL INTEREST GROUPS, ETC. INCLUDES:

- NOTICES OF DATES, TIMES AND LOCATIONS FOR UPCOMING ENVIRONMENTAL EVENTS, CLINICS, WORKSHOPS, SEMINARS: EARTH DAY, ETC.
- TIPS AND TECHNIQUES; EXPERT ADVICE, EXPERIENCE AND PERSONAL OBSERVATIONS; HOW-TO INSTRUCTIONS; USEFUL INFORMATION - GREEN TIER WASTE REDUCATION, RECYCLING, ETC.
- FREQUENTLY ASKED QUESTIONS AND RESPONSES
- LINKS TO ADDITIONAL INFORMATIONAL RESOURCES, TECHNICAL REFERENCES AND ADDITIONAL GUIDANCE.

RECORDS INCLUDE ALL MEDIA, INCLUDING ELECTRONIC RECORDS CONTAINING THE CONTENT DESCRIBED IN THIS RDA:

- BROCHURES, PAMPHLETS, FACT SHEETS AND FLYERS - PAPER
- EMAIL MESSAGES DISTRIBUTED TO NOTIFY INDIVIDUALS OR LISTS OF TOPICS.
- WEB PAGES USED TO PROVIDE PUBLIC INFORMATION AND EDUCATION
- CONTENT GENERATED BY WEB LOGS AND OTHER SOCIAL NETWORKING MEDIA APPLICATIONS (WIKIS, FACEBOOK, TWITTER, ETC.) FOR PUBLIC AWARENESS PURPOSES. INCLUDES CONTENT GENERATED BY DNR PERSONNEL AND EXTERNAL SOURCES DEALING WITH PARTICULAR, DEFINED CONTENT.

RETENTION: EVENT (DATE DISTRIBUTED, POSTED OR ISSUED) + 2 YEARS AND DESTROY, PROVIDED CLOSED (EVENT OCCURRED, INFORMATION SUPERSEDED, OR CONTENT NO LONGER RELEVANT).

**00503000.**      **ENVIRONMENTAL EDUCATION PROJECT CASE FILES**      **EVT+3**      **SHSW**      **Y**

THE DNR OVERSEES AND MANAGES ALL TYPES OF ENVIRONMENTAL EDUCATION PROJECTS, INCLUDING THE FOLLOWING TOPICS:

- PROJECT WILD - ENVIRONMENTAL EDUCATION
- PROJECT LEARNING TREE - ENVIRONMENTAL EDUCATION
- PROJECT WET - ENVIRONMENTAL EDUCATION
- AIR DEFENDERS - AIR EDUCATION
- EASY BREATHERS - AIR EDUCATION
- XRT - AIR EDUCATION
- GREEN & HEALTHY SCHOOLS - RECYCLE
- RECYCLING MEETING MINUTES, PUBLICATIONS, AGREEMENTS, ORIGINAL ARTWORK OF PUBLICATIONS ON CD - RECYCLE
- RADIO SPOTS ON CDS FOR RECYCLING CAMPAIGNS - RECYCLE
- "EEK! ENVIRONMENTAL EDUCATION FOR KIDS" - EARLY CHILDHOOD EDUCATION
- SIGNIFICANT CORRESPONDENCE AND COMMUNICATIONS WITH CHILDREN AND SCHOOL TEACHERS REGARDING ENVIRONMENTAL EDUCATION PROJECTS.

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SERIES COVERS ALL PROJECT CASE FILE FINAL RECORDS USED TO PLAN, DEVELOP AND IMPLEMENT EACH ENVIRONMENTAL EDUCATION PROGRAMS FOR WISCONSIN, SUCH AS PROGRAM NOTICES, FLYERS, BOOKLETS, BROCHURES, WEB PAGES, AV MATERIALS, ETC. RECORDS NEED TO BE MAINTAINED UNTIL UPDATED OR DISCONTINUED.

RETENTION: EVENT (DATE SUPERSEDED OR PROJECT DISCONTINUED) + 3 YEARS AND TRANSFER TO WHS.

**00517000.**      **BRRTS SYSTEM DOCUMENTATION AND OPERATIONAL PROCEDURES**      **EVT+1**      **DEST**      **Y**

Records In This Series Include Public Water Systems Plans And Specifications Submitted To The Department For Plan Review For Construction Of Public Water Systems And Wellhead Protection Plans. Plans Are Microfilmed For Permanent Preservation. 8/18/99 Approved By Prb.

**00520000.**      **CONSULTANTS AND CONTRACTORS LIST APPLICATION**      **EVT+1**      **DEST**      **Y**

Under the NR 700 rules series, Wis. Admin. Code, the DNR maintains a list of environmental companies and contractors that wish to be considered for state projects. All consultant information is self-reported and the DNR makes no warranties regarding its accuracy or the reliability of firms included. Series includes an informational survey and amendments provided by consultants and contractors to be listed on the environmental contamination cleanup RR database. The survey consists of Spill Response & Waste Management, Investigation & Remediation, and Consultant Data Record Forms. Data from paper forms is entered into the BRRTS system.

**00521000.**      **REGISTRY OF WASTE DISPOSAL SITES APPLICATIONS (FORM 4400-129)**      **EVT+10**      **DEST**      **Y**

Under section 292.31, Wis. Stats., the Department gathers information related to the inventory of sites that may cause or threaten to cause environmental pollution, including Registry of Waste Disposal Sites in Wisconsin. Series includes form 4400-129 (Registry of Waste Disposal Sites in Wisconsin), which lists site location, contact information, and reasoning for listing on database.

**00529000.**      **TEMPORARY EMERGENCY WATER SUPPLY CASE FILES**      **P**      **PERM**      **Y**

Under section 292.31, Wis. Stats., the Department gathers information related to the inventory of sites that may cause or threaten to cause environmental pollution, including Registry of Waste Disposal Sites in Wisconsin. Series includes form 4400-129 (Registry of Waste Disposal Sites in Wisconsin), which lists site location, contact information, and reasoning for listing on database.

**00530000.**      **REMEDATION AND REDEVELOPMENT PUBLIC INFORMATION MATERIALS**      **EVT+2**      **DEST**      **Y**

Records series covers R&R informational materials, including brochures, pamphlets, fact sheets, and Web pages, (when pages provide information that is not duplicated in paper or other format). This series is limited to R&R information. Official copies of R&R information materials are in Madison Central office. R&R specialists in regions may maintain copies of materials for reference purposes. Records include the brochures, pamphlets, fact sheets and Web pages on topics of common interest, including the following:

- Frequently Asked Questions (FAQs) on Web site covering R&R issues.
- Information and applications for R&R program financial assistance
- Information regarding contaminated and/or redeveloped properties
- Technical assistance guidance documents
- Re News quarterly newsletter outlining program information

**00530A00.**      **R & R PROGRAM PUBLICATIONS AND REPORTS**      **P**      **PERM**      **Y**

The following R&R publications and reports are distributed to State document depositories (55 libraries) as official state publications, under section 35.83, Wis. Stats. Distribution includes DNR library.

Reports generated from R&R databases and generated annually include: Environmental Repair Program Sites List, Environmental Services Contractors List, and Leaking Underground Storage Tank List.

Publications and reports on R&R management, such as Re News Monthly Newsletter, Financial Resource Guide for Cleanup & Redevelopment, Brownfields Success Story Pamphlets, Remediation & Redevelopment Program Annual Reports

**00531000.**      **R & R MANAGEMENT GUIDANCE AND RULEMAKING**      **CR+25**      **SHSW**      **Y**

Records in this series document development of guidance and rules regarding environmental contamination, cleanup and redevelopment issues. Records provide background information needed for planning and managing R&R programs. Records provide background information on Department R&R management initiatives and issues. Includes R&R Issue Briefs, R&R Policy Team (Statewide R&R Management Team?) meeting agendas and minutes, green sheet packages, and management reports to NR Board and the Secretary.

**00540000.**      **ALIS SUMMARY HISTORY DATA**      **P**      **PERM**      **Y**

RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATA FOR THE AUTOMATED LICENSING INFORMATION SYSTEM (ALIS). ELECTRONIC RECORDS IN THIS SERIES PROVIDE HISTORICAL INFORMATION ON HUNTING, FISHING AND RECREATIONAL LICENSE SALES AUTHORIZED UNDER CH. 29, WIS. STATS., AND NR 10, WIS. ADM. CODE DATA IS NEEDED TO GENERATE LICENSING SALES STATISTICS, ANALYZE TRENDS, AND TRACK PARTICIPATION IN STATE HUNTING, FISHING AND OTHER RECREATIONAL OPPORTUNITIES. ANNUAL AND SEASONAL SUMMARY DATA TO BE RETAINED IN

ELECTRONIC FORMAT OVER TIME INCLUDES THE FOLLOWING:

- \* QUANTITIES OF LICENSES SOLD BY TYPE PER YEAR OR SEASON AND BY SALES LOCATION.
- \* STATISTICS ON SALES METHODS AND TRANSACTION TYPE, E.G., INTERNET, ALIS AGENT SALE, SERVICE CENTER OR TELEPHONE
- \* TOTAL FEE AMOUNTS COLLECTED FOR EACH TYPE OF LICENSE PER YEAR OR SEASON.
- \* CUSTOMER DEMOGRAPHIC DATA SUCH AS GENDER, AGE, REGION, ETC.
- \* DATA ON VOIDED LICENSES OR LICENSES DENIED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: IN THE DNR IS REQUIRED FOR THE DEPARTMENT TO MONITOR LICENSE SALES, ADMINISTER PROGRAMS AND PLAN FOR THE FUTURE. THE DEPARTMENT IS RESPONSIBLE FOR MANAGING LICENSING DATA AND STATISTICS, TRACKING ACTIVITIES OVER TIME AND ANALYZING TRENDS. DATA IS USED FOR LICENSING PROGRAM ADMINISTRATION, TO DOCUMENT WORKLOAD, TARGET STAFF NEEDS, REPORT TO CONSTITUENTS AND SUPPORT REGULATOR INITIATIVES RELATED TO CUSTOMER SERVICE.

RETENTION: PERMANENT

**00540A00.**      **ALIS CUSTOMER MAINTENANCE DATA**      **EVT+10**      **DEST**      **Y**

RECORDS IN THIS SERIES INCLUDE ELECTRONIC DATA IS ALIS. DATA INCLUDES CUSTOMER IDENTIFIERS, AS WELL AS DETAILED SALES TRANSACTION DATA, LICENSE TYPE, AND EFFECTIVE DATES. THE DATABASE ALSO INCLUDES VOIDED TRANSACTIONS. SALES TRANSACTIONS ARE RECONCILED WITH THE BUREAU OF FINANCE AND AUDITED ANNUALLY BY THE LAB. DATA IS ALSO NEEDED FOR LICENSE ADMINISTRATION AND ENFORCEMENT PURPOSES.

NOTE: CUSTOMER DATA MAY BE UPDATED OR SUPERSEDED REGULARLY DURING THE LICENSING SEASON.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (APPROVAL INACTIVE - TERMINATED OR NOT RENEWED) + 10 YRS & DELETE. THE MOST CURRENT CUSTOMER DATA REMAINS IN THE ACTIVE ONLINE DATABASE UNTIL THE CUSTOMER BECOMES INACTIVE (LICENSE IS TERMINATED OR NOT RENEWED). IN ADDITION, THE CONTRACTORS SHALL ARCHIVE AND MAINTAIN CUSTOMER END OF SEASON DATA FOR 10 PREVIOUS YEARS.

**00541000.**      **ANNUAL AND SEASONAL ALIS REPORTS**      **CR+10**      **DEST**      **N**

ANNUAL AND SEASONAL SUMMARY REPORTS OF THE STATUS OF ALL RECORDS IN THE DATABASE, GENERATED FOR REPORTING PURPOSES TO PROVIDE SNAPSHOTS IN TIME OF DATA IN THE DATABASE. REGULAR END OF SEASON OR END OF LICENSE YEAR REPORTS GENERATED INCLUDES THE FOLLOWING.

- \* TOTAL NUMBER OF LICENSES SOLD BY TYPE, BY COUNTY, BY GENDER, BY AGE
- \* DEER SEASON SUMMARY REPORT
- \* SPECIAL DEER HUNT REPORTS

REPORTS ARE PROVIDED TO THE SECRETARY, NATURAL RESOURCES BOARD, THE LEGISLATURE, MEDIA AND THE PUBLIC.

RETENTION: CR + 10 YRS & DESTROY.

**00543000.**      **ACT 88 (1999) CUSTOMER FILE**      **EVT**      **DEST**      **Y**

AS REQUIRED BY S. 23.45, WIS. STATS., THE DEPARTMENT SHALL NOT SHARE PERSONALLY IDENTIFIABLE INFORMATION OF CUSTOMERS WHO INDICATE THAT THEY DO NOT WANT THEIR INFORMATION PROVIDED ON LISTS OF 10 OR MORE. TO COMPLY WITH THIS REQUIREMENT, THE DEPARTMENT IDENTIFIES LICENSING AND REGISTRATION CUSTOMERS WHO CHOOSE TO "OPT-OUT" OF BEING INCLUDED ON LISTS THAT THE DEPARTMENT PROVIDES UPON REQUEST. THE DEPARTMENT CREATES A TEST FILE DERIVED FROM ACSBS CUSTOMERS, BUT MODIFIES TO EXCLUDE CUSTOMERS WHO DO NOT WISH TO HAVE THEIR PERSONAL DATA SHARED. DATA IN THIS FILE IS USED TO GENERATE CUSTOMIZED RESPONSES TO INFORMATIONAL REQUESTS AND PROVIDE IT TO REQUESTERS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (SUPERSEDED BY UPDATED DATA) & DESTROY.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**00544000.**      **CHAPTER 29 CUSTOMER DATASET - CONFIDENTIAL**      **EVT**      **DEST**      **Y**

THIS ELECTRONIC DATASET CONTAINS ACSBS CUSTOMER DATA. PURSUANT TO SS. 29.024(2G) AND (2R) THE DEPARTMENT SHALL REQUIRE AN APPLICANT WHO (A) IS AN INDIVIDUAL TO PROVIDE THEIR SSN OR (B) IS NOT AN INDIVIDUAL TO PROVIDE THE APPLICANT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER. THE DNR COLLECTS, MAINTAINS AND PROVIDES THIS DATA ONLY TO THE DEPARTMENTS OF CHILDREN AND FAMILIES, AND REVENUE FOR FRAUD AND ABUSE MATCHING PURPOSES, UNDER S. 29.024(2G) AND 29.024(2R), WIS. STATS. DATA IS SHARED THROUGH ELECTRONIC DATA INTERCHANGE (EDI) AND DCF AND DOR MONTHLY OR MORE FREQUENTLY. NO REPORTS ARE PRINTED OUT, AND DATA IS MAINTAINED CONFIDENTIALLY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (SUPERSEDED) & DESTROY.

**00545000.**      **ALIS OPERATIONS & PROCEDURES TRACKING**      **EVT+5**      **DEST**      **N**

RECORDS IN THIS SERIES DOCUMENT OPERATIONS AND PROCEDURES THAT CUSTOMER AND OUTREACH SERVICES STAFF FOLLOW TO ISSUE FISH AND WILDLIFE LICENSES, COLLECT AND SUBMIT FEES, MONITOR PRODUCTION, TRACK WORKLOAD AND IMPROVE PROCESSES.

RECORDS IN THIS SERIES ALSO INCLUDE CORRESPONDENCE AND DIRECTION FROM OTHER DNR BUREAUS, E.G., LEGAL SERVICES, WILDLIFE AND LAW ENFORCEMENT AND OTHER REGULATORY INTERESTS, REGARDING FISH AND WILDLIFE LICENSING FORMS, FEES AND PROCESSING REQUIREMENTS. THIS SERIES INCLUDES RECORDS IN PAPER OR ELECTRONIC FORMAT, INCLUDING ACCESS DATABASES, EXCEL SPREADSHEETS, E-MAIL MESSAGES, OR MSWORD DOCUMENTS, AND INCLUDE RECORDS GENERATED IN SERVICE CENTERS OR CENTRAL OFFICE. BUREAU SECTION CHIEFS MAINTAIN OFFICIAL COPIES OF RECORDS FOR ONGOING REFERENCE AND ADMINISTRATIVE PURPOSES AFTER THE PROCEDURES ARE SUPERSEDED OR OBSOLETE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (SUPERSEDED OR REPLACED) + 5 YRS & DESTROY.

**00546000.**      **ACSBS CUSTOMER NUMBERS**      **EVT**      **DEST**      **Y**

RECORDS SERIES COVERS ANY PAPER FORMS SUBMITTED BY FIRST-TIME CUSTOMERS FOR FISH AND WILDLIFE APPROVALS TO OBTAIN CUSTOMER NUMBERS. THESE FORMS REQUEST SOCIAL SECURITY NUMBER OF CUSTOMER, AS REQUIRED UNDER FEDERAL AND STATE LAW FOR FRAUD AND ABUSE MATCHING PURPOSES. UNDER S. 29.04(2G), WIS. STATS., FOR HUNTING, FISHING AND RECREATIONAL LICENSES AND PERMITS, THE CUSTOMER'S SSN IS CONSIDERED CONFIDENTIAL AND MAY BE SHARED ONLY WITH THE DEPARTMENT OF CHILDREN AND FAMILIES. INFORMATION IN THIS SERIES MAY ALSO INCLUDE DEMOGRAPHIC AND HUNTER EDUCATION INFORMATION ABOUT THE CUSTOMER. DATA IS ENTERED INTO THE ACSBS CUSTOMER DATABASE BY DNR STAFF, AND FORMS ARE DESTROYED BY SHREDDING ON THE PREMISES OR THROUGH A COMMERCIAL SHREDDING CONTRACTOR.

RETENTION: EVT (DATA ENTRY INTO ALIS) & DESTROY CONFIDENTIALLY.

**00547000.**      **HUNTER EDUCATION DOCUMENTATION**      **EVT**      **DEST**      **Y**

UNDER S. 29.593, WIS. STATS., HUNTERS ARE REQUIRED TO DOCUMENT SUCCESSFUL COMPLETION OF HUNTER EDUCATION REQUIREMENTS AND TO PROVIDE UPDATED HUNTER EDUCATION INFORMATION TO THE DEPARTMENT. HUNTERS SUBMIT COMPLETED FORMS TO DNR AGENTS OR SERVICE CENTERS.

RETENTION: EVT (DATA ENTERED INTO ACSBS) & DESTROY.  
CLOSED - THERE ARE NO LONGER ANY PAPER APPLICATIONS.

RETENTION: CR (SCANNED) & 5 YRS & DESTROY.

**00551000.**      **DISABLED HUNTING PERMIT APPLICATIONS**      **EVT+10**      **DEST**      **Y**

DISABLED HUNTING PERMIT APPLICATIONS: SERIES INCLUDES CLASS A, CLASS B, CLASS C, CLASS D, CROSSBOW AND TROLLING SPECIALIZED HUNTING APPLICATIONS FOR PEOPLE WITH DISABILITIES, AS AUTHORIZED IN WIS. STATUTES SS 29.053(3). RECORDS INCLUDE PROOF OF DISABILITY AND APPLICATION SUBMITTED. LICENSES ARE ISSUED THAT AUTHORIZE INDIVIDUALS AND THEIR SPNSORS TO PARTICIPATE IN HUNTING ACTIVITIES SPECIFICALLY AUTHORIZED FOR DISABLED PERSONS.

CONFIDENTIAL RECORDS: THE DNR COLLECTS INDIVIDUAL SOCIAL SECURITY NUMBERS (SSN) FROM CUSTOMERS AS REQUIRED BY WIS. STATUTES CH. 29, AND WIS. ADMIN. CODE, CH. NR 8. THE SSN IS CONFIDENTIAL AND MAY ONLY BE PROVIDED TO THE DEPARTMENT OF CHILDREN AND FAMILIES FOR MATCHING PURPOSES. THE DNR TAKES SPECIAL PRECAUTIONS TO LIMIT DOCUMENT CONTAINING THE CUSTOMER SSN AND COLLECT THE SSN ONLY ELECTRONICALLY

WHEN POSSIBLE SO THAT DNR AGENTS, EMPLOYEES AND OTHER INDIVIDUALS DO NOT HAVE ACCESS.

PAPER APPLICATIONS ARE RECEIVE BY DNR, SCANNED INTO SHAREPOINT, TAG ITEMS COMPLETED (FIRST NAME, LAST NAME, CUSTOMER ID, DATE OF BIRTH AND TRANSACTION NUMBER); APPROVED/DENIED; STORED IN SHAREPOINT ARCHIVE. PAPER COPY WILL BE DESTROYED CONFIDENTIALLY AFTER QUALITY CONTROL AND TRANSACTION NUMBER); APPROVED/DENIED; STORED IN SHAREPOINT ARCHIVE. PAPER COPY WILL BE DESTROYED CONFIDENTIALLY AFTER QUALITY CONTROL CHECK AND THE ELECTRONIC VERSION WILL BE THE OFFICIAL COPY (PER WIS. STATUTES 16.61(5).

RETENTION: EVT(CLOSE OF HUNT) + 10 YEARS AND DESTROY CONFIDENTIALLY.

**00553000. ALIS LICENSING AGENT AGREEMENTS EVT+10 DEST Y**

RECORDS SERIES COVERS AGREEMENTS WITH DNR AGENTS, PRIVATE BUSINESSES THAT SELL HUNTING LICENSES THROUGHOUT THE STATE. RECORDS INCLUDE CONTRACT AGREEMENTS WITH EACH LICENSING AGENT, WHICH IS NEGOTIATED PER S. 29, WIS. STATS. AND NR 8, WIS. ADM. CODE. WIS. STATS. AGREEMENTS ARE IN EFFECT FROM DATE OF ISSUANCE UNTIL REVISED OR TERMINATED BY EITHER PARTY.

RETENTION: EVT (AGREEMENT TERMINATION OR CONTRACT SUPERSEDED) + 10 YRS & DESTROY.

**00560000. COMMERCIAL FARM & OCCUPATIONAL LICENSES EVT+6 DEST Y**

RECORDS IN THIS SERIES INCLUDE ALL APPROVALS (LICENSES) THAT THE BUREAU OF CUSTOMER & OUTREACH SERVICES ISSUES UNDER CHAPTER 29, WIS. STATS. FOR COMMERCIAL PURPOSES, INCLUDING THE FOLLOWING:

- \* FARM LICENSES:
- CAPTIVE WILD ANIMAL FARM
- WILD FUR FARM
- WHITE-TAILED DEER FARM FENCING
- HOUND DOG TRAINING AND TRIALING

- \*COMMERCIAL:
- GUIDES
- TAXIDERMISTS
- FUR DEALERS
- BAIT DEALERS MISSISSIPPI RIVER COMMERCIAL FISHING
- CLAM DEALERS
- WHOLESALE FISH DEALERS
- SPORT TROLLING GUDIES
- GINSENG DEALERS
- WILD RICE DEALERS
- BIRD HUNTING PRESERVE

LICENSES ARE ISSUED FOR PERIODS OF ONE OR TWO YEARS AND MUST BE RENEWED, INCLUDING UPDATED LICENSEE INFORMATION. ALL LICENSES IN THIS SERIES ARE SUBJECT TO REVIEW BY THE BUREAU OF LAW ENFORCEMENT FOR INVESTIGATIVE PURPOSES AND BY THE BUREAU OF WILDLIFE MANAGEMENT.

LICENSE RECORDS ARE CONSIDERED CLOSED IF THE LICENSE EXPIRES, IS CANCELLED, REVOKED, SUSPENDED, OR REFUSED. FOR ALL FARM LICENSEES, THE RECORDS ARE RETRIEVED AND MAINTAINED IF THE LICENSEE IS REINSTATED WITHIN THE RETENTION PERIOD.

RETENTION: EVT (LICENSE TERMINATED BY EXPIRATION, CANCELLATION OR REFUSAL) + 6 YRS & DESTROY.

**00561000. COMMERCIAL FARM & OCCUPATIONAL TRACKING RECORDS EVT+4 DEST Y**

THIS RECORDS SERIES COVERS RECORDS GENERATED TO TRACK COMMERCIAL FARM AND OCCUPATIONAL LICENSES AND PROCESSES. SUCH ELECTRONIC FILES ARE CREATED FOR ADMINISTRATIVE PURPOSES, TO PROVIDE A READY REFERENCE OF LICENSEES, SERVE AS AN INDEX OF CURRENTLY APPROVED LICENSEES, AND ALSO TRACK EXPIRED, CANCELED OR REFUSED LICENSES FOR RECORD RETRIEVAL PURPOSES IN CASE OF REINSTATEMENT. TRACKING RECORDS IN THIS SERIES INCLUDE PAPER LISTS AND INDEXES, ELECTRONIC TABLES AND SPREADSHEETS AND STAND-ALONE DATABASES. SUCH TRACKING RECORDS MAY BE GENERATED IN CENTRAL MADISON CUSTOMER & OUTREACH SERVICES BUREAU OR IN SERVICE CENTERS THAT RECEIVE OR GENERATE LICENSES DIRECTLY. RECORDS ARE CONTINUOUSLY UPDATED AS LICENSES ARE ISSUED, RENEWED AND TERMINATED. TERMINATED RECORDS MAY REMAIN, FLAGGED TERMINATED, IN THE DATABASE, OR ARCHIVED TO A SUBSET RECORD OF TERMINATED LICENSEES. RETENTION IS BASED ON DATE OF TERMINATION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF)

RETENTION: EVT (SUPERSEDED WITH UPDATED INFORMATION) + 4 YRS & DESTROY.

**00562000. COMMERCIAL FARM & OCCUPATIONAL LICENSE OPERATIONS AND PROCE EVT+5 DEST Y**

RECORDS IN THIS SERIES COER OPERATIONAL AND PROCEDURES MATERIALS AND CORRESPONDENCE RELATED TO COMMERCIAL AND OCCUPATIONAL LICENSES, INCLUDING LICENSE ISSUANCE METHODS AND PROCEDURES, METHODS TO COLLECT AND SUBMIT FEES AND STANDARD PROCEDURES TO FOLLOW TO DOCUMENT TRANSACTIONS. RECORDS IN THIS SERIES MAY ALSO INCLUDE CORRESPONDENCE BETWEEN THE BUREAU AND OTHER DEPARTMENT UNITS AND WITH OTHERS INTERESTED IN COMMERCIAL LICENSING FORMS, FEES, OPERATIONS AND PROCESSING REQUIREMENTS. THIS RECORDS SERIES INCLUDES RECORDS IN PAPER OR ELECTRONIC FORMAT, INCLUDING RECORDS GENERATED IN SERVICE CENTERS OR CENTRAL OFFICE. THE OFFICIAL RECORDS ARE MAINTAINED BY BUREAU SECTION CHIEFS ARE NEEDED FOR REFERENCE PURPOSES FOR A PERIOD OF TIME AFTER THE PROCEDURES ARE SUPERSEDED OR REPLACED WITH REVISED PROCEDURES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (SUPERSEDED OR REPLACED) + 5 YRS & DESTROY.

<u>00570000.</u>	<u>VRS SUMMARY HISTORY</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATABASE FOR THE BOATS, ATV, UTV AND SNOWMOBILE REGISTRATION SYSTEM. VRS DOCUMENTS SALES TRANSACTIONS, CONTROLS VEHICLE REGISTRATIONS AND TRACKS THE VEHICLE, RATHER THAN THE INDIVIDUAL REGISTRANT (OWNER), THROUGH THE COURSE OF ITS REGISTERED LIFE. ELECTRONIC RECORDS IN THIS SERIES PROVIDE HISTORICAL INFORMATION ON RECREATIONAL VEHICLE AND COMMERCIAL DEALER REGISTRATION SALES AUTHORIZED UNDER SS. 23.30 AND 350, WIS. STATS., AND CHS. NR 64, NR 5, AND NR 6, WIS. ADM. CODE. DATA IS NEEDED TO GENERATE RECREATIONAL VEHICLE REGISTRATION STATISTICS, ANALYZE TRENDS, AND CLOSED - THERE ARE NO LONGER ANY PAPER APPLICATIONS.

RETENTION: CR (SCANNED) + 5 YRS & DESTROY.

<u>00570A00.</u>	<u>VRS VEHICLE REGISTRATION TRANSACTION DATA</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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RECORDS IN THIS SERIES COVERS DETAILED VEHICLE SALES TRANSACTION DATA INCLUDING VEHICLE MAKE, MODEL, VEHICLE IDENTIFIERS, OWNER NAME AND ADDRESS, FEE AMOUNTS PAID AND REGISTRATION DATES. RECORDS SERIES ALSO INCLUDES REJECTED VEHICLE REGISTRATION TRANSACTIONS ENTERED INTO THE VRS DATABASE AND MAINTAINED IN PENDING (INACTIVE) STATUS UNTIL THE CUSTOMER PROVIDES INFORMATION NEEDED OR THE RETENTION PERIOD EXPIRES. DNR STAFF CAN ACCESS THE VRS SYSTEM, CONTAINING THE VEHICLE'S TRANSACTION HISTORY BY APPLICANT NAME, ASSIGNED VEHICLE REGISTRATION NUMBER OR SERIAL NUMBER. THE VEHICLE RECORD BECOMES INACTIVE WHEN THE REGISTRATION IS PENDING OR THE REGISTRATION EXPIRES. THE RECORDS CAN BE REACTIVATED IF A NEW TRANSACTION OCCURS. SALES TRANSACTIONS ARE RECONCILED WITH THE BUREAU OF FINANCE AND AUDITED ANNUALLY BY THE LAB. DATA IS ALSO NEEDED FOR PROGRAM ADMINISTRATION AND ENFORCEMENT PURPOSES.

NOTE: SYSTEM ALSO CONTAINS ELECTRONIC DATA FROM PREVIOUS ELECTRONIC SYSTEM (BOAT, ATV, SNOWMOBILE AKA BATS) THAT WAS MIGRATED TO VRS WHEN VRS WAS IMPLEMENTED IN 2007.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: THE MOST CURRENT CUSTOMER DATA REMAINS IN THE ACTIVE ONLINE DATABASE UNTIL THE CUSTOMER BECOMES INACTIVE (REGISTRATION EXPIRES, IS TERMINATED OR IS NOT RENEWED). VRS DATA IS MAINTAINED AND MAY BE ARCHIVED OFF LINE FROM END OF REGISTRATION + 10 YEARS AND DELETE.

<u>00571000.</u>	<u>VRS SEASONAL REPORTS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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RECORDS SERIES COVERS SEASONAL REPORTS OF TOTAL VEHICLE REGISTRATIONS BY TYPE AND BY COUNTY AND THE ANNUAL U.S. COAST GUARD REPORT. REPORTS PROVIDE STATUS OF ALL REGISTRATIONS IN THE DATABASE AT THE END OF THE SEASON OR YEAR. REPORTS ARE USEFUL FOR REFERENCE PURPOSES FOR MANAGERS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: CR + 10 YEARS AND DESTROY.

<u>00573000.</u>	<u>VRS OPERATIONS &amp; PROCEDURES TRACKING</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
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RECORDS IN THIS SERIES DOCUMENT OPERATIONS AND PROCEDURES THAT CUSTOMER AND OUTREACH SERVICES STAFF FOLLOW TO APPROVE VEHICLE REGISTRATIONS, TRACK OPERATIONS AND TRANSACTION PROCESSES AND MONITOR PRODUCTION WORKLOAD FOR THE SECTION. RECORDS INCLUDE CORRESPONDENCE FROM OTHERS INTERESTED IN VEHICLE REGISTRATION FORMS, FEES AND PROCESSING REQUIREMENTS IN PAPER OR ELECTRONIC FORMAT, INCLUDING ACCESS DATABASES, EXCEL SPREADSHEETS, E-MAIL MESSAGES, OR MSWORD DOCUMENTS, AND INCLUDES RECORDS GENERATED IN SERVICE CENTERS OR CENTRAL OFFICE. BUREAU SECTION CHIEFS MAINTAIN THE OFFICIAL RECORDS. RECORDS MAY BE NEEDED FOR REFERENCE PURPOSES AFTER OBSOLETE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (SUPERSEDED OR OBSOLETE) + 5 YRS & DESTROY.

**00574000.**    **RECREATIONAL VEHICLE REGISTRATION APPLICATIONS & TRANSACTIONS**    **CR+0/3**    **DEST**    **Y**

RECORD SERIES INCLUDES PAPER APPLICATIONS AND OTHER VRS SOURCE DOCUMENTS FOR BOAT, SNOWMOBILE AND ATV REGISTRATION TRANSACTIONS. SERIES COVERS INDIVIDUAL, BUSINESS AND COMMERCIAL DEALER APPROVED AND REJECTED APPLICATIONS RECEIVED, AS WELL AS TITLE AND LIEN RECORDS VERIFYING VEHICLE OWNERSHIP AND NOTIFICATION OF OWNERS MOVED OUT OF STATE (MOS). DOCUMENTS INCLUDING ORIGINAL REGISTRATION FORMS AND UPDATES OR CHANGES ARE IMAGED AND KEPT BY THE DNR IN CASE REIMAGING IS REQUIRED AFTER THE DNR QUALITY CONTROL PROCESS. THE IMAGED VERSION IS THE OFFICIAL COPY OF RECORD OF REGISTRATION TRANSACTIONS.

RETENTION: CR + 3 MONTHS & DESTROY PROVIDED IMAGED

**00574A00.**    **BOAT, SNOWMOBILE & ATV APPLICATIONS/REGISTRATIONS - MICROFILME**    **CR+5**    **DEST**    **Y**

THE IMAGES OF BOAT, SNOWMOBILE AND ATV REGISTRATIONS SERVE AS THE OFFICIAL RECORD OF THE REGISTRATION TRANSACTION, INCLUDING THE ORIGINAL APPLICATIONS AS WELL AS SUBSEQUENT ACTIVITIES SUCH AS TRANSFER OF OWNERSHIP. APPLICATIONS AND DOCUMENTATION ARE IMAGED AND STORED BY TRANSACTION NUMBER TO BE ACCESSED VIA A TRANSACTION NUMBER THAT IS LOCATED IN THE VEHICLE FILE ON THE VRS SYSTEM.

RETENTION: CR + 5 YRS & DESTROY.

**00574C00.**    **VEHICLE REGISTRATION RENEWAL NOTIFICATION AND PAYMENT - PAPER**    **EVT**    **DEST**    **Y**

RECORDS SERIES CONSISTS OF RENEWAL NOTIFICATIONS SUBMITTED WITH PAYMENT TO THE STATE BANK PROVIDER, WHEN AN APPLICANT RENWS VIA THE LOCK BOX PROCESSING CENTER RATHER THAN THROUGH THE DNR VRS SYSTEM OR VIA ELECTRONIC TRANSACTION (RDA #574). NOTIFICATIONS ARE GENERATED FROM THE VRS SYSTEM TO RENEW BOAT, SNOW AND ATV REGISTRATIONS.

RETENTION: EVT (CONTRACTOR IMAGE DOCUMENTS, QUALITY CONTROL) & DESTROY.

**00580000.**    **KILL/HARVEST REGISTRATION**    **CR+3**    **DEST**    **Y**

RECORDS SERIES INCLUDES REGISTRATION STUBS, TAGS, REPORTING DOCUMENTS IN ANY FORMAT USED TO REPORT INDIVIDUAL WILDLIFE HUNTING KILLS FOR REGULAR SEASONS AND SPECIAL HUNTS. HARVEST DOCUMENTS PROVIDE SOURCE DATA AND VERIFICATION DATA FOR ACCESS AND EXCEL DATABASES AND SPREADSHEETS. RECORDS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING SPECIES:

- \* DEER (LOCATED IN REGIONAL OFFICES)
- \* BEAR (LOCATED IN REGIONAL OFFICES)
- \* TURKEY (LOCATED IN REGIONAL OFFICES)
- \* CANADA GEESE (LOCATED IN CENTRAL OFFICE).

RETENTION: EVENT (CREATION) + 3 YEARS AND DESTROY.

**00581000.**    **KILL/HARVESTS REGISTRATION SUMMARY DATA**    **P**    **PERM**    **Y**

RECORDS IN ELECTRONIC DATABASES (CURRENTLY ACCESS OR EXCEL) USED TO RECORD KILL/HARVEST DATA, INCLUDES BUT IS NOT LIMITED TO:

- \* EARLY SEPTEMBER CANADA GOOSE HARVEST ACCESS DATABASE LOCATED IN CENTRAL OFFICE
- \* EXTERIOR ZONE CANADA GOOSE HARVEST ACCESS DATABASE LOCATED IN CENTRAL OFFICE
- \* DEER HARVEST DATABASE LOCATED AT WILDLIFE RESEARCH CENTER, MADISON
- \* BEAR HARVEST DATABASE LOCATED AT WILDLIFE RESEARCH CENTER, MADISON
- \* TURKEY HARVEST DATABASE LOCATED AT WILDLIFE RESEARCH CENTER, MADISON.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: PERMANENT RETENTION IN THE DNR IS REQUIRED FOR THE DEPARTMENT TO CONTINUE TO MEET ITS REGULATORY AND PUBLIC INTEREST OBLIGATIONS. THE DEPARTMENT IS RESPONSIBLE FOR MANAGING HARVEST DATA AND STATISTICS, TRACKING KILL/HARVEST OVER TIME AND ANALYZING TRENDS. DATA IS USED FOR WILDLIFE



TRAPPER EDUCATION CERTIFICATES ISSUED BY THE DEPT. TO TEACH TRAPPING UNDER S. 29.597(1)(A), WIS. STATS. APPLICATIONS ARE SUBMITTED TO CENTRAL OFFICE AND CERTIFICATES ARE ISSUED FROM DNR WILDLIFE RESEARCH. RECORDS IN THIS SERIES INCLUDE APPLICATIONS FOR:

- \*COOPERATIVE TRAPPER EDUCATION PROGRAM GRADUATE CERTIFICATE
  - \* COOPERATIVE TRAPPER EDUCATION CERTIFIED TRAPPING INSTRUCTOR CERTIFICATE
  - \* COOPERATIVE TRAPPER EDUCATION CERTIFIED TRAPPING INSTRUCTOR MOU
  - \*COOPERATIVE TRAPPER EDUCATION PROGRAM INSTRUCTOR CERTIFICATION APPLICATION
  - \*WISCONSIN COOPERATIVE TRAPPER EDUCATION PROGRAM - STUDENT REGISTRATION CARD
- RETENTION: EVENT (CREATION) + 5 YEARS AND DESTROY.

<b><u>00591000.</u></b>	<b><u>TRAPPER EDUCATION PROGRAM GRADUATE DATA</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS - CURRENTLY STORED ELECTRONICALLY IN MICROSOFT ACCESS DATABASE LOCATED IN MADISON CENTRAL OFFICE WITH DATA ON CERTIFIED TRAPPER GRADUATES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (CERTIFICATION END) + 10 YEARS AND DESTROY.

<b><u>00592000.</u></b>	<b><u>SCIENTIFIC COLLECTOR SPECIMEN LOAN LETTER</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THE OWNER OF A PARTICULAR WILDLIFE SPECIMEN LOANS IT TO THE DEPARTMENT AND AUTHORIZES THE DEPARTMENT TO USE IT FOR EDUCATIONAL PURPOSES. RETENTION IS NEEDED FOR AS LONG AS THE SPECIMEN IS IN DEPARTMENT CUSTODY, TO DOCUMENT DEPARTMENT AUTHORIZATION AND TERMS AND CONDITIONS FOR USE OF THE SPECIMEN FROM THE OWNER. LOAN PERIODS MAY BE FOR LONG PERIODS OF TIME, INCLUDING PERMANENT.

RETENTION: EVENT (END OF LOAN PERIOD) + 5 YEARS AND DESTROY.

<b><u>00593000.</u></b>	<b><u>SCIENTIFIC COLLECTORS PERMITS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS PERMITS ISSUED FOR SCIENTIFIC COLLECTION OF WILDLIFE FOR RESEARCH PURPOSES, PER S. 29.614, WIS. STATS. COVERS APPLICATION, PERMIT SPECIFYING PERMITTED COLLECTION ACTIONS, TIME PERIOD FOR DATA COLLECTION AND OTHER TERMS AND CONDITIONS OF THE COLLECTION. REGIONAL AND LOCAL WILDLIFE MANAGERS ISSUE COLLECTION PERMITS THROUGHOUT THE STATE. THERE IS NO CENTRAL LOCATION FOR ALL PERMITS ISSUED.

RETENTION: EVENT (PERMIT END DATE) = 5 YEARS AND DESTROY.

<b><u>00594000.</u></b>	<b><u>WILDLIFE STOCKING PERMITS</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS APPLICATIONS AND RENEWAL APPLICATIONS FOR STOCKING GREY SQUIRRELS, TURKEYS, AND OTHER WILDLIFE (NOT INCLUDING PHEASANT) ON PRIVATE LANDS IN THE STATE, PER S. 23.09(2)(H), WIS STATS. SERIES COVERS APPLICATION AND RENEWAL FORMS, RELEVANT CORRESPONDENCE AND APPROVAL DOCUMENTATION. GAME FARMS MAY HAVE A LONG-TERM IMPACT ON ANIMAL HABITAT AND WILDLIFE SPECIES.

RETENTION: EVENT (CREATION) + 5 YEARS AND DESTROY.

<b><u>00595000.</u></b>	<b><u>PHEASANT STOCKING APPLICATIONS AND PERMITS</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS RECORDS SERIES COVERS PHEASANT STOCKING APPLICATIONS AND PERMITS, AUTHORIZED UNDER S. 169.04(4)(B)1, WIS. STATS., FOR HUTNING AND DOG TRAINING PURPOSES. SERIES COVERS STOCKING APPLICATIONS FOR PHEASANTS ONLY SUBMITTED TO THE DEPARTMENT, BOTH APPROVED AND DENIED. THIS SERIES INCLUDES BUT IS NOT LIMITED TO THE RECORDS ASSOCIATED WITH THE DAY-OLD CHICK PROGRAM.

RETENTION: EVENT (CREATION) + 5 YEARS AND DESTROY.

<b><u>00596000.</u></b>	<b><u>PHEASANT STOCKING PERMIT FOR PRIVATE INDIVIDUALS, STATISTICAL D/</u></b>	<b><u>CR+100</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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THIS RECORDS SERIES COVERS ELECTRONIC PHEASANT STOCKING DATA, TO TRACK THE STOCKING APPLICATIONS AND PERMITS ISSUED BY THE DEPARTMENT FOR PRIVATE INDIVIDUALS TO STOCK PHEASANTS FOR TRAINING, SHOOTING OR STOCKING ON PRIVATE PROPERTIES.

DATA INCLUDES PERMITTEE, STOCKING LOCATION, SPECIES AND DATES INFORMATION FROM THE WILDLIFE STOCKING APPLICATION.  
 DATA IS USED TO DOCUMENT STOCKING ACTIVITIES AND TRACK PERMITTEES AND ACTIVITIES OVER TIME, AND ANALYZE TRENDS.  
 DATA IS MAINTAINED FOR WILDLIFE MANAGEMENT PURPOSES AND TO DETERMINE WHETHER OR NOT STOCKING HAS A DETRIMENTAL EFFECT ON ANIMAL HEALTH AND SAFETY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: CREATION + 100 YRS & TRANSFER TO WHS: DNR HAS ONGOING REQUESTS FOR THESE RECORDS. THESE RECORDS PROVIDE HISTORICAL BACKGROUND INFORMATION REGARDING THE AGENCY'S PROCEDURES AND EVOLUTION. THE ORIGINAL RECORDS FORMAT MAY BE DIGITIZED AND THEN DISCARD.

**00597000.      STATE GAME FARM PHEASANT STOCKING ON STATE PROPERTY, STATISTI      CR+100      SHSW      N**

THIS RECORDS SERIES COVERS ELECTRONIC PHEASANT STOCKING DATA BY THE DEPARTMENT, INCLUDING , BUT NOT LIMITED TO STOCKING LOCATION, SPECIES AND DATES INFORMATION THAT DOCUMENTS STOCKING ACTIVITIES. DATA IS MAINTAINED FOR WILDLIFE MANAGEMENT PURPOSES AND TO DETERMINE WHETHER OR NOT STOCKING HAS A DETRIMENTAL EFFECT ON ANIMAL HEALTH AND SAFETY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: CREATION + 100 YEARS & TRANSFER TO WHS. DNR HAS ONGOING REQUESTS FOR THESE RECORDS. THESE RECORDS PROVIDE HISTORICAL BACKGROUND INFORMATION REGARDING THE AGENCY'S PROCEDURES AND EVOLUTION. THE ORIGINAL RECORD FORMAT MAY BE DIGITIZED AND THEN DISCARD.

**00598000.      PHEASANT STOCKING DOCUMENTS AND GAME FARM BROOD DOCUMENTS      CR+10      DEST      N**

RECORDS IN THIS SERIES COVER PAPER GAME FARM PRODUCTION/HUSBANDRY FORMS, REPORTS, AND OBSERVATIONS FOR PHEASANTS STOCKED FROM THE STATE GAME FARM AT POYNETTE OR PROVIDED TO COOPERATORS IN THE DAY-OLD CHICK PROGRAM.

PHEASANT STOCKING DOCUMENTATION: THIS RECORD SERIES ALSO COVERS PHEASANT STOCKING ON PUBLIC HUNTING GROUNDS. SERIES COVERS ALL PHEASANT STOCKING BY THE DEPARTMENT ON PUBLIC LANDS.

THE DEPARTMENT RAISES PHEASANTS AND MONITORS BREEDING AND HEALTH OF THE BIRDS. DOCUMENTS IN THIS SERIES PROVIDE SOURCE DOCUMENTS TO TRACK CAPTIVE GAME FARM PHEASANTS. INCLUDES, BUT IS NOT LIMITED TO THE DAY-OLD CHICK AGREEMENT, DAY-OLD CHICK REARING REPORT, WEEKLY REPORT OF GAME BIRDS, ANNUAL HATCH AND CHICK DISTRIBUTION, BREEDER FLOCK SELECTION RECORDS, BREEDER FLOCK DAILY MORTALITY AND PRODUCTION RECORDS, BREEDER FLOCK WEEKLY EGG PRODUCTION/BIRD INVENTORY, BREEDER FLOCK VACCINATION RECORDS, ANNUAL HATCHING AND CHICK DISTRIBUTION RECORD, BROODER HOUSE DAILY MORTALITY RECORDS, AND WEEKLY BREEDER FLOCK PRODUCTION/INVENTORY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (CREATION) + 10 YEARS AND DESTROY.

**00599000.      PHEASANT STOCKING PROGRAM BROOD DATA      CR+100      SHSW      N**

THIS RECORDS SERIES COVERS BROOD DATA FOR PHEASANTS STOCKED FROM POYNETTE GAME FARM INCLUDING, BUT NOT LIMITED TO THE ANNUAL PUBLIC HUNTING GROUNDS STOCKING REPORT AND THE DAY-OLD CHICK REARING REPORT.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: CREATION + 100 YEARS & TRANSFER TO WHS. DNR HAS ONGOING REQUESTS FOR THESE RECORDS. THESE RECORDS PROVIDE HISTORICAL BACKGROUND INFORMATION REGARDING THE AGENCY'S PROCEDURES AND EVOLUTION. THE ORIGINAL RECORD FORMAT MAY BE DIGITIZED AND THEN DISCARD.

**00601000.      DOG TRAINING PERMITS      EVT+1      DEST      Y**

RECORDS IN THIS SERIES INCLUDE APPLICATIONS AND PERMITS AND ALL OTHER MATERIALS USED TO PERMIT THE USE OF BIRDS FOR DOG TRAINING PURPOSES PURSUANT TO S. 29.321 WIS. STATS.

RETENTION: EVENT (PERMIT CLOSED AND DATA MIGRATED INTO DATABASE) + 1 YEAR AND DESTROY.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**00602000.**      **DOG TRAINING PERMIT DATA**      **EVT+10**      **DEST**      **Y**

RECORDS IN ELECTRONIC DATABASE (MICROSOFT ACCESS) USED TO RECORD ISSUED PERMITS AND IS LOCATED IN CENTRAL OFFICE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (PERMIT CLOSE) + 10 YEARS AND DESTROY.

**00603000.**      **WILDLIFE HEALTH PROGRAM**      **CR+5**      **DEST**      **Y**

RECORDS IN THIS SERIES INCLUDE PAPER REPORTS, OBSERVATION MATERIALS, AND TEST RESULTS USED TO MONITOR THE HEALTH OF WILDLIFE IN WISCONSIN. RECORDS INCLUDE BUT ARE NOT LIMITED TO WILDLIFE NECROPSY REPORTS, LABORATORY AND TOXICOLOGY RESULTS, DEER HERD MONITORING, AND DOCUMENTATION SPECIFIC TO DISEASE OF SPECIAL CONCERN AFFECTING WISCONSIN'S WILDLIFE SUCH AS CHRONIC WASTING DISEASE AND WEST NILE VIRUS.

RETENTION: THIS RECORDS SERIES PROVIDES IMPORTANT WILDLIFE HEALTH AND SAFETY DATA THAT NEEDS TO BE RECORDED AND MAINTAINED OVER TIME. SPECIFIC INFORMATION ON REPORTS MAY NEED TO BE REFERENCED IN THE FUTURE.

**00604000.**      **WILDLIFE HEALTH PROGRAM DATA**      **P**      **PERM**      **Y**

RECORDS IN ELECTRONIC DATABASES (MICROSOFT ACCESS AND EXCEL) RECORD REPORT DATA, OBSERVATIONS AND TESTING RESULTS OF WILDLIFE HEALTH MONITORING ACTIVITIES IN THE STATE. SERIES INCLUDES BUT IS NOT LIMITED TO DATA FROM WILDLIFE NECROPSY REPORTS, LABORATORY AND TOXICOLOGY RESULTS, DEER HERD MONITORING, AND DOCUMENTATION SPECIFIC TO DISEASE OF SPECIAL CONCERN AFFECTING WISCONSIN'S WILDLIFE SUCH AS CHRONIC WASTING DISEASE AND WEST NILE VIRUS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: PERMANENT - JUSTIFICATION THIS RECORD SERIES NEEDS TO BE RETAINED PERMANENTLY TO FULFILL THE DEPARTMENT'S MANDATE TO MONITOR HEALTH AND SAFETY OF WISCONSIN'S WILDLIFE, INCLUDING POTENTIAL IMPACTS ON OTHER SPECIES.

**00605000.**      **PUBLIC HUNTING GROUND MANAGEMENT PLANS**      **EVT+5**      **DEST**      **Y**

SERIES COVERS MANAGEMENT PLANS REQUIRED FOR PUBLIC HUNTING GROUNDS IN WISCONSIN UNDER S. 29.317, WIS. STATS. DOCUMENTS INCLUDE PRESCRIBED BURN RECORDS.

BUREAU OF FACILITIES AND LANDS MAINTAINS A MASTER FILE OF MANAGEMENT PLANS FOR STATE-OWNED PROPERTIES.

RETENTION: EVENT (PLAN SUPERSEDED OR OBSOLETE) + 5 YEARS AND DESTROY.

**00606000.**      **HABITAT MANAGEMENT STAMP PROJECTS**      **EVT+5**      **DEST**      **Y**

RECORDS IN THIS SERIES COVER DNR PROJECTS AND ACTIVITIES TO MANAGE PUBLIC AND PRIVATE WILDLIFE HABITAT, FUNDED FROM STAMP REVENUES AND MAY ALSO BE UNDERTAKEN WITH PARTNERS, E.G., DUCKS UNLIMITED. PROJECT RECORDS INCLUDE PLANS, BUDGETS AND COOPERATIVE AGREEMENTS TO MAINTAIN OR DEVELOP HABITAT FOR THE BENEFIT OF PARTICULAR SPECIES ON INDIVIDUAL PROPERTIES. SERIES ALSO INCLUDES REPORTS AND RELEVANT CORRESPONDENCE. TYPES OF RECORDS INCLUDE THE FOLLOWING. PHEASANT STAMP SUMMARY, TURKEY STAMP SUMMARY, WATERFOWL STAMP SUMMARY, MARSH PROJECTS COOPERATIVE AGREEMENTS. PROJECTS MAY BE AMENDED, MODIFIED OR RENEWED. RETENTION OF RECORDS IS BASED ON FINAL CLOSE OF PROJECT.

RETENTION: EVENT (PROJECT COMPLETION) + 5 YEARS AND DESTROY.

**00607000.**      **HABITAT MANAGEMENT STAMP DATA**      **EVT+50**      **DEST**      **Y**

RECORDS IN ELECTRONIC DATABASES (MICROSOFT ACCESS AND EXCEL) RECORD STAMP PROJECT DATA, STATUS OF PROJECTS, FUNDING AMOUNTS, PROPERTIES AND SPECIES, PARTNERSHIP SHARES, DATES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (PROJECT CLOSE) + 50 YEARS AND DESTROY.

<b><u>00608000.</u></b>	<b><u>WILDLIFE PROGRAM GIFTS AND DONATION CASE FILES</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>RECORDS IN THIS SERIES DOCUMENT GIFTS AND DONATIONS AS AUTHORIZED BY S. 23.0992)(O) TO STATE-OWNED WILDLIFE PROPERTIES AND WILDLIFE PROGRAMS FROM INDIVIDUALS AND ORGANIZATIONS, INCLUDING THE FOLLOWING:</p> <p>* WILDLIFE AREA DONATION DONOR CORRESPONDENCE AND DNR ACCEPTANCE LETTERS TARGETED FOR CREX MEADOWS, PERSHING WILDLIFE AREA, YELLOWSTONE HORSE TRAILS, ETC.</p> <p>* WILDLIFE SPECIES HABITAT PROGRAM DONATION CORRESPONDENCE, E.G., FOR PHEASANT, TURKEY HABITAT MAINTENANCE PROGRAMS.</p> <p>* WETLAND AND GRASSLAND PROGRAM DONATION CORRESPONDENCE.</p> <p>FUNDS MAY BE TARGETED FOR USE IN THE FUTURE, AND RETENTION NEEDS TO BE BASED ON EXPENDITURE OF DONATED FUNDS. NOTE: REMITTANCE DOCUMENTS AND FUNDS RECEIVED RECORDS ARE FORWARDED TO BUREAU OF FINANCE AND MAINTAINED PER THE STATE FISCAL AND ACCOUNTING GENERAL RECORDS SCHEDULE.</p> <p>RETENTION: EVENT (EXPENDITURE OF FUNDS) + 6 YEARS AND DESTROY.</p>				
<b><u>00609000.</u></b>	<b><u>WILDLIFE PROGRAMS GIFTS AND DONATIONS DATA</u></b>	<b><u>EVT+50</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>RECORDS IN ELECTRONIC DATABASE (CURRENTLY MICROSOFT ACCESS) USED TO RECORD GIFTS AND DONATIONS TO WILDLIFE PROGRAMS, INCLUDING DONOR DATA, GIFT AMOUNTS, PROGRAM TARGETED, ANY TERMS AND CONDITIONS RELATED TO DONATIONS, PROPERTIES, SPECIES, DATES, ETC.</p> <p>ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS &amp; REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF</a></p> <p>RETENTION: EVENT (PROJECT CLOSE) + 50 YEARS AND DESTROY.</p>				
<b><u>00610000.</u></b>	<b><u>WILDLIFE DAMAGE AND ABATEMENT CLAIMS CASE FILES</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>THIS RECORDS SERIES COVERS CLAIM DOCUMENTS SUBMITTED FOR WILDLIFE DAMAGE AND ABATEMENT EFFORTS UNDER S. 29.889(7), WIS. STATS. INCLUDES COPY OF REQUEST FOR REIMBURSEMENT WDACP, REIMBURSEMENT REQUEST WORKSHEET, WILDLIFE DAMAGE CLAIM FORMS AND OTHER MATERIALS NEEDED TO DOCUMENT DEPARTMENT CLAIM PAYMENTS.</p> <p>RETENTION: EVENT (DATE OF PAYMENT) + 5 YEARS.</p>				
<b><u>00611000.</u></b>	<b><u>WILDLIFE DAMAGE AND ABATEMENT SHOOTING PERMIT APPLICATIONS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>RECORDS INCLUDE APPLICATION AND PERMIT TO SHOOT DEER CAUSING DAMAGE, AUTHORIZATION TO SHOOT DEER CAUSING AGRICULTURAL DAMAGE, AND OTHER TYPES OF APPLICATIONS TO AUTHORIZE WILDLIFE KILLS OUTSIDE OF NORMAL HUNTING SEASONS.</p> <p>RETENTION: EVENT (DATE ISSUED) + 10 YEARS AND DESTROY</p>				
<b><u>00612000.</u></b>	<b><u>REGISTERED FENCE CONTRACTS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>WILDLIFE DAMAGE AND ABATEMENT REGISTERED FENCE CONTRACT CASE FILES: RECORDS IN THIS SERIES COVER APPLICATIONS AND CONTRACTS FOR WILDLIFE DAMAGE AND ABATEMENT FENCES, UNDER S. 29.889(3)(C)2.</p> <p>RETENTION: EVENT (CLOSE OF CONTRACT) + 5 YEARS AND DESTROY.</p>				
<b><u>00613000.</u></b>	<b><u>VENISON GOOSE DONATIONS AGREEMENTS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
<p>RECORDS SERIES COVERS COOPERATIVE AGREEMENTS FOR HUNTERS TO TAKE DEER CARCASS TO FOOD PROCESSOR TO HAVE PROCESSED VENISON DONATED TO FOOD PANTRIES, AS AUTHORIZED UNDER S. 29.89 WIS. STATS. AGREEMENT FILES CONTAIN CONTRACTS, RELEVANT DONATION CORRESPONDENCE AND SIGNATURES OF PARTIES INVOLVED.</p> <p>ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS &amp; REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF</a></p> <p>RETENTION: EVENT (CLOSE OF AGREEMENT) + 5 YEARS AND DESTROY.</p>				
<b><u>00614000.</u></b>	<b><u>PLANS OF ADMINISTRATION (POAS)</u></b>	<b><u>EVT+5</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
<p>AGREEMENTS BETWEEN THE DEPARTMENT AND COUNTIES FOR WILDLIFE DAMAGE AND ABATEMENT EFFORTS IN THE</p>				

COUNTIES. PLANS DEFINE ADMINISTRATION OF WDACP IN EACH COUNTY AND INCLUDE PLAN, AGREEMENTS AND RELATED CORRESPONDENCE.

BUREAU OF FACILITIES AND LANDS MAINTAINS A MASTER FILE OF MANAGEMENT PLANS FOR STATE-OWNED PROPERTIES.

RETENTION: EVENT (CLOSE OF CONTRACT) + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY OF WISCONSIN.

**00615000.**      **WILDLIFE DAMAGE AND ABATEMENT SUMMARY DATA**      **EVT+50**      **DEST**      **N**

DATABASES ARE LOCATED IN CENTRAL OFFICE AND INCLUDE BUT ARE NOT LIMITED TO CLAIMS DATABASE (ACCESS), FENCES DATABASE (ACCESS), SHOOTING PERMITS DATABASE (ACCESS), DONATION AGREEMENTS (ACCESS) AND PLANS OF ADMINISTRATION (POAS). DATA FROM PAPER APPLICATIONS AND CONTRACTS IS ENTERED INTO THE DATABASES AND USED TO MONITOR AND DETERMINE APPROVAL OF DAMAGE CLAIMS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC REOCRDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (CLOSE OF CLAIM AND MIGRATED TO UPDATED SYSTEMS AS NECESSARY) + 50 YEARS AND DESTROY.

**00617000.**      **HUNTING - PUBLIC MEETINGS AND HEARINGS**      **CR+20**      **SHSW**      **Y**

RECORDS SERIES COVERS INFORMATION ON DNR WILDLIFE MANAGEMENT, HUNTING, TRAPPING, WILDLIFE HEALTH, HUNTING LANDS AND SPECIES MANAGEMENT ISSUES. INCLUDES MEETING AND HEARING ANNOUNCEMENTS, AGENDAS, REGISTERED ATTENDEES, WRITTEN COMMENTS RECEIVED, MINUTES, TRANSCRIPTS AND REPORTS. EXAMPLES:

- \* CHRONIC WASTIN DISEASE MEETINGS
- \* DEER 2000 MEETINGS
- \* SPRING FISH AND WILDLIFE HEARINGS
- \* CITIZEN ADVISORY COMMITTEES ON HUNTING
- \* ANNUAL HERD STATUS MEETINGS
- \* DEER MANAGEMENT UNIT GOAL AND BOUNDARY REVIEWS

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (CREATION) + 20 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY.

**00710000.**      **DNR POLICIES AND PROCEDURES MANUAL & MANUAL CODE CASE FILES**      **P**      **PERM**      **Y**

This records series consists of the DNR Policies and Procedures Manual containing copies of all official DNR Manual Codes, dated table of contents and instruction materials that direct staff to update and maintain the manual. Manual codes provide direction for particular programs or functions to carry out their duties.

The Directives System Manager maintains a master copy of the DNR Policies and Procedures Manual and historical case files of manual codes including current versions and obsolete, rescinded, replaced or updated manual codes. These files also contain comments submitted during the formal review and approval process. Files document the current and previous Department directives by particular topic or function.

Official Copy Retention: Directives System Manager retain permanently.  
Other copies in the Department need only contain the most current version of each manual code.

**00711000.**      **DNR HANDBOOK CASE FILES**      **P**      **PERM**      **Y**

This records series consists of current and previous versions of authorized, approved Handbooks that contain guidelines to be followed in the conduct of Department business. Handbooks may include continuing procedures, standards, instruction and techniques. Handbook instructions have the same force and effect as those in the manual code.

The Directives System Manager maintains historical files of handbooks including current and obsolete, rescinded, replaced or updated versions. These files also contain comments submitted during the formal review and approval process. Files also document current and previous Department directives by particular topic or function.

Official Copy Retention: Directives System Manager retain permanently.

**00712000.**      **DIRECTIVES LOGS AND TRACKING RECORDS**      **EVT**      **DEST**      **Y**

The Directives System Manager may create records in this series to index and track all directives and the directives approval process.

Records in this series may include:

- § Manual code and handbook slips and logs
- § Electronic spreadsheets, tables or databases that monitor the directives process and provide ready reference to directive numbers and information.

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Retention: EVENT (superseded or obsolete) and destroy.

**00712A00.**      **DIRECTIVES DEVELOPMENT WORKING FILES**      **EVT+1**      **DEST**      **Y**

This records series covers various paper and electronic files that the directives sponsors may create to develop, review and track directives work during the development process. The directives sponsor or author may maintain copies of each directive draft version, track and sort comments and responses, or track the approval process. Such records are created for convenience but are not required parts of the directives review process that is managed by the Directives System Manager.  
Retention: EVENT (Directive decision final) + 1 year and destroy

**00712B00.**      **DIRECTIVES INFORMAL REVIEW COMMENTS**      **EVT+1**      **DEST**      **Y**

Records in this series consist of messages and correspondence between the directives sponsor and others in the Department. Comments are generated during the directives development and informal review and approval processes. Records in this series include comments in marked-up versions of a manual code or handbook, routing forms, comments transmitted in paper, via e-mail and in electronic discussion forums. The directives sponsor or bureau directives coordinator may create or receive comments during the directive development and the informal review processes.  
Retention: EVENT (Directive approval) + 1 year/ Destroy

**00713000.**      **DIRECTIVES COMMUNICATION AND INFORMATIONAL MATERIALS**      **EVT**      **DEST**      **Y**

This records series consists of any type of communication that the Directives System Manager and/or directives sponsor may use to inform Department personnel of new and revised directives. May include memos, messages, notices, meeting notices and Web pages (that do not otherwise duplicate other information) used for employee awareness about the particular directive. The Directives System Manager or directives sponsor is responsible for developing these types of materials and communicating with other staff.  
Retention: EVENT (superseded or obsolete) and destroy.

**00810000.**      **PATROL LOG & RANGER WORKING FILES**      **CR+3**      **DEST**      **N**

Records in this series cover the Patrol Log that each property and each park ranger and manager uses to record park activities, observations, warnings and citations given during each work shift. Logs itemize date/time and events in sequential order. The primary purpose of logs is to provide basic data for reporting purposes, on each property, to DNR managers and the NR Board.

Log files may include paper and electronic records that Park personnel develop and use as working files to tally Patrol log data throughout reporting periods in various formats. Data results are incorporated into Annual Reports. Logs also provide data for preparation of Case Activity reports related to enforcement actions. As needed, for investigations and legal actions, log data is part of the evidence for a case that may be taken to a hearing or to court.

Records in this series may include the many mixed types of files that parks staff create to help in the administration of law enforcement such as written warnings issued including those written to follow up courtesy notices, etc.

**00811000.**      **CASE ACTIVITY, USE OF FORCE AND INVESTIGATIVE REPORTS, CITATIONS**      **EVT+10**      **DEST**      **N**

Records in this series may include copies of case activity reports, various types of citations, and violation dispositions that parks or other DNR properties may issue including:

- \* NR Citations: official (white) copy is forwarded to the Bureau of Law Enforcement for data entry
- \* Uniform Traffic citations - official copy goes to County District Attorney and/or court record (official white copy of violation disposition records are forwarded to the Bureau of LE)
- \* Juvenile Alcohol Ticket - official copy goes to County District Attorney and/or court record (official white copy of violation disposition records are forwarded to the Bureau of LE)

This series also includes the citation control ledger record which is a paper log that each DNR property creates to capture summary data on each citation issued at the property. Ledger data includes date and time citation issued, names of persons and disposition of the citation. The ledger is a source document for data included in the 6-month and annual Summary of Law Enforcement Activity Reports for the Office of Justice Assistance, as well as an index to citations and cases. The ledger has reference value for law enforcement officers at the property.

**00812000.**      **INDIVIDUAL PROPERTY PATROL LOG SUMMARY DATA**      **CR+20**      **DEST**      **N**

Records in this series may include electronic methods developed to tally Patrol spreadsheets and other electronic methods that Parks personnel develop to tally Patrol log data throughout reporting periods and use as working files. Data results are incorporated into a summary data file and sent in to the Madison Central Parks office.

NOTE: Working files can be deleted when no longer needed

**00813000.**      **STATEWIDE LAW ENFORCEMENT SUMMARY DATA**      **P**      **PERM**      **N**

Records in this series may include the electronic database records developed to tally patrol log, citation information and other NRO enforcement data submitted from each park and managed property in the program to the Chief Ranger located in central office. Data is summarized in "Annual Summary of Law Enforcement Contacts" for management purposes. Database provides summary historical data to track Parks, Trails, and Forests enforcement statistics. The database is updated annually. Permanent retention is needed to track historical trends.

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<b><u>00814000.</u></b>	<b><u>LAW ENFORCEMENT PURSUIT REPORTS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Records in this series cover paper pursuit reports generated by parks, trails, and forests to be submitted to the Wisconsin Department of Transportation (DOT) per s. 85.07(8), Wis. Stats. DOT Pursuit Report and Case Activity Reports are generated and sent to Madison Chief Ranger for DOT submittal.				
<b><u>00815000.</u></b>	<b><u>VISITOR AND RESOURCE PROTECTION SYSTEM DOCUMENTATION AND OP</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Records in this series document the electronic databases or paper files that are essential to the administration of the Visitor and Resource Protection Program. Records in this series may include but are not limited to: Officer TIME/ETIME Certification, equipment inventories, visitor complaints and Parks employee safety training.				
<b><u>00816000.</u></b>	<b><u>VISITOR ACCIDENT REPORTS</u></b>	<b><u>EVT+6</u></b>	<b><u>TRANS OTHER</u></b>	<b><u>N</u></b>
Records in this series may include all paper records involve with visitor accidents on state property. May include statements from emergency personnel and other law enforcement agencies. Records are sent from the property to the Chief Ranger in Madison. Reports involving fatalities will be routed through Legal Services to the Chief Ranger.				
<b><u>00904000.</u></b>	<b><u>LAW ENFORCEMENT ANNUAL &amp; 6 MONTH ACTIVITY REPORTS</u></b>	<b><u>CR+10</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Under s. 16.964(1)(g), Wis. Stats., all law enforcement agencies are required to provide annual summary and 6 month status reports of law enforcement activities to the Wisconsin Office of Justice Assistance. Law enforcement agencies are also required to file "Officers Assaulted Reports" with the FBI and Dept. of Justice. Records series covers these types of summary reports of law enforcement activities. Reports include such statistics as numbers of citations issued, types of violations, locations of violations and disposition of cases, etc. The Bureaus of Law Enforcement, Parks & Recreation and Forestry each develop separate reports to meet this requirement. Annual reports of statistics are also useful for DNR reference, planning and administration purposes.				
<b><u>00905000.</u></b>	<b><u>LAW ENFORCEMENT CASE ACTIVITY REPORTS &amp; DATABASE</u></b>	<b><u>CR+50</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
Field wardens or other DNR law enforcement officers use Case Activity Reports to document investigations and observations that may warrant further attention. They submit an electronic copy to the LE Madison database manager. Data collected includes case number, date, names of individuals involved, field notes with description of suspected violation, and actions taken. Other records included in the database are incident reports, investigative reports, spreadsheets, e-mail messages, etc., in folders on an electronic file service. Access to documents is limited to authorized LE personnel.				
These directories have continuing value for Law enforcement investigation purposes and need to be migrated and accessible over time.				
NOTE: If the case escalates to an investigation, order, referral, etc., the Case Activity Report may be filed with those records. The Field Warden or primary DNR law enforcement officer maintains paper files for routine reports and complaints until closed +10 years in paper format. Paper is retained even after the data is entered into the database for chain of custody and possible litigation purposes. The officer is also required to store an electronic version of the document in the LE centralized electronic file folder (file service) for authorized LE personnel.				
<b><u>00906000.</u></b>	<b><u>INCIDENT REPORTS</u></b>	<b><u>CR+3</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Field wardens or other DNR law enforcement officers complete Incident Reports to document various routine types of incidents, such as Case Activity Reports. These reports generally do not lead to additional investigation or action. Officers submit an electronic copy (Word Processing software) to the LE Madison database manager.				
<b><u>00907000.</u></b>	<b><u>DNR HOTLINE REPORTS</u></b>	<b><u>CR+25</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
DNRs Violation Hotline program provides Wisconsin citizens with the opportunity to confidentially report suspected wildlife, recreational, and environmental violations using a toll free number. Trained staff relay reports to DNR Conservation Wardens who respond. All calls and emails received are entered into the Hotline database. Wardens response and follow-up are also entered into the database.				
NOTE: Anyone who calls the hotline or provides information can remain anonymous. Hotline report information is unsubstantiated and is considered confidential under s. 23.98, Wis. Stats. Reports are filed by the date reported. Report information is later entered into an electronic database.				
<b><u>00908000.</u></b>	<b><u>WARDEN AUDIT REPORTS</u></b>	<b><u>CR+3</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
This series covers the reports and supporting documentation generated from Warden audits. Under ch. 29, Wis. Stats. Wardens perform audits on businesses which are allowed to commercialize fish and game. In the course of these audits, Wardens examine documents of the business being audited. Those documents remain the custody of the businesses unless copies are made for the warden's use. Copies given to wardens become DNR supporting documentation for the report. When the audit report finds the subject in compliance with state law and no enforcement action is needed, the report is retained for 3 years and supporting documentation is discarded.				
NOTE: If the audit results in the need for an investigation, order, referral, etc., the Audit Report and supporting documentation will be filed with those records.				

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**00909000.**      **WHOLESALE FISH DEALER AND COMMERCIAL FISHERS ANNUAL INVENTORY**      **EVT+10**      **DEST**      **N**

Under s. 29.053 and 29.519(5m), Wis. Stats., wholesale fish dealers and commercial fishers are required to submit an annual inventory report to the Department documenting species, condition, quantity, and location of fish in possession or under control on a specified date. These inventory reports are used by Law Enforcement in audits and investigations to ensure compliance with harvest quotas. Upon request of the licensee, the Department is required to keep all information on the reports confidential except for statistical summaries or as disclosure may be necessary for prosecution of commercial fish or wholesale fish dealer law violations.

**00910000.**      **FOREIGN LAKE TROUT INVOICES & BILL OF LADING**      **CR+10**      **DEST**      **N**

Under s. 29.503, Wis. Stats., wholesale fish dealers are required to notify the Department of an anticipated arrival of a foreign lake trout shipment. The Department documents this notification either in writing or electronically. The notification is followed by the wholesale fish dealer mailing or faxing a copy of the invoice or bill of lading to the Department. This information is used by Law Enforcement to monitor lake trout purchases and sales.

**00911000.**      **COMMERCIAL FISH ACTIVITY REPORT**      **CR+10**      **DEST**      **N**

Form 4100-205 is used extensively in the Northeast Region (NER), and to a lesser extent in the Southeast Region (SER) to document contacts with the commercial fishing industry (commercial fishers, wholesale fish dealers, sport trollers/charter boats, and guides) as authorized in ch. 29, Wis. Stats. Copies are retained by the generating field warden and warden supervisor. This data was entered into an electronic data base for several years prior to 2002. In September 2006, this form has been integrated into an electronic Complaint documentation system linked to the DEARS software on each Warden's computer.

**00913000.**      **ELECTRONIC FORENSIC DATA COLLECTION & STORAGE DEVICES**      **EVT+0/1**      **DEST**      **N**

Records in this series include but are not limited to the data collected on electronic and digital data removal equipment and storage devices during an enforcement investigation.

**01122000.**      **PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) TECHNICAL**      **P**      **PERM**      **Y**

THESE RECORDS INCLUDE FILES CONTAINING TECHNICAL SITE INFORMATION REGARDING THE REMEDIATION OF PETROLEUM CONTAMINATED SITES UNDER THE JURISDICTION OF PECFA BUREAU. RECORD SERIES CONTAINS THE FOLLOWING INFORMATION - REPORTS, UPDATES, LETTERS, MAPS, TABLES, CHARTS, CALCULATIONS, AND OCCASIONAL PHOTOS OF PETROLEUM CONTAMINATED PROPERTIES FROM CONSULTANTS, PROPERTY OWNERS, AND OTHER RESPONSIBLE PARTIES AND THE BUREAU'S RESPONSES TO SAID MATERIALS.

THERE ARE SEVERAL REASONS PEOPLE/ORGANIZATIONS (INCLUDING PECFA AND/OR ITS SUCCESSOR AGENCY) AND/NEED TO REVIEW HISTORICAL, GEOLOGICAL AND/OR RESIDUAL CONTAMINATION DATA, INCLUDING, BUT NOT LIMITED TO:

1. POTENTIAL REMOVAL OF A:
  - \* PROPERTY LISTING FROM THE DNR GIS REGISTRY
  - \* DEED INSTRUMENT FROM A PROPERTY DEED

THE REMOVAL OF EITHER ONE OR BOTH OF THE TWO ABOVE REQUIRES HISTORICAL AND CURRENT DATA. BECAUSE PROPERTIES HAVE HAD RESIDUAL CONTAMINATION PRESENT THAT REQUIRED AN UNKNOWN REASONABLE AMOUNT OF TIME TO DECREASE TO "SAFE" CONCENTRATIONS (E.G., SEVERAL WILL LIKELY EXCEED 100 YEARS), IT IS IMPERATIVE THAT THE CASE FILES BE RETAINED. PROPERTY OWNER'S CHANGE NAMES AND ADDRESSES ALL THE TIME. IT IS EXTREMELY IMPORTANT TO KEEP TRACK OF THE DATA, ESPECIALLY WITH SEVERAL 1000 PROPERTY OWNERS HOLDING ON TO THEIR OWN PIECE OF DATA. ONE SOURCE OF ALL THE DATA PROVIDES FOR THE MOST EFFICIENT AND EFFECTIVE APPROACH.
2. THE STUDY OF THE LONG-TERM EFFECTS OF PETROLEUM CONTAMINATION ON HUMAN HEALTH, MICROBES AND/OR THE ENVIRONMENT (SPECIFICALLY) IN COLDER REGIONS).
3. THE DETERMINATION/CONFIRMATION OF THE LONG-TERM BREAKDOWN PROCESSES AND BYPRODUCTS FOR PETROLEUM CONTAMINATION IN THE ENVIRONMENT, RATHER THAN A CONTROLLED LABORATORY.
4. HAVING THE ABILITY TO DETERMINE THE APPROPRIATENESS OF A PREVIOUS CLOSURE OF A SITE/OCCURRENCE SHOULD FUTURE ISSUES ARISE REGARDING CONTAMINATION AT THE SOURCE PROPERTY OR A NEIGHBORING OR DOWN-GRADIENT PROPERTY. HISTORICAL DATA WOULD BE PRICELESS IN MINIMIZING THE LIABILITY OF THE DEPARTMENT. DUE TO THE UNCERTAINTY OF ALL OF THE MECHANISM PRESENT BENEATH THE SURFACE OF THE EARTH, UNIQUE SITUATION COULD ARISE THAT REQUIRE THE USE OF HISTORICAL DATA TO DETERMINE THE BEST COURSE OF ACTION NECESSARY TO ALLEVIATE THE PROBLEM.
5. PERFORM FUTURE SCIENTIFIC STUDIES OF THE GEOLOGIC AND HYDROLOGIC FORMATIONS ACROSS WISCONSIN. THE DATA THAT THE WISCONSIN DEPARTMENT OF COMMERCE (COMMERCE) CURRENTLY HAS REGARDING SUCH ISSUES/LOCATIONS INCLUDES PROPERTY ACROSS THE ENTIRE STATE. UNIVERSITY STUDENTS AND/OR STATE OR FEDERAL AGENCIES/EMPLOYEES INCLUDING THE USGS, EPA, ETC. COULD COMPLETE SUCH STUDIES.

FOLLOWING IS ONE SUCH RECENT EXAMPLE OF HISTORICAL DATA BEING REQUESTED, TO USE FOR FUTURE USES: THE USGS HAS APPROACHED THE DNR, WHO IN TURN CONTACTED COMMERCE, REGARDING INTEREST IN OBTAINING THE SOIL BORINGS (DATA) FROM (PECFA) SITES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT RETENTION JUSTIFICATION: PECFA SITE REVIEW SECTION CASE FILES CONTAIN SCIENTIFIC, GEOLOGICAL AND HISTORICAL DATA, WHICH CAN AND WILL BE UTILIZED YEARS/DECADES INTO THE FUTURE. THIS SUMMARY REMEDIATION AND REDEVELOPMENT INFORMATION IS NEEDED PERMANENTLY TO CONTINUE TO PROVIDE PROSPECTIVE PURCHASES AND OTHER INTERESTED PARTIES WITH INFORMATION AS TO WHETHER OR NOT A PARCEL OF LAND WAS EVER IDENTIFIED AS A HAZARDOUS SUBSTANCE DISCHARGE SITE, WHETHER OR NOT AN ENVIRONMENTAL INVESTIGATION OR CLEANUP WAS MONITORED BY THE DNR FOR THAT PARCEL, AND WHETHER OR NOT RESTRICTIONS ON LAND USE OR GROUNDWATER USE HAVE BEEN REQUIRED.

**01123000.      PETROLEUM ENVIRONMENTAL CLEANUP AWARD (PECFA) REMEDIATION F      EVT+7      DEST      Y**

THIS RECORD SERIES CONTAINS MATERIALS RELATED TO THE REMEDIATION OF PETROLEUM CONTAMINATION. INCLUDED IN THIS SERIES ARE APPLICATIONS AND DOCUMENTS REQUIRED TO SECURE FINANCIAL REIMBURSEMENT FOR THE ENVIRONMENTAL CLEANUP COSTS ASSOCIATED WITH THE REMEDIATION OF A SITE CONTAMINATED BY A PETROLEUM STORAGE TANK PRODCUT LEAK. FOR SITES WHICH ARE ONLY SOIL CONTAMINATIONS (NO GROUNDWATER CONTAMINATION), THE SERIES WILL ALSO INCLUDE DOCUMENTS REGARDING DECISIONS ON SITE CLOSURE (NO ADDITIONAL REQUIRED REMEDIAL ACTIONS). SITES WHICH ARE WITHIN THE RESPONSIBILITY FOR CLOSURE INCLUDE ONES NOT ELIGIBLE FOR REIMBURSEMENT UNDER THE FUND.

PECFA WAS CREATED BY THE WISCONSIN LEGISLATURE TO HELP TANK OWNERS PAY THE COSTS ASSOCIATED WITH RECLAMATION OF A PETROLEUM CONTAMINATED SITE.

RECORD SERIES MAY CONTAIN CONSIDERABLE DOCUMENTATION THAT INCLUDES:

- REQUEST FOR DETERMINATION OF ELIGIBILITY;
- THE INITIAL APPLICATION FOR FUNDS;
- A CLEANUP COST DETAIL;
- PROOF OF PAYMENT;
- SITE INVESTIGATION AND REMEDIAL ACTION PLAN DOCUMENTS;
- A CURRENT OWNER ASSIGNMENT CERTIFICATION;
- SITE ASSESSMENT;
- ASSIGNMENT OF PECFA PROCEEDS;
- REQUESTS FOR CLOSURE AND DECISIONS BY AGENCY;
- ENFORCEMENT INFORMATION; AND
- ALL OTHER PERTINENT DOCUMENTATION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVT=DATE OF LAST OFFICE ACTION TAKEN TO CLOSE FILE.  
RETENTION: EVT + 7 YEARS AND DESTROY

**01124000.      PETROLEUM ENVIRONMENTAL CLEANUP AWARD (PECFA) LITIGATION FILE      EVT+25      DEST      Y**

THIS RECORD SERIES CONTAINS MATERIALS RELATED TO THE DEPARTMENT'S DECISIONS MADE UNDER THE PECFA PROGRAM. THESE FILES ARE CONDENSED PRIOR TO LONG TERM STORAGE BY REMOVING DUPLICATE DOCUMENTS THAT ARE MAINTAINED IN OTHER DEPARTMENT FILES.

PECFA WAS CREATED BY THE WISCONSIN LEGISLATURE TO HELP TANK OWNERS PAY THE COSTS ASSOCIATED WITH RECLAMATION OF A PETROLEUM CONTAMINATED SITE.

RECORD SERIES MAY CONTAIN CONSIDERABLE DOCUMENTATION THAT INCLUDES:

- FINAL DEPARTMENT DECISIONS ON A PECFA CLAIM;
- DELEGATION AND ORDER FROM THE DEPARTMENT SECRETARY TO AUTHORIZE AN ADMINISTRATIVE LAW JUDGE TO MAKE A FINAL OR PROPOSED DECISION ON THE APPEAL;
- APPEAL LETTERS;
- CORRESPONDENCE BETWEEN THE PARTIES;
- NOTES MADE IN THE COURSE OF LITIGATION BY THE DEPARTMENT ATTORNEY;
- SETTLEMENT AGREEMENTS;
- WITHDRAWAL FORMS;
- MOTIONS;
- EXHIBITS;
- FINAL DECISION MADE BY THE ADMINISTRATIVE LAW JUDGE;
- FINAL DECISION MADE BY THE OFFICE OF THE SECRETARY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

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CONFIDENTIALITY OF RECORDS: THE CONFIDENTIALITY OF THESE DOCUMENTS DUE TO ATTORNEY-CLIENT PRIVILEGE OR WORK PRODUCT ARE NOT STATE LAW CITATIONS.

RETENTION: EVT = FINAL ADMINISTRATIVE DECISION + 25 YEARS & DESTROY

**01125000.**      **PETROLEUM ENVIRONMENTAL CLEANUP ACT (PECFA) HEARING OFFICE FI**      **EVT+25**      **DEST**      **Y**

THIS RECORD SERIES CONTAINS MATERIALS RELATED TO THE APPEALS PROCOESS UNDER THE PECFA PROGRAM. PECFA WAS CREATED BY THE WISCONSIN LEGISLATURE TO HELP TANK OWNERS PAY THE COSTS ASSOCIATED WITH RECLAMATION OF A PETROLEUM OF A PETROLEUM CONTAMINTED SITE.

RECORD SERIES MAY CONTAIN CONSIDERABLE DOCUMENTATION THAT INCLUDES:

- FINAL DEPARTMENT DECISIONS ON A PECFA CLAIM;
- DELEGATION AND ORDER FROM THE DEPARTMENT SECRETARY TO AUTHORIZE AN ADMINISTRATIVE LAW JUDGE TO MAKE A FINAL OR PROPOSED DECISION ON THE APPEAL;
- APPEAL LETTERS;
- CORRESPONDENCE BETWEEN THE PARTIES AND THE HEARING OFFICE;
- NOTES MADE IN THE COURSE OF LITIGATION BY THE ADMINISTRATIVE LAW JUDGE;
- SETTLEMENT AGREEMENTS;
- WITHDRAWAL FORMS;
- MOTIONS;
- EXHIBITS;
- PROPOSED DECISION MADE BY THE ADMINISTRATIVE LAW JDUGE;
- FINAL ADMINISTRATIVE DECISION MADE BY THE SECRETARY'S OFFICE;
- AUDIO TAPED RECORD OF THE HEARING;
- DECISIONS OF COURT IF THERE IS A PETITION FOR JUDICIAL REVIEW FROM THE DEPARTMENT HEARING DECISION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT = FINAL ACTION BY HEARING OFFICE + 25 YEARS AND DESTROY

**01131000.**      **ENVIRONMENTAL IMPACT ANALYSIS DOCUMENTS**      **P**      **PERM**      **Y**

THE DNR BUREAU OF ENERGY, ANALYSIS AND SUSTAINABILITY (BEAS) PERMANENTLY MAINTAINS A MASTER COPY OF ALL NON-MASTER PLANNING ENVIRONMENTAL IMPACT STATEMENTS GENERATED BY THE DEPARTMENT. RECORDS SERIES COVERS THE OFFICIAL RECORDS OF ENVIRONMENTAL IMPACT STATEMENTS (EIS) AND OTHER ENVIRONMENTAL ANALYSIS DOCUMENTS. SECTION 1.11, OF THE WISCONSIN STATUTES, REQUIRES A DETAILED ENVIRONMENTAL ANALYSIS OF THE ENVIRONMENTAL IMPACT AND POTENTIAL ADVERSE EFFECTS AND ALTERNATIVES TO THE PROPOSED ACTION WHEN THE PROPOSALS FOR LEGISLATIONS AND OTHER MAJOR ACTIONS SIGNIFICANTLY AFFECT THE QUALITY OF THE HUMAN ENVIRONMENT.

DNR ARCHIVE OF ENVIRONMENTAL IMPACT ANALYSIS DOCUMENTS: RECORDS SERIES ALSO COVERS ELECTRONIC DATA ON THE BEAS INTERNET SITE LOCATED AT [HTTP://DNR.WI.GOV/TOPIE/EIA/ARCHIVETITLE.HTML](http://dnr.wi.gov/topic/eia/archivetitle.html), CONTAINING ARCHIVED ENVIRONMENTAL IMPACT ANALYSIS (EIA) DOCUMENTS. DATA INCLUDES THE FOLLOWING: DOCUMENT ID LINK (WITH LIVE LINK TO ENVIRONMENTAL ANALYSIS DOUCMENT WEB ADDRESS), PROJECT TITLE, PROJECT TYPE (EIS, EA, ETC.), DOCUMENT DATE, COUNTY(IES), AND AFFECTED RESOURCE(S). INVENTORY PROVIDES READY ACCESS TO WEPa DOCUMENTS. NOTE: PAPER COPIES OF THE EIS DOCUMENTS ARE DISTRIBUTED TO DOCUMENT DEPOSITORIES, INCLUDING THE STATE HISTORICAL SOCIETY, AS REQUIRED UNDER WIS. STAT. 35.84.

NOTE: SINCE THE EARLY 1990S, MASTER PLANNING RELATED TO DEPARTMENT-OWNED OR MANAGED STATE PARKS, HATCHERIES AND OTHER STATE PROPERTIES COMBINE THE MASTER PLAN AND THE EIS INTO A SINGLE DOCUMENT.

THE OFFICIAL FILE OF THE MASTER PLAN/EIS COMBINATION IS LOCATED IN THE BUREAU OF FACILITIES AND LANDS. (SEE: GRS FAC00009, ENVIRONEMNTAL ASSESSMENT & IMPACT STATEMENTS OR RDA #370/00780000, MASTER PLAN CASE FILE - OFFICIAL LF COPY).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE, CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: DNR HAS ONGOING NEEDS FOR THESE RECORDS. THESE RECORDS PROVIDE HISTORICAL BACKGROUND INFORMATION REGARDING THE AGENCY'S PROCEDURES AND EVOLUTION. PERMANENT RECORD SHALL BE AVAILABLE IN SOME FORMAT; THE ORIGINAL RECORD FORMAT MAY BE DIGITIZED AND THEN DISCARDED.

RETENTION: PERMANENT

**01132000.**      **HEARING CONSERVATION PROGRAM TEST RESULTS**      **CR+50**      **DEST**      **N**

THIS RDA COVERS PAPER AND ELECTRONIC RECORDS THAT HAVE BEEN SUBMITTED TO THE AGENCY FROM AUDIOLOGIST CONDUCTING ANNUAL HEARING EXAMS FOR THE DEPARTMENT. PRIOR TO 2014, AUDIOMETRIC TEST RESULTS HAD BEEN TRACKED IN AN ACCESS DATABASE, FROM ELECTRONIC FILES ON CDS AND PAPER DOCUMENTS.

THESE WILL CONTINUE TO BE HELD UNTIL THE END RETENTION PERIOD, 50 YRS, AND THEN DESTROYED CONFIDENTIALLY. THE CURRENT ORACLE DATABASE APPLICATION DEVELOPED IN 2014, ALLOWS US TO IMPORT THE SECURED DATA TO OUR DATABASE AND THE RECORDS WILL BE DELETED AT THE END OF THEIR RETENTION PERIOD.

OSHA 1910.95(M)(3): EMPLOYERS MUST KEEP NOISE EXPOSURE MEASUREMENT RECORDS FOR TWO YEARS AND MAINTAIN RECORDS OF AUDIOMETRIC TEST RESULTS FOR THE DURATION OF THE AFFECTED EMPLOYEE'S EMPLOYMENT.

OSHA 1910.95(M)(2)(II): AUDIOMETRIC TEST RECORDS MUST INCLUDE THE EMPLOYEE'S NAME AND JOB CLASSIFICATION, DATE, EXAMINER'S NAME, DATE OF THE LAST ACOUSTIC OR EXHAUSTIVE CALIBRATION, MEASUREMENTS OF THE BACKGROUND SOUND PRESSURE LEVELS IN AUDIOMETRIC TEST ROOMS, AND THE EMPLOYEE'S MOST RECENT NOISE EXPOSURE MEASUREMENT.

AN EMPLOYEE'S MEDICAL RECORDS ARE CONFIDENTIAL AND MUST BE KEPT SEPARATE PURSUANT TO THE AMERICANS WITH DISABILITIES ACT. SEE 29 CFR S. 1630.14.

RETENTION: CR+50 YEARS AND DESTROY CONFIDENTIAL

<b><u>01133000.</u></b>	<b><u>ENVIRONMENTAL IMPACT REPORT (EIR) FROM CONSULTANTS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES COVERS THE FINAL DRAFT OF DOCUMENTS THAT ARE PREPARED EXCLUSIVELY BY A MINING PERMIT, POWER PLANT OR OTHER MAJOR PROJECT APPLICANT WITH APPROPRIATE GUIDANCE FROM DNR STAFF.

AN EIR INCLUDES THE APPLICANT'S PROJECTIONS OF WHAT THE ENVIRONMENTAL IMPACTS OF A PROJECT WOULD LIKELY BE. THE APPLICANT PROVIDES THEIR EIR REPORT TO DNR AND WE VERIFY ITS COMPLETENESS AND ACCURACY, THEN USE THOSE PARTS OF IT THAT DNR STAFF DEEM SUITABLE IN OUR EIS PROCESS.

PRELIMINARY DATA AND OTHER SUBMITTALS, SUCH AS BIOLOGICAL ASSESSMENTS PERFORMED BY CONSULTANTS TO THE APPLICANT; ENGINEERING PLANS AND OTHER INFORMATION DETAILING THE PROPOSED PROJECT AND REPORTS THAT DESCRIBE IN DETAIL THE NATURAL ENVIRONMENT THAT WOULD BE IMPACTED BY A PROJECT ARE TREATED AS ANCILLARY FILES UNDER 370/01134.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (DATE OF RECORD OF DECISION OR WEPA COMPLIANCE DETERMINATION) + 10 YEARS AND DESTROY CONFIDENTIAL

<b><u>01134000.</u></b>	<b><u>EIS/EA/EIR PROJECT ANCILLARY FILES</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES INCLUDE CORRESPONDENCE, MAPS, APPLICANT SUBMITTALS, PRELIMINARY ANALYSES, CONSULTANT REPORTS, AND WORKING FILES FOR EACH ENVIRONMENTAL IMPACT STATEMENT (EIS) [WIS. STAT. 1.11], ENVIRONMENTAL ASSESSMENT (EA) [WIS. ADMIN. CODE, CH. NR 150] OR ENVIRONMENTAL IMPACT REPORT (EIR), [WIS.STAT. 23.11(5)]. THESE MATERIALS DO NOT INCLUDE THE FINAL EIS, EA, NOR EIR, NOR DO THEY INCLUDE METALLIC MINING RECORDS TO BE RETAINED UNDER RECORD SERIES 370/00487.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (DATE OF RECORD OF DECISION OR WEPA COMPLIANCE DETERMINATION) + 5 YEARS & DESTROY CONFIDENTIAL

<b><u>01135000.</u></b>	<b><u>NEPA/WEPA ENVIRONMENTAL REVIEW</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS DOCUMENTS PREPARED BY STATE AND FEDERAL AGENCIES UNDER THE NATIONAL AND WISCONSIN ENVIRONMENTAL POLICY ACTS (NEPA/WEPA) AND SUBMITTED TO THE DNR FOR REVIEW. INCLUDES ALL CORRESPONDENCE, INCLUDING E-MAIL MESSAGES GENERATED DURING THE COURSE OF THE DNR PROCESS TO FINAL DNR DECISION.

ELECTRONIC RECORDS NTOE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (DATE OF WEPA COMPLIANCE DETERMINATION OF FEDERAL RECORD OF DECISION) + 5 YEARS & DESTROY CONFIDENTIAL

<b><u>01136000.</u></b>	<b><u>ENVIRONMENTAL REVIEW UNDER DNR/DOT COOPERATIVE AGREEMENT</u></b>	<b><u>EVT+25</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS IN THIS SERIES INCLUDE CORRESPONDENCE, MAPS, APPLICANT SUBMITTALS, PRELIMINARY ANALYSES, AND WORKING FILES FOR EACH PROJECT FOR WHICH BUREAU OF ENERGY, ANALYSIS & SUSTAINABILITY (BEAS) STAFF PROVIDE ASSISTANCE UNDER THE DNR/DOT COOPERATIVE AGREEMENT. THESE MATERIALS DO NOT INCLUDE THE

FINAL EIS OR EIR REPORTS (OF WHICH DOT IS THE CUSTODIAN).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

REASON FOR CHANGE IN RETENTION FROM 5 TO 25 YEARS: TWENTY-FIVE YEARS WAS THE ORIGINAL RETENTION TIME FOR THIS RDA SERIES. WHEN WE WERE EDITING THE RDA, WE DECIDED THE 5 YRS WOULD BE SUFFICIENT, THUS THE CHANGE. HOWEVER, SHORTLY AFTER THE SCHEDULE WAS APPROVED IT WAS DISCOVERED THAT NOT ALL DOT PROJECTS OTHERS REVIEW INVOLVE ENVIRONMENTAL IMPACT STATEMENTS SO OUR STAFF DOES NOT SEND COPIES OF OUR WATER REGULATION DETERMINATIONS TO THAT PROGRAM THUS WE NEED TO KEEP THE DOCUMENTS AS LONG AS THEY DO. RESPECTFULLY, WE REQUEST TO CHANGE BACK TO 25 YRS.

RETENTION: EVENT(ENVIRONMENTAL IMPACT STATEMENT(EIS)/ENVIRONMENTAL IMPACT REPORT (EIR) APPROVAL DATE  
+ 25 YEARS AND DESTROY CONFIDENTIAL

**01137000.**      **LOCAL ROADS PROJECT REVIEW AND PERMITTING**      **EVT+100**      **DEST**      **Y**

RECORDS IN THIS SERIES INCLUDE GUIDANCE APPROVED AND ISSUED BY BEAS LEADERSHIP; CORRESPONDENCE, MAPS, APPLICANT SUBMITTALS, PRELIMINARY ANALYSES, MONITORING DATA AND WORKING FILES FOR EACH PERMIT REVIEW THESE MATERIALS DO NOT INCLUDE ANY EIS OR EIR REPORTS.

OFFICIAL COPIES ARE LOCATED IN THE CENTRAL OFFICE IN MADISON AND IN THE REGIONS BY BEAS STAFF.

RETENTION: EVENT(DATE OF ISSUANCE OF PERMIT OR APPROVAL) + 100 YEARS AND DESTROY CONFIDENTIAL

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

REASON FOR CHANGE IN RETENTION FROM 5 TO 100 YEARS: ONE HUNDRED YEARS WAS THE ORIGINAL RETENTION TIME FOR THIS RDA SERIES. WHEN WE WERE EDITING THE RDA, WE DECIDED THE 5 YEARS WOULD BE SUFFICIENT, THUS THE CHANGE. HOWEVER, SHORTLY AFTER THE SCHEDULE WAS APPROVED IT WAS DISCOVERED THAT NOT ALL PROJECTS OTHERS REVIEW INVOLVE EIS, SO OUR STAFF DOES NOT SEND COPIES OF OUR WATER REGULATION DETERMINATIONS TO THAT PROGRAM, THUS WE NEED TO KEEP THE DOCUMENTS AS LONG AS THEY DO. RESPECTFULLY, WE REQUEST TO CHANGE BACK TO 100 YEARS.

**01138000.**      **UTILITY PROJECT REVIEW AND PERMITTING**      **EVT+100**      **DEST**      **Y**

RECORDS IN THIS SERIES INCLUDE CORRESPONDENCE, MAPS, APPLICANT SUBMITTALS, PRELIMINARY ANALYSES, MONITORING DATA AND WORKING FILES FOR EACH PERMIT REVIEW THESE MATERIALS DO NOT INCLUDE ANY EIS OR EIR REPORTS.

NOTE: SEE 370/00016000 - WATER REGULATORY DECISIONS. "THESE DECISIONS INCLUDE: ...UTILITY WATERWAY CROSSINGS..."

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVT (DATE OF ISSUANCE OF PERMIT OR APPROVAL) + 100 YEARS AND DESTROY CONFIDENTIAL

**01139000.**      **FRIENDS GROUPS CASE FILES**      **EVT+10**      **DEST**      **N**

RECORDS SERIES COVERS DNR FRIENDS GROUPS AND THEIR ACTIVITIES TO SUPPORT AND PROMOTE SPECIFIC DNR ACTIVITY/FUNCTION EFFORTS.

RECORDS INCLUDE:

- ORGANIZATION FILES FOR EACH FRIENDS GROUP, INCLUDING MISSION STATEMENTS, ARTICLES OF INCORPORATION AND MEMBER CONTACT NAMES AND ADDRESSES.
- DNR AGREEMENTS (FORMAL MOUS OR CONTRACTS) WITH FRIENDS GROUPS
- INSURANCE CERTIFICATES
- ANNUAL FISCAL AND PROGRAM REPORT TO THE DEPARTMENT, WHICH MAY OR MAY NOT INCLUDE A LIST OF DONORS OR ITEMIZED DONATIONS (WIS. ADMIN. CODE NR. 1.71(4)(B)).
- FRIENDS MEETING AGENDAS AND MINUTES OF MEETINGS
- FRIENDS GROUP SPONSORED EVENTS
- SIGNIFICANT CORRESPONDENCE

RETENTION: EVENT(OBSOLETE OR SUPERSEDED) + 10 YEARS AND DESTROY CONFIDENTIAL

**01141000.**      **PUBLIC WATER SYSTEMS EPA REPORTING**      **EVT+5**      **DEST**      **N**

RECORDS INCLUDE: WATER CAPACITY DEVELOPMENT TO ENSURE THAT PUBLIC WATER SYSTEMS DEMONSTRATE TECHNICAL, MANAGERIAL AND FINANCIAL CAPACITY; ENVIRONMENTAL PERFORMANCE PARTNERSHIP AGREEMENT (ENPPA) WHICH IS AN AGREEMENT ENTERED IN BETWEEN DNR AND US EPA REGION 5 THAT DEFINES HOW THE TWO WILL WORK TOGETHER FOR THE BENEFIT OF THE PUBLIC AN ENVIRONMENT; AND OPERATOR CERTIFICATION. (THESE ARE DIFFERENT THAN THE OPERATOR CERTIFICATION RECORDS IN SCIENCE SERVICES. THESE ARE REQUIRED REPORTS SENT TO EPA ON AN ANNUAL BASIS.)

RETENTION: EVT (DATE RECEIVED) + 5 YEARS AND DESTROY

**01142000.**      **SAFE DRINKING WATER ACT (SDWA) PRIMACY FOR STATES**      **EVT+1**      **DEST**      **N**

THE REQUIREMENTS FOR STATE PRIMACY ARE CONTAINED IN 40CFR142, SUBP. B. RECORDS IN THIS SERIES PERTAIN TO WISCONSIN'S FORMAL AGREEMENTS WITH EPA TO IMPLEMENT SDWA RULES.

DOCUMENTS NEED TO BE KEPT UNTIL A NEW PRIMACY PACKAGE IS SUBMITTED TO EPA AT WHICH POINT THE OLD PACKAGE MUST BE KEPT FOR ONE YEAR AND THEN DESTROYED.

RETENTION: EVT (SUPERSEDED) + 1 YEAR & DESTROY

**01143000.**      **WATER USE SYSTEM DATA**      **P**      **PERM**      **Y**

RECORD SERIES COVERS ELECTRONIC RECORDS DOCUMENTING HIGH CAPACITY WELL APPLICATIONS, WATER USE REGISTRATIONS, WITHDRAWAL INFORMATION, REPORTING DATA AND PERMITTED WITHDRAWAL INFORMATION. THIS INCLUDES INFORMATION ENTERED INTO THE SYSTEM BY THE REGULATED COMMUNITY AS WELL AS BY DEPARTMENT STAFF.

SENSITIVE INFORMATION NOTE: RECORDS IN THIS SERIES MAY CONTAIN THE LOCATIONS OF WITHDRAWALS OR DIVERSIONS WHICH ARE SENSITIVE INFORMATION. SECTIONS NR 856.15 AND 860.14, WIS. ADMIN. CODE PROVIDES THAT OPEN RECORDS REQUESTS RECEIVED BY THE DEPARTMENT UNDER WIS. STATS. SS 19.21 TO 19.39, THAT REQUEST INFORMATION ON THE LOCATION OF WITHDRAWALS OR DIVERSIONS MAY BE SUBJECT TO GREATER SCRUTINY BY THE DEPARTMENT BECAUSE OF DOMESTIC SECURITY CONCERNS, AS ALLOWED UNDER WIS. STATS. SS. 281.346(3)(CM) AND (9)(E).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

**01144000.**      **WATER USE REGISTRATION**      **EVT+3**      **DEST**      **Y**

RECORDS SERIES COVERS PAPER RECORDS DOCUMENTING WATER USE REGISTRATIONS AND TERMINATIONS AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

THIS SERIES INCLUDES THE FOLLOWING FORMS:

- \* WATER USE REGISTRATION FORMS (3300-267)
- \* TERMINATION OF WATER WITHDRAWAL REGISTRATION FORMS (3300-271)
- \* WELL FILLING AND SEALING REPORT FORMS (3300-005)

SENSITIVE INFORMATION NOTE: RECORDS IN THIS SERIES MAY CONTAIN THE LOCATIONS OF WITHDRAWALS OR DIVERSIONS WHICH ARE SENSITIVE INFORMATION. SECTIONS NR 856.15 AND 860.14, WIS. ADMIN. CODE PROVIDES THAT OPEN RECORDS REQUESTS RECEIVED BY THE DEPARTMENT UNDER WIS. STATS. SS 19.21 TO 19.39, THAT REQUEST INFORMATION ON THE LOCATION OF WITHDRAWALS OR DIVERSIONS MAY BE SUBJECT TO GREATER SCRUTINY BY THE DEPARTMENT BECAUSE OF DOMESTIC SECURITY CONCERNS, AS ALLOWED UNDER WIS. STATS. SS 281.346(3)(CM) AND (9)(E).

RETENTION: EVENT(TERMINATIONS OF WELL REGISTRATION) + 3 YRS & DESTROY CONFIDENTIALITY

**01145000.**      **WATER USE FEE**      **EVT+3**      **SHSW**      **Y**

RECORDS SERIES COVERS PAPER AND ELECTRONIC RECORDS DOCUMENTING PROPERTY INFORMATION AFFECTING FEES.

THIS SERIES INCLUDES THE FOLLOWING FORMS:

- \* PROPERTY INTEREST VERIFICATION FORM (INTERIM)
- \* WATER USE FEE CAP CERTIFICATION FOR SMALL BUSINESSES (3500-117)

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT(DATE OF DECISION, LAPSE OR WITHDRAWAL) + 3 YEARS AND TRANSFER TO WHS.

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**01146000.**      **HIGH CAPACITY WELL APPROVAL APPLICATION REVIEW - APPROVED/LAP!**      **EVT+3**      **SHSW**      **Y**

RECORDS SERIES COVERS PAPER DOCUMENTING REVIEW MATERIALS FOR HIGH CAPACITY WELLS. THIS RECORD SERIES INCLUDES APPLICATIONS, ATTACHMENTS, APPROVAL OR DENIAL LETTERS, MAPS, TECHNICAL DRAWINGS, INSPECTION NOTES, SITE PHOTOGRAPHS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

SENSITIVE INFORMATION NOTE: RECORDS IN THIS SERIES MAY CONTAIN THE LOCATIONS OF WITHDRAWALS OR DIVERSIONS WHICH ARE SENSITIVE INFORMATION. SECTIONS NR 856.15 AND 860.14, WIS. ADMIN. CODE PROVIDES THAT OPEN RECORDS REQUESTS RECEIVED BY THE DEPARTMENT UNDER WIS. STAT SS 19.21 TO 19.39, THAT REQUEST INFORMATION ON THE LOCATION OF WITHDRAWALS OR DIVERSIONS MAY BE SUBJECT TO GREATER SCRUTINY BY THE DEPARTMENT BECAUSE OF DOMESTIC SECURITY CONCERNS, AS ALLOWED UNDER WIS. STATS. SS 281.346(3)(CM) AND (9)(E).

RETENTION: EVENT (DATE OF DENIAL, WITHDRAWAL, TERMINATION OR RECISSION) + 3 YEARS AND TRANSFER TO WHS.

**01147000.**      **WATER USE REPORTING**      **EVT+3**      **DEST**      **Y**

RECORDS SERIES COVERS PAPER RECORDS DOCUMENTING ANNUAL WATER WITHDRAWAL REPORTS AND ATTACHMENTS, ENFORCEMENT CORRESPONDENCE AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS. THIS SERIES INCLUDES THE FOLLOWING FORM:

\* WATER WITHDRAWAL REPORTS(3300-275)

RETENTION: EVENT(YEARS OF REPORT) + 3 YEARS AND DESTROY CONFIDENTIALLY

**01148000.**      **WATER USE PERMITS**      **EVT+3**      **DEST**      **Y**

RECORDS SERIES COVERS PAPER DOCUMENTING AUTOMATIC APPROVALS, GENERAL AND INDIVIDUAL PERMIT APPLICATIONS, PERMIT REVIEW MATERIALS, NOTICE OF COVERAGE LETTERS, PERMIT MODIFICATIONS, APPROVAL OR DENIAL LETTERS, ENFORCEMENT CORRESPONDENCE, PERMIT TERMINATIONS, AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

THIS SERIES INCLUDES THE FOLLOWING FORMS:

\* GENERAL PERMIT APPLICATION FORMS (3300-273)

\* INDIVIDUAL PERMIT APPLICATION FORMS (INTERIM)

\* AUTOMATIC PERMITS (GENERAL AND INDIVIDUAL, DEC.8, 2011)

\* PERMIT MODIFICATIONS (3300-274)

RETENTION: EVENT(TERMINATION OF PERMIT) + 3 YEARS AND DESTROY CONFIDENTIALLY.

**01149000.**      **GREAT LAKES BASIN WATER DIVERSIONS - PAPER**      **EVT+3**      **DEST**      **Y**

RECORDS SERIES COVERS PAPER RECORDS DOCUMENTING GRANDFATHERED APPROVALS, DIVERSION APPLICATIONS, REVIEW MATERIALS, AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

THIS SERIES MAY CONTAIN CONFIDENTIAL NHI INFORMATION AND ARE EXEMPT FROM STATE OPEN RECORDS LAW, WIS. STAT., (S.19.35, 23.27(3)(B)).

SENSITIVE INFORMATION NOTE: RECORDS IN THIS SERIES MAY CONTAIN THE LOCATIONS OF WITHDRAWALS OR DIVERSIONS WHICH ARE SENSITIVE INFORMATION. SECTIONS NR 856.15 AND 860.14, WIS. ADMIN. CODE PROVIDES THAT OPEN RECORDS REQUESTS RECEIVED BY THE DEPARTMENT UNDER WIS. STATS. SS 19.21 TO 19.39, THAT REQUEST INFORMATION ON THE LOCATION OF WITHDRAWALS OR DIVERSIONS MAY BE SUBJECT TO GREATER SCRUTINY BY THE DEPARTMENT BECAUSE OF DOMESTIC SECURITY CONCERNS, AS ALLOWED UNDER WIS. STATS. SS. 281.346(3)(CM) AND (9)(E).

RETENTION: EVENT(FINAL DECISION ON THE DIVERSION) + 3 YEARS AND DESTROY CONFIDENTIALLY

**01150000.**      **GREAT LAKES BASIN WATER DIVERSIONS - ELECTRONIC**      **P**      **PERM**      **Y**

RECORDS SERIES COVERS ELECTRONIC RECORDS DOCUMENTING GRANDFATHERED APPROVALS, DIVERSION APPLICATIONS, REVIEW MATERIALS, AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS. FILES ARE RETAINED PERMANENTLY DUE TO LEGAL AND ADMINISTRATIVE VALUE TO THE DEPARTMENT AND PUBLIC REFERENCE AND INTEREST IN THE PARTICULAR CASE. THESE RECORDS MAY ALSO HAVE HISTORICAL VALUE.

THIS SERIES MAY CONTAIN CONFIDENTIAL NHI INFORMATION AND ARE EXEMPT FROM STATE OPEN RECORDS LAW WIS. STAT. SS. 19.35, 23.27(3)(B).

SENSITIVE INFORMATION NOTE: RECORDS IN THIS SERIES MAY CONTAIN THE LOCATIONS OF WITHDRAWALS OR DIVERSIONS WHICH ARE SENSITIVE INFORMATION. SECTIONS NR 856.15 AND 860.14, WIS. ADMIN. CODE PROVIDES THAT OPEN RECORDS REQUESTS RECEIVED BY THE DEPARTMENT UNDER WIS. STATS. SS 19.21 TO 19.39, THAT REQUEST INFORMATION ON THE LOCATION OF WITHDRAWALS OR DIVERSIONS MAY BE SUBJECT TO GREATER SCRUTINY BY THE DEPARTMENT BECAUSE OF DOMESTIC SECURITY CONCERNS, AS ALLOWED UNDER WIS. STATS. SS. 281.346(3)(CM) AND (9)(E).

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

<b><u>01151000.</u></b>	<b><u>WATER LOSS APPROVALS - PAPER</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS PAPER DOCUMENTING WATER LOSS APPLICATIONS AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

RETENTION: EVENT(TERMINATION OF WATER LOSS APPROVAL) + 3 YEARS AND DESTROY CONFIDENTIALLY

<b><u>01152000.</u></b>	<b><u>WATER LOSS APPROVALS - ELECTRONIC</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS ELECTRONIC DOCUMENTING WATER LOSS APPLICATIONS AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. DEPARTMENT RULES FOR WATER SUPPLY SERVICE AREA PLANS ARE CURRENTLY BEING DRAFTED, AND COMPLETED BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

<b><u>01153000.</u></b>	<b><u>WATER SUPPLY SERVICE AREA PLANS - PAPER</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS PAPER RECORDS DOCUMENTING WATER SUPPLY SERVICE AREA PLANS AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

RETENTION: EVENT(PLAN EXPIRATION OR TERMINATION) + 3 YEARS AND DESTROY CONFIDENTIALLY

<b><u>01154000.</u></b>	<b><u>WATER SUPPLY SERVICE AREA PLANS - ELECTRONIC</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS ELECTRONIC RECORDS DOCUMENTING WATER SUPPLY SERVICE AREA PLANS AND ATTACHMENTS AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. DEPARTMENT RULES FOR WATER SUPPLY SERVICE AREA PLANS ARE CURRENTLY BEING DRAFTED, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

<b><u>01155000.</u></b>	<b><u>WATER CONSERVATION AND EFFICIENCY PLANS</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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RECORDS SERIES COVERS PAPER RECORDS DOCUMENTING WATER CONSERVATION AND EFFICIENCY PLANS AND ATTACHMENTS, CONSERVATION FORMS FOR EACH WATER USE SECTOR (DRAFT FORMS 3300-277-3300-294), AND ASSOCIATED SUBSTANTIVE COMMUNICATIONS.

NOTE: CURRENTLY THERE IS NO ELECTRONIC COMPONENT OF WATER CONSERVATION AND EFFICIENCY PLANS, ONLY THE PAPER FORMS ARE KEPT.

RETENTION: EVENT(LAPSE OR TERMINATION OF PLAN) + 3 YEARS AND DESTROY CONFIDENTIALLY

<b><u>01168000.</u></b>	<b><u>DNR SWITCHBOARD PORTAL</u></b>	<b><u>EVT+50</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Records in this series include the original signed paper documents submitted by ESR users. These documents are required to be retained by DNR.

RETENTION: EVT (date of last signature received for the calendar year) + 50 yrs & destroy confidential

<b><u>00618000.</u></b>	<b><u>HUNTING SPONSORSHIP/PARTNERS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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**/011/ WILDLIFE MANAGEMENT**

RECORDS IN THIS SERIES COVER DEPARTMENT INVOLVEMENT WITH HUNTING SPONSORS, ORGANIZATIONS AND PARTNERS, INCLUDING JOINT SPONSORSHIP TO PRINT AND DISTRIBUTE HUNTING INFORMATION MATERIALS, E.G., HUNTING REGULATIONS BOOKLETS. SPONSORS INCLUDING BUT NOT LIMITED TO GROUPS LISTED BELOW, PROVIDE FUNDS TO SUPPORT HUNTING EDUCATION AND INFORMATION.

- \* CONSERVATION CONGRESS
- \* WISCONSIN TRAPPERS ASSOCIATION
- \* DUCKS UNLIMITED

THE U.S. FISH AND WILDLIFE SERVICE (USFWS) IS ALSO A PARTNER FOR THE HARVEST INFORMATION PROGRAM (HIP) ELECTRONIC TELEPHONY METHOD FOR HUNTERS TO PROVIDE WATERFOWL HARVEST DATA FOR TRACKING PURPOSES.

RETENTION: EVENT (AGREEMENT OR CONTRACT SUPERSEDED OR OBSOLETE) + 6 YEARS AND DESTROY.

**00630000. FOREST TAX DATABASE - LEDGERS** **EVT+10** **DEST** **Y**

Records in this series include continuous electronic database records (Oracle) for the Managed Forest Law (MFL) and Forest Crop Land (FCL) Information System. Electronic records in this series include ledger data on billings to and payments from participants in MFL & FCL; tax payments and annual aid payments to towns and counties; and closed acreage fees collected per Chapter 77 Wis. Stats. The database is updated regularly and is needed for program tax collection and reimbursement purposes. Ledger data is needed for as long as the program is in existence for administrative purposes. It provides specifics on funds collected and disbursed and data needed for forest management trend analysis.

**00630A00. FOREST TAX DATABASE - PARTICIPANT CASE FILES** **EVT+10** **DEST** **Y**

Records in this series cover data in the Oracle database needed to manage each parcel of land parcel in MFL and FCL programs and to track the parcel throughout the contractual period. Data includes case file number for each parcel of land enrolled, address of land and legal description, contract designation year and contract length, participant information and ownership changes. The database is updated regularly.

**00631000. TIMBER RECONNAISSANCE DATABASE (PLAN TRAC)** **EVT** **DEST** **Y**

Records in this series cover database of timber types, timber cutting and other forest practice activities carried out for lands enrolled in MFL and FCL programs. The database is used to track and record each timber cutting agreement from beginning to completion, including the following data elements: participant name, address, parcel identification, timber stand and cutting plan. Each field forester maintains data covering all stands in each MFL order including legal descriptions. Data is forwarded to Madison and uploaded to Forest Tax database.

**00632000. FCL, MFL AND TIMBER RECONNAISSANCE AD HOC REPORTS** **EVT+1** **DEST** **Y**

Records series covers ad hoc reports generated as needed for particular parcel of land, timber management practice, or tax assessment purpose or in response to an informational request. Reports may be regenerated if needed. Examples: mandatory practices list, statistical reports.

**00633000. FOREST TAX SYSTEM DOCUMENTATION AND OPERATIONAL PROCEDURES** **EVT+1** **DEST** **Y**

Records in this series document the Oracle electronic database. This series includes paper and electronic documentation needed for the life of any data files to provide direction to access and read records in the database. The Forest Tax Section in the FR Division, Madison, maintains official copies of system documentation and procedures.

Event = (System obsolete or replaced and all related data files obsolete or migrated) and destroy + 1 year.

**00633A00. TIMBER RECONNAISSANCE SYSTEM DOCUMENTATION AND OPERATIONAL** **EVT+1** **DEST** **Y**

Records in this series document the electronic Timber Reconnaissance database. This series contains paper and electronic documentation needed for the life of any data files to provide direction to access and read records in the database. The IT unit in the FR Division, Madison, maintains official copies of system documentation and procedures. Field foresters may also have supplementary operational procedures or customized procedures for managing data on forestry activities.

Event=(System obsolete or replaced and all related data files obsolete or migrated) + 1 year and destroy.

**00634000. FOREST TAX OPERATIONAL TRACKING RECORDS** **EVT** **DEST** **Y**

This records series covers paper and electronic records that Foresters and central office staff may create to track projects and manage operations. Examples include records created to count numbers of requests for MFL and FCL information, collect Web page suggestions and feedback; track commonly asked questions, and list suggestions to revise forest tax forms or processes. Series includes records in paper or electronic format, including Access databases, Excel spreadsheets, E-mail messages, and word processing records generated in regional offices and central office.

**00635000. FOREST TAX PROGRAM PUBLIC INFORMATION MATERIALS** **EVT+2** **DEST** **Y**

**/012/      FOREST MANAGEMENT**

Records series covers public informational materials used to publicize MFL and FCL programs and to promote participation. Records include brochures, fact sheets, notices, and Web pages, (when pages provide information that is not duplicated in paper or other format). This series is limited to MFL, FCL and related Timber Reconnaissance public information.

**00635A00.      MFL and FCL PUBLICATIONS      P      PERM      Y**

Annual reports or other types of formal publications, which are distributed as required as official state publications, under s. 35.83, Wis. Stats.

- Listings of MFL and FCL open lands distributed to the public when requested in paper format and to the State Reference and Loan Libraries in Computer Output Microfiche (COM) format.
- Forest Tax and Stewardship Newsletter - paper format, copy of current and past issues also available on the WEB.

(NOTE: Sent to Karen Bridge to send copies to list of State Reference and Loan Libraries).

**00636000.      FOREST CROP LAND (FCL) CASE FILES - PAPER      EVT+10      DEST      Y**

Records in this series cover paper contracts of land enrolled in the FCL program under subch I chap 77, Wis. Stats. Paper records in field forester files include all documents that are microfilmed and additional materials that field foresters may receive or create.

Retention:

- Field Forester: EVENT (contract termination) + 10 years and destroy
- Madison Office: EVENT (microfilm) and destroy originals. See RDA 636A.

**00636A00.      FOREST CROP LAND CASE FILES - MICROFILM      EVT+10      SHSW      Y**

Microfilm records in this series include contracts of land enrolled in the FCL program under subch I chap 77, Wis. Stats., including Application, Order of entry, Land exam and Practice Report, Maps, Management Plan, Land Listing, Transfers and Withdrawals, contested case hearings, investigations information and significant correspondence.

The Central FR office maintains the official microfilm versions of FCL case files. Field foresters forward paper originals to Madison for filming and maintains field files in paper format. Madison converts the records to microfilm as received and adds additional records to microfilm jackets over time.

**00637000.      FCL SEVERANCE TAX BILLINGS      EVT+6      DEST      Y**

Records series covers documentation of timber sales on land enrolled under the Forest Crop Law program, including supporting materials for severance tax required by s. 77.07, Wis. Stats. Files contain original cutting notice/reports, relevant timber sale correspondence and copies of invoices.

**00638000.      FCL MASTER LIST REPORTS      CR+60      DEST      Y**

Record series covers master listings of lands entered into FCL programs generated annually from Forest Tax database. Reports identify all parcels participating in the program and are generated to provide snapshots in time of all relevant program data in the database when the report is generated, including owner, location of land, and status of open and closed designation. Reports are generated on Computer Output Microfiche (COM). Reports have long-term value for reference purposes and to assure that the program is administered appropriately.

FCL Summary of acreage by municipality is included in this series. It is summary report used by the Department and the Department of Revenue for reference and general trends analysis.

Paper copies are distributed to DOR, municipal clerks & assessors, county real property listers, and field foresters for reference and /or verification with their records.

**00639000.      MANAGED FOREST LAW CASE FILES - PAPER      EVT+10      DEST      Y**

Records in this series cover paper contracts of land enrolled in the MFL program under subch I chap 77, Wis. Stats. Paper records in field forester files include all documents that are microfilmed and additional materials that field foresters may receive or create.

Retention:

- Field Forester: EVENT (contract termination) + 10 years and destroy
- Madison Office: EVENT (microfilm) and destroy originals. See RDA 639A.

**00639A00.      MANAGED FOREST LAW CASE FILES - MICROFILM      EVT+10      DEST      Y**

Microfilm records in this series include contracts of land enrolled in the MF program under subch I chap 77, Wis. Stats., including Application, Order of entry, Land exam and Practice Report, Maps, Management Plan, Land Listing, Transfers and Withdrawals, contested case hearings, investigations information and significant correspondence.

The Central FR office maintains the official microfilm versions of MFL case files. Field foresters forward paper originals to Madison for filming and maintain field files in paper format. Madison converts the records to microfilm as received and adds additional records to microfilm jackets over time.

**00640000.      MFL YIELD TAX BILLINGS      EVT+6      DEST      Y**

Records series covers documentation of timber sales on land enrolled under the managed forest law p[rogram, including supporting materials for yield tax required bys. 77.86 wis. stats. Files contain original curring notices/reports, relevant timber sale correspondence and copies of invoices.

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**00641000.      MFL MASTER LIST REPORTS      CR+60      DEST      Y**

Record series covers master listings of lands entered into MFL and FCL programs generated annually from Forest Tax database. Reports identify all parcels participating in the program and are generated to provide snapshots in time of all relevant program data in the database when the report is generated, including owner, location of land, and status of open and closed designation. Reports are generated on Computer Output Microfiche (COM). Reports have long-term value for reference purposes and to assure that the program is administered appropriately. MFL Summary of acreage by municipality is included in this series. It is a summary report used by the Department and the Department of Revenue for reference and general trends analysis. Paper copies are distributed to DOR, municipal clerks & assessors, county real property listers, and field foresters for reference and/or verification with their records.

**00642000.      TIMBER SALES REPORTS (STATE OWNED PROPERTY) - FIELD FORESTER H P      PERM      Y**

Under s. 28.05, Wis. Stats. the Department may sell products removed in cultural or salvage cuttings and standing timber from state forests. Records series include Field Forester's records of timber sales as described in the Timber Sale Handbook (2461) chapter 80 (86-1, 86-2), including original documentation of timber sale contracts, timber sale notice and cutting reports, letter of credit and timber sale maps. These records track the history of timber management activity that has occurred on the properties. Permanent retention is needed for continued management of Wisconsin's forest and to protect the public interest.

**00642A00.      TIMBER SALES REPORTS (STATE OWNED PROPERTIES) TRANSACTION DE      EVT+6      DEST      Y**

This series may include copies of Field Forester records and additional detail on timber sale transactions, such as copies of remittances and invoices, close out forms, scale slips, and other bid and performance bond information. Records are maintained for the purpose of tracking and balancing the forestry bond account.

**00643000.      ANNUAL AID AND RESOURCES AID PAYMENTS      EVT+6      DEST      Y**

Records in this series includes payments to municipalities and counties made by the department annually for lands enrolled in MFL, FCL and CFL (County Forest Law).  
 · Annual Aid payments are described in s. 77.05, 77.85 and 28.11(8)(a), Wis. Stats. Payments are a per acres payment for acres enrolled under FCL, MFL and CFL. Records include report showing amounts to be paid by municipality and program.  
 · Resources Aid payments are described in s.23.09(18), Wis. Stats. Payments are made to counties with 40,000 or more acres of MFL and FCL lands. A total of \$1.25 million is shared by the counties. Records include reports showing acres entered in each county, amounts paid to eligible counties and relevant correspondence.

**00644000.      Forest Reconnaissance Database      EVT      DEST      Y**

This is a record of the timber types and forest practice activities carried out on County Forests and State Forests / Lands. The database, currently Oracle, is a continually updated snapshot of the timber types and management practices being proposed on these public lands. It facilitates the scheduling of forest management activities on each county forest or state property. A field forester maintains, and is responsible for updating this data. Data is forwarded to Madison and uploaded to the Forest Reconnaissance database.

Retain until EVENT (superseded by updated data) and destroy.

**00644A00.      GIS Forest Cover Database      EVT      DEST      Y**

This is an electronic system that provides a spatial display of digital data contained in the Forest Reconnaissance Oracle database. DNR foresters and county foresters have access to a PC interface program (Rave, Raven), that uses ArcView to display Geographic Information System (GIS) data, locate forest properties and generate maps.

Retain until EVENT (superseded by updated data) and destroy

**00645000.      CFL Database - Ledgers and Maintenance Data      P      PERM      Y**

Records in this series include continuous electronic database records (Oracle) for the County Forest Law program. These include the following:  
 · Ledgers for County Forest loans  
 · Ledgers and data on severance tax billings to, and payments from, counties.  
 · Acreage entered in the CFL program  
 · Timber sale volume, value, # of sales, cut acres and species information for the individual county forests.  
 The database is updated regularly. This data is needed to track whether a county is subject to severance tax as stipulated under ss. 28.11(9) and if so, that they have been billed and paid accordingly. Acreage listings are maintained in order to allocate money under the variable acreage share loan and Wildlife Habitat grant programs and so DNR can make aid payments to Towns (s. 28.11(8) Wis. Stats.) and Counties make stumpage allocations to Towns [s. 28.11(9)(d) Wis. Stats.]. Ledger and timber sale data is needed for as long as the program is in existence for administrative purposes.

**00646000.      CFL Ad hoc reports      EVT      DEST      Y**

This series covers ad hoc reports generated as needed for particular properties, forest management practices, tax assessment

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purposes or informational requests. Reports are primarily generated on a calendar or a fiscal year basis however they can be generated at any time and for any time frame.

Retain until EVENT (Not needed) and destroy

**00647000. System Documentation and Operation Procedures** **EVT+1** **DEST** **Y**

Records in this series document electronic databases containing master data on county forests, including CFL Database, Forest Reconnaissance Database and GIS Forest Cover Data. This series includes paper and electronic documentation needed for the life of any data files to provide direction to access and read records in the database. The ITC (Information Technology Coordinator) in the FR Division, Madison, maintains official copies of system documentation and procedures.  
Retention: EVENT (System obsolete and data migration) + 1 year and destroy.

**00648000. County Forest / Public Lands Operational Tracking Records** **EVT** **DEST** **Y**

This records series covers paper and electronic records that Foresters and central office staff may create to track projects and manage operations. Examples include tracking progress on items such as entry / withdrawal order recording, project loan progress, applications for various grants / loans, County Forest time standards, investigations information and significant correspondence. Records may be in paper or electronic format and include Access databases, Excel spreadsheets, E-mail messages and word processing documents generated in regional offices and central office.

Retain until EVENT (Not needed) and destroy

**00649000. CFL Timber Sales** **P** **PERM** **Y**

Under s. 28.11, Wis. Stats., County Forests are authorized to sell forest products removed in cultural operations or timber sales. Each County is required to maintain detailed timber sale records (see RDA# 650 CFL Audits). However, local field foresters also are charged with maintaining historical data (Timber Sale Handbook 2461 Chapter 111-2). Field foresters retain the cutting notice & report, a copy of the sale contract and map. These records track the history of management activity on the properties and provide valuable insight into successive forest trends and impacts of forest management practices. Information is frequently referenced by field staff.

**00650000. CFL Audits** **EVT+10** **DEST** **Y**

The Public Forest Lands Handbook (2460.5 - Chapter 230) requires the Department to audit county forests on a three year cycle, including loans, grants, payments, aids and timber sale program. This is to ensure that sound forest management is being done and the county forest is in adherence to s. 28.11, Wis. Stats. Records in this series include audit reports and findings, including supporting materials that DNR auditors create and collect.

Retain until EVENT (Audit completion) + 10 years and destroy

**00651000. CFL Entries and Withdrawals - Orders** **CR+10** **DEST** **Y**

Records in this series include the official signed CFL orders of entry, orders of withdrawal, withdrawal findings of fact and any hearing transcripts or findings. Wis. Stats. s 28.11(4) - Entries and s. 28.11(11) reference the process that generates these records. This is the official documentation of entries and withdrawals from the program. These records track the history of timber management activity that has occurred on the properties. Permanent retention is needed for continued management of county forests on public lands and to protect the public interest.

**00651A00. CFL Entries and Withdrawals - Correspondence** **CR+10** **DEST** **Y**

Records in this series include CFL applications, letters, briefs, exhibits and environmental assessments.

**00652000. County Forest Comprehensive Land Use Plans** **P** **PERM** **Y**

Section 28.11(5) Wis. Stats. requires the respective County Forest Committees to develop a plan, currently for a 10-yr. period, that governs the management of the County Forest. The plan must be approved by the respective County Board and the DNR. Management of each County Forest is bound by this document, and it is a common reference both by the Counties and the DNR. This record series includes the environmental assessment of each plan.

**00653000. CFL Program Guidance and Policy Correspondence** **P** **PERM** **Y**

Records in this series document the policies of the County Forest Law program. Includes issue papers, strategic plans, significant correspondence and e-mails interpreting or formulating policy for the program. Additionally, any summary information on the various facets of the program that would have historical value is included. Summary information of loan and grant history, county forest time standards and cumulative timber sale data are examples of such information. Note: DNR has related series file for Administrative Rule files and Directives (Manual Codes and Handbooks).

**00654000. CFL Severance Tax Correspondence** **EVT+1** **DEST** **Y**

Records in this series include invoices and related correspondence detailing the amount of severance owed pursuant to s. 28.11(9) Wis. Stats. The invoices show the apportionment of the project loan and variable acreage share loan programs as required in s. 28.11(9)(ag) Wis. Stats. This information is also kept electronically in the CFL Database, RDA# 644 and may be regenerated. Paper

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correspondence and invoices are retained for one year after severance payments are assessed for convenience of reference purposes and to respond to questions.

Retain until EVENT (Date Severance tax is assessed) + 1 yr. and destroy.

**00655000.      CFL Project Loans      EVT+4      DEST      Y**

Records series includes application letters, County Board resolutions, award letters and project documentation. Project loans are interest free loans available for meritorious and economically productive forestry operations, including land acquisitions. They are distributed pursuant to ss. 28.11(8)(b2), Wis. Stats. and are paid back through a 20% severance on the stumpage from the timber cut off of the respective County Forest (see also RDA # 645). These loans are also part of an electronic ledger (see RDA# 648) tracking the loan payments and repayments.

Retain until EVENT - Event is date of final loan payoff.

**00656000.      CFL Variable Acreage Share Loans      EVT+4      DEST      Y**

Records series includes application letters, County Board resolutions and award letters. Wis. Stats. ss.28.11(8)(b1) provides for the interest free loans to be used for the purchase, development, preservation and maintenance of the county forest lands. They are paid back through a 20% severance on the stumpage from the timber cut off of the respective County Forest (see RDA # 645). These loans are also part of an electronic ledger (see RDA# 648) tracking the loan payments and repayments.

Retain until EVENT: 4 full fiscal yrs.after the date of final loan payoff

**00657000.      CERTIFIED PLAN WRITER CASE FILES      EVT+6      DEST      N**

Microfilm records in this series include letters, MFL management plan packets, and other miscellaneous documentation related to eligibility, maintenance, revocation and appeal of individual plan writer certification. Subch. VI chap. 77, Wis. Stats., requires that private foresters must be certified by the department to write MFL management plans. Subch. III chap. NR46, Wis. Admin. Code, establishes eligibility, maintenance and revocation requirements for certification.

**00682000.      Gypsy Moth Monitoring Program      CR+50      DEST      Y**

This program monitors the spread and changes in the population of gypsy moth in WI using pheromone baited traps. Where gypsy moth is present in isolated, pioneering colonies, DATCP uses insecticides or mating disruption techniques to attempt to eradicate the colony. Records series includes maps and data on results of gypsy moth trapping in Wisconsin. Maps and data are generated from U.S. Forest Service and DATCP systems. DNR uses data for suppression program planning.

**00683000.      Gypsy Moth Biocontrol Survey Program      CR+50      DEST      Y**

Once gypsy moth is established, DNR becomes the lead agency in the management of this pest. Natural enemies are introduced where appropriate and monitored for establishment in the Biocontrol Program. Public education and training are provided so landowners, municipal and DNR staffs are aware of the options for management of gypsy moth. Records series includes maps, data and reports on the pre-release and post release surveys for parasites and diseases introduced to aid in management of the non-native gypsy moth. Data also includes records collected on non-native natural enemies of gypsy moth that have become established on their own.

**00684000.      Gypsy Moth Treatment (Spray) Program      CR+50      DEST      Y**

Where outbreaks of this pest threaten to cause heavy defoliation and subsequent stress of trees, the DNR offers participation in a state organized suppression spray as described in Subchapter IX Rules for Federal cost Sharing Program to Suppress Gypsy Moth, NR 47.910 - 47.914, Wis. Adm. Code. The federal government provides partial reimbursement of the cost of this treatment and for any preparatory work. Records include maps of treatment sites, memos, Spray Plans, Environmental Assessments, Safety Plans, bills, correspondence with local spray coordinators and with concerned citizens, results of follow-up surveys to determine efficacy of the spray, and data used in timing the spray. This records series may also include relevant maps and other long-term value records from grant programs. This records series also includes maps and associated information on eradication and efforts to slow the spread in eastern Wisconsin from 1992-2000.

**00685000.      Gypsy Moth Training Plans and Materials      EVT      DEST      Y**

Records in this series include lecture notes, presentations, handouts, overheads and other material used in training programs on gypsy moth and its management. Records are paper and electronic. Training materials need to be retained until superseded by updated, revised materials for continuing education purposes.

Retain until EVENT (Superseded by updated information) and destroy.

**00686000.      Gypsy Moth Public Information and Records      EVT+5      DEST      Y**

Records series includes informational material used to education the public on gypsy moth and techniques for its management. Records include brochures, fact sheets, posters, cards, stickers and web pages.

Retain until EVENT (Superseded by updated information) + 5 years and destroy.

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**00700000.      Forest Nursery Database      CR+5      DEST      Y**

Records in this series include electronic database records (currently in Access) for the nursery program. Data includes tracking information related to the processing of tree orders, current salable stock inventories, county shipping schedules, revenue and sales tax amounts. All key information related to each tree order is entered on a daily basis. Griffith State Nursery personnel create the database annually to reflect one year of nursery data. Nursery personnel at Hayward and Wilson State Nurseries download data for reference purposes during the planting year.

**00701000.      Annual Nurseries Cost Reports      P      PERM      Y**

The DNR Bureau of Finance generates an annual report that documents the cost of growing, distributing and administering all nursery stock. The report is used to calculate charge back costs to applicants and to track the efficiency and effectiveness of the program over time. The Forestry program needs to retain these reports permanently for administrative, statistical and administrative research purposes.

**00701A00.      Forest Nursery Statistical Reports      P      PERM      Y**

Since the Forest Nursery Program was initiated, in 1911, statistical reports have been generated containing summary tree and shrub distribution data. The current report, "Annual Distribution and Tree Planting Report," generated since from the Forest Nursery Database, is produced annually and documents all tree and shrub distribution numbers for the year. Per s. 35.83, Wis. Stats., DNR distributes reports to State document centers and depositories, including the State Historical Society Reading Room. The Department also maintains a copy of reports permanently for program administration and research purposes. Reports are maintained at the Griffith State Nursery in Wisconsin Rapids, or by the DNR Division of Forestry Forest Geneticist & Nursery Specialist.

**00701B00.      Forest Nursery Database Output Reports      EVT      DEST      Y**

The Forest Nursery database is used to generate a variety of annual documents and reports. Records in this series include nursery operations materials that may be recreated as needed for the planting year. If copies are generated, they do not need to be maintained by nursery personnel.

- County shipping schedules
- Address labels
- Invoices/payment letters
- Tree order confirmation letters
- Other customer correspondence
- Sales tax report to Madison finance
- Refund report to regional finance
- Comparison reports to Department auditors

Retain until EVENT (Superseded, obsolete or not needed)/ destroy

**00702000.      Annual Tree and Shrub Applications      CR+25      DEST      Y**

Records in this series include copies of completed tree and shrub application or order forms completed by each nursery customer. Applications contain the name, address, telephone number, property location, desired order, cost, and signature of applicant. Applications for previous years are useful for nursery staff and participants to track previous order history and to manage their tree planting.

**00703000.      Nursery Program Operational Files      CR+5      DEST      Y**

This series includes a variety of paper and electronic records generated by nursery personnel and central office staff to manage nursery operations. Spreadsheets (Excel) include germination and salable inventories, stock projections, seed collection plans and seeding schedules. Also includes correspondence with customers and partners, including stock reservation agreements.

**00704000.      Nursery Program Research Contracts & Agreements      EVT+5      DEST      Y**

Records in this series include nursery research contracts and cooperative agreements, any changes or amendments, and contracts administration correspondence to monitor compliance with terms and conditions of agreements and contracts. Includes:

- Nursery Soil Research Program contracts/agreements: DNR and the UW-Madison Soils Department have cooperative agreements to conduct soil analyses and research in the area of nursery soils and fertility.
- Tree Improvement Program contracts/agreements: DNR and UW-Madison Department of Forest Ecology & Management have cooperative agreements to conduct tree improvement and forest genetics research.

The DNR Bureau of Finance has certain contract and related contractual records to document compliance with purchasing, contracting, fiscal and accounting requirements and laws. Bureau of Finance retention is governed by the "Fiscal and Accounting Related Records Statewide General Records Schedule."

Retain until EVENT (contract close) + 5 years/ destroy

**00705000.      Tree Improvement Program Records      CR+50      DEST      Y**

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The tree improvement program develops and produces genetically superior seed for the state nurseries, in conjunction with the University of Wisconsin - Madison Dept. of Forest Ecology & Management. The program has a variety of seed orchards and genetic trials throughout the state. This record series covers maps and case files associated with seed orchards and research trials. This information has continuing value to the Department. Note: The UW may also have copies of these records.

**00705A00.      Tree Improvement Research Data      EVT      DEST      Y**

This records series consists of electronic Tree Improvement Program data. Summary data (currently Excel spreadsheets and SAS) may be generated about seed orchards, genetic trials or other tree improvement projects. The Forest Geneticist maintains these data files as needed for statistical purposes, to compare results and track similar types of projects.  
Retention: EVENT (superseded, obsolete or updated to new system) and destroy. Migrate data when systems are upgraded or replaced.

**00706000.      Forest Nursery Research Papers and Scientific Articles      EVT      DEST      Y**

This records series covers statistical and scientific research papers and articles on nursery issues. Documents are work products of projects conducted or sponsored by the Department. Includes the following:  
· Nursery Soil Research Program Research Papers:  
· Tree Improvement Program Research Papers  
The DNR Forest Geneticist & Nursery Specialist maintains a reference library containing copies of materials. These research papers are otherwise available to researchers and the public in scientific journals or through literature searches of science publications databases.  
  
Retain until EVENT (Obsolete, superseded or not needed) and destroy.

**00707000.      Nursery Program Information Materials      EVT      DEST      Y**

This series includes nursery and tree planting informational materials that the Department creates to publicize the program. Includes brochures, flyers, fact sheets, and materials provided on the Forest Nursery web page.  
Retention: Maintain until EVENT (information is superseded or obsolete) and destroy.

**00725000.      Fire Report Summary History Data      P      PERM      Y**

Fire Report Summary History Data: Records in this series include continuous electronic database records for the Fire Reporting Program. Records from 1973 - 1999 are currently in ASCII flat files stored at DEG InfoTech. Records from 2000 forward are currently in an Access database maintained by the Fire Report File Manager (ITC) in Madison. Includes summary data to identify each reported fire. Dispatchers enter selected data from fire reports into e-forms or a web-based interface: report number, fire location reported, fire cause and acreage burned. The database, updated yearly, is a source of statistical and research information on fires in the state. NOTE: Dispatchers also may enter data specific only to their dispatch area into other databases, Excel spreadsheets or electronic files. See RDA # 728.  
Retention: Maintain electronic fire report data (ASCII and/or Access) permanently. Data may be migrated to another electronic format and then ASCII and Access versions may be destroyed.

**00726000.      Fire Report Ad Hoc Data Reports      EVT      DEST      Y**

Fire Report Ad Hoc Data Reports: This records series covers ad hoc reports that may be generated from the Fire Report Summary History Data, as needed in response to informational and administrative needs, e.g., work planning, fire tracking, education and prevention planning, etc. Reports can be regenerated when needed. Retention: EVENT (Not needed) and destroy.

**00727000.      Fire Reporting System Documentation And Operational Procedures      EVT      DEST      Y**

Records in this series document procedures to update information in the Fire Report Summary History Database. This series provides sufficient system document to enter information into the current version of the database and retrieve information needed. Data is also needed in the future to modify, update or revise the database. Complete system and procedural information is needed until the system is superseded, revised or obsolete and until all data in RDA # 725 is migrated to another system.

**00728000.      Other Electronic Files - Working Files      EVT      DEST      Y**

Records in this series include electronic working files used by fire dispatchers to perform dispatch duties and collect data relevant to their dispatch areas.  
§ MS Access summary data by dispatch area for the number of fires that occurred and specific weather information that is used to determine the fire danger rating.  
§ Excel spreadsheets that dispatchers may generate to provide an overview picture of each dispatcher's realm of fire reports. Spreadsheets contain a portion of what is in Access database, with only selected fields.  
§ Other types of dispatcher files used for working purposes only.  
Retain working files until required data is migrated or entered into Fire Report database, RDA 725.

**00729000.      Project Fire Reports Case Files ca. 1970 - forward      EVT+50      SHSW      Y**

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This series covers Project Fire Reports/Reviews. These are reported fires where courts action was taken, injuries or death occurred, or other types of project fire reviews were conducted. This includes detailed information on each project fire, including maps, final report with all review comments, decisions and actions taken.

These project files include detailed information that is not entered into the database or recorded elsewhere. Records provide information needed for ongoing forest fire program administration. They are referenced to manage forest fires and develop training scenarios.

**00729A00.**      **Fire Report Case File 1973 - forward**      **EVT+4**      **SHSW**      **Y**

This series includes all reports and related records needed to document each fire report incident. Since 1973, summary data from paper Fire Reports has been entered into the Fire Report Summary History Data. Event (closed) + 4 years These records include:

§ Fire Reports - No followup required

§ Fire Report Case File - Records that contain the fire report, investigation report and additional materials related to the incident from the date the fire is reported until the case is closed - resolved or moved to an enforcement action. This record may also include copies of dispatcher log or daily record, copy of warning or citations and all followup records

§ Railroad Fires Case Files: Records cover report and Department notification to railroad of fire occurrence and including details on the fire, including billing information.

**00729B00.**      **Fire Report Case File 1912 - 1972**      **EVT**      **DEST**      **Y**

This series includes the official paper copy of reports and related records related to each fire report incident. These records include:

§ Fire Reports - No followup required

§ Fire Report Case File - Records that contain the fire report, investigation report and additional materials related to the incident from the date the fire is reported until the case is closed - resolved or moved to an enforcement action. This record may also include copies of dispatcher log or daily record, copy of warning or citations and all followup records.

§ Railroad Fires Case Files: Records cover report and Department notification to railroad of fire occurrence and including details on the fire, including billing information.

Summary information from these reports are not contained in the Fire Report Summary History Data. Retain one copy of paper until summary data is entered into summary database.

**00730000.**      **Fire Report Ledgers, Log Sheets & Index Materials**      **EVT+4**      **DEST**      **Y**

Records include any lists, logs, ledgers or other index materials that dispatchers may create on a day-to-day basis to keep track of fire occurrence and to track submission of hard copies of fire reports. Such records may provide a quick reference to look back for a specific fire when the exact date or fire number are unknown. Dispatchers maintain paper records or use electronic methods to sort and query the data.

**00731000.**      **Dispatcher Daily Work Records**      **FIS+4**      **DEST**      **Y**

Records in this series cover records, including all documents that make up the Dispatch Log for the day. With records in this series, dispatchers document daily operations, workload and staffing requirements. May include the following as needed:

§ Dispatcher's Daily Record cover sheet for all documents that make up the packet that is the "dispatch log" for the day (form 4300-004).

§ Dispatcher's Worksheet 4300-005- communications (radio, telephone, etc.) throughout the day.

§ Daily Staffing Record - Entries, based on the morning call-in, keep track of personnel on a daily basis.

§ Daily Operations Plan

§ Weekend standby information listing availability of partial crews.

§ National Weather forecasts and NFDRS Data (WIMS) may be downloaded as needed during fire season.

**00732000.**      **Forest Fire Closure Orders**      **CR+4**      **DEST**      **Y**

Records in this series are orders that may originate at any Department Forestry office. Under s. 26.11, Wis. Stats., the Department may close burning in particular areas because of high fire hazard conditions. Records restrict or prevent fires and smoking.

**00733000.**      **Special Burning Permits**      **CR+4**      **DEST**      **Y**

Records in this series include burning permits issued to businesses, farmers or contractors. Only DNR fire personnel issue special permits, and they monitor compliance with permitted conditions from year-to-year.

Retention: CREATION + 4 years and destroy.

**00733A00.**      **Burning Permits - Regular**      **CR+1**      **DEST**      **Y**

Records in this series include burning permits issued by DNR personnel and emergency fire wardens throughout the State. Permits allow up to a 3-day window for burning between specified hours and under specified conditions. DNR Dispatchers collect permits for reporting statistical purposes. Data is included in the annual Forest Fire Report.

Retention: Creation + 1 year and destroy

**00734000.**      **Fire Suppression Equipment Reports**      **CR+4**      **DEST**      **Y**

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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Records in this series include forms and other materials that are generated to inventory, inspect, maintain and deploy fire suppression equipment in the State. Equipment includes vehicles, tools, chemicals and gear.

**00735000.      National Fire Danger Rating System (NFDRS Data (WIMS))      CR+4      DEST      Y**

Records in this series consists of fire weather observation paper reports with raw weather information that 16 DNR weather stations collect and report to the National Weather Service. Data is reported directly to the Kansas City National Interagency Fire Management Information Database (NIFMID).  
 § c.a. 1960 - 1989, data was collected on paper with a copy maintained by the dispatcher.  
 § 1990 - forward. Dispatchers report observations electronically.  
 Data is owned by the NFDRS. This is a closed series and DNR no longer needs to create or maintain paper weather observation documents.  
 Retention: - CREATION + 4 years and destroy.

**00736000.      Cooperating Weather Report Records      EVT      DEST      Y**

Records in this series consist of paper copies of the daily weather observations. Observations are patterned after the old "Weather Service Form D-9B 10 Day Fire Danger and Fire Weather Record" form, and another form that permits up to 31-day reporting during Winter. Each Cooperating Observer fills out weather report records and sends them to the National Weather Service Database in Asheville NC. The service enters reports received into their database and makes all data broadly available nationwide through the National Climatic Data Center. Reports may also be referenced in the course of developing the annual Fire Law Enforcement Summary Report.  
 Retention: EVENT (Annual report finalized) and destroy.

**00737000.      Annual Forest Fire Summary Report      P      PERM      Y**

The Forest Fire Operations Specialist, Forest Fire LE Specialist Fire and Urban Interface Specialist provide data and information for this report. Includes data from the Fire Law Enforcement report and additional program information required for reporting to management. It is distributed as a public document under s. 35.83, Wis. Stats. Copies are forwarded to document depositories throughout the State, including the State Historical Society Reading Room. NOTE: Forestry has not consistently generated these reports on an annual basis.  
 Permanent

**00737A00.      Fire Law Enforcement Annual Report      CR+10      DEST      Y**

Records in this series include the Fire Law Enforcement Summary Report and any other reports that may be developed to report to management and the public on fire prevention and control in Wisconsin. Report contains statistics, such as the count of fire permits issued by county, numbers of reported fires, numbers of fire report cases and enforcement actions. Information in this report is also contained in the Annual Forest Fire Report.  
 Retention: CREATION + 10 years and destroy.

**00738000.      Fire Program Information Materials      EVT+3      DEST      Y**

Records in this series are fire program fact sheets, notices, press releases, and other types of public informational materials related to fire suppression, prevention and reporting. The Department may develop this information in paper format. Also includes public information provided on DNR Internet Web pages when pages are not simply duplicates of information that exists in hard copy format.

**00739000.      Fire Program Publications      EVT      DEST      Y**

This records series covers fire program publications, and includes guidance on such topics as: Burn Barrels, Forest Fire Laws, Forest Fires and Urban Interface, Fireworks, etc.  
 Per s. 35.83, Wis. Stats., the Department distributes these publications to State document centers and depositories, including the State Historical Society Reading Room. In addition, the Forest Fire Operations Specialist or Forest Fire Law Enforcement Specialist maintain copies of materials until they are superseded, updated or obsolete and for as long as needed for reference purposes.

**00740000.      Fire Program Guidance Documentation      EVT+10      SHSW      Y**

Records in this series document the policies of the Fire Prevention & Reporting Program. May include issue papers, strategic plans, significant correspondence and e-mails interpreting or formulating policy for the program. Records are main  
 NOTE: Records related to Administrative Rules - Board orders, and to official directives contained in Manual Codes and authorized Handbooks are covered in Related Records Series. See below.

**00790000.      LANDTYPE ASSOCIATION DEVELOPMENT DATA      EVT      DEST      Y**

The Landtype Association (LTA) database provides maps and background information on Wisconsin's ecosystems for use in plans, assessments, and informational materials. This spatial land classification layer depicts ecologically significant units, based on associations of biotic and environmental factors, including climate, geomorphology, topography, soils, hydrology, and potential natural communities. This is a GIS database that is based on work of the Wisconsin Landtype Associations Team, with membership from DNR, NRCS, and USDA-Forest Service. Data and maps are periodically updated as additional information becomes available.  
 Retention: Perpetual record, superseded by updated data.

**00790A00.      LTA ANNUAL DATA AND MAP-ELECTRONIC      CR+50      DEST      Y**

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Annually, the Forest Ecology program generates a map of Wisconsin identifying ecological units as understood at that point in time. Electronic versions of maps and data used to generate them are updated over time as new information becomes available and understanding of ecological boundaries changes. Older versions are retained for historical purposes. Retain for 50 years in electronic format.

**00790B00.      FOREST ECOLOGY AND SILVICULTURE AS HOC REPORTS      EVT      DEST      Y**

Records in this series include maps and reports generated from Forest Ecology & Silviculture data, including reports from FIA (managed by USFS), and Landtype Association (LTA) applications. Reports are generated in response to queries and requests from internal or external customers.

**00791000.      FOREST HABITAT TYPE CLASSIFICATION SYSTEM/FIA FIELD DATA SHEETS      EVT+1      DEST      Y**

Records in this series are habitat typing field data sheets that link to data collected for the U.S. Forest Service (USFS) Forest Inventory and Analysis program. The Department collects habitat type information at FIA inventory plots, working in cooperation with the USFS and the UW-Madison Forestry Department. FIA data are maintained by the USFS and shared with states. Habitat type data are used to make site-level interpretations for forest management based on ecological potential of the land. Original paper Field Data sheets include habitat classification codes, county and plot number locator data. Habitat type data has only been collected and captured in FIA for Wisconsin. From 1993 - 1996, data on approximately 6000 Wisconsin plots was captured.

NOTE: Only partial data from sheets has been entered in the USFS FIA data. Sheets may also identify all plant species for a plot and include detailed information, notes and comments.

Retention: Maintain data sheets until all relevant data is captured electronically.

**00792000.      LANDTYPE ASSOCIATION AND FOREST HABITAT TYPE CLASSIFICATION SY      EVT+50      SHSW      Y**

Records in this series include materials that document forest ecology and silviculture projects. Includes:

- \* The Forest Accord, a memorandum of understanding between the DNR and other entities: U.S. Forest Service, woodland associations, lumber organizations, business groups and cooperators.

- \* Narrative descriptions of ecological units (land areas).

- \* Reports about concepts, process, or application of LTA's and the FHTCS.

- \* Significant communications with key project information and comments from cooperators.

Electronic records may include Excel workbooks with data summaries extracted from the ArcView Landtype Association Development Data, maps and data tables.

Regions: localized materials, statewide maps.

Convenience copies: localized materials distributed to field staff throughout DNR.

**00793000.      FOREST ECOLOGY AND SILVICULTURE DATABASE DOCUMENTATION      EVT      DEST      Y**

Records in this series document forest ecology and silviculture electronic database applications and provide sufficient information to access the data, process information and retrieve data over time. Includes documentation for the LTA. Retention: Maintain system documentation until EVENT (the application is obsolete or converted + all data files are migrated to the new application).

**00794000.      ROUTINE FIELD VISITS AND RECOMMENDATIONS      EVT+5      DEST      Y**

The Forest Ecologist/ Silviculturists conduct field visits of sites to inventory, classify habitat classification type, make observations, or address issues. Records in this series document routine field visit activities and may include photos of forested sites, notes and observations, memos with written assessments and recommendations. Records are organized by specific site.

If/when field visits identify significant issues, maintain field visit records with Forest Ecology/Silviculture Issues Analysis Case Files (see below).

**00795000.      FOREST ECOLOGY/SILVICULTURE ISSUE ANALYSIS CASE FILES      EVT+20      SHSW      Y**

Records in this series include forest ecology and silviculture analyses, assessments, guidelines, and reports. Issues related to forest resources may arise from internal discussions, legislative inquiries, actions of other agencies or non-governmental organizations, due to public dissent, or as a result of a field visit. The Forest Ecology and Silviculture program may conduct literature reviews, analyze information, and prepare assessments and reports about these issues. Records in paper and electronic format may include maps, literature files, draft documents with comments from contributors, e-mails and other correspondence, and final reports. Final resolution of the issue may take as long as 20 years. Records also have continuing value as the same issue may recur and require re-analysis.

**00796000.      FOREST ECOLOGY GUIDANCE AND MANAGEMENT MATERIALS      EVT+3      DEST      Y**

Records in this series may include proposals, issue briefs, strategic plans, work plans, correspondence and other documents generated to determine program direction and priorities.

**00797000.      FOREST ECOLOGY TRAINING PLANS AND MATERIALS      EVT      DEST      Y**

The Forest Ecology & Silviculture program periodically provides training on topics including Silviculture, Forest Habitat Type Classification, Landtype Associations, and Forest Ecology, to Department personnel, other agencies, consulting foresters and partners. Records in this series include lecture notes, presentations, handouts, overheads, photos, and other material used in training. Records

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are paper and electronic. Official materials may be located in any of the following offices responsible for training: Central Madison FR, Tomahawk Office of Forest Sciences, or Rhinelander FR Training Office. Regional-specific materials are located in regions. Training materials need to be retained until superseded by updated, revised materials.

**00800000.      KARNER BLUE BUTTERFLY HABITAT CONSERVATION PLAN INCIDENTAL T/      EVT+10      SHSW      Y**

THIS RECORD SERIES INCLUDES A COPY OF THE ORIGINAL ITP SUBMITTED TO THE USFWS AND SUBSEQUENT PERMIT REVISIONS. ALSO INCLUDES THE FINAL KARNER BLUE BUTTERFLY HABITAT CONSERVATION PLAN ( HCP ) AND ENVIRONMENTAL IMPACT STATEMENT (EIS), AS APPROVED IN THE DNR AND BY THE USFWS HCP/EIS, SUBSEQUENT CLARIFICATIONS AND AMENDMENTS, AND RELATED IMPLEMENTATION AND MANAGEMENT GUIDELINES. THE PERMIT, ISSUED IN 1999, IS FOR THE STATE OF WISCONSIN, AND EACH PARTNER (LANDOWNER) IS CONSIDERED A SUB-PERMITTEE. NOTE: THE FINAL DOCUMENT WAS DISTRIBUTED AS PUBLICATION # PUBL-SS-947-00 TO STATE DOCUMENT CENTERS AND DEPOSITORIES, INCLUDING THE WISCONSIN HISTORICAL SOCIETY AND THE DNR LIBRARY. THE DEPARTMENT ALSO MAINTAINS A COPY OF THE PLAN ON THE DNR INTERNET WEB PAGE.

**00800A00.      KARNER BLUE BUTTERFLY HCP/EIS MINUTES AND DEVELOPMENT CASE FI      EVT+10      SHSW      Y**

RECORD SERIES INCLUDES MEETING AGENDAS, MINUTES, CORRESPONDENCE BETWEEN TEAM MEMBERS ON POLICY AND SCIENTIFIC/BIOLOGICAL ISSUES & ACTIONS RELATED TO THE DEVELOPMENT OF THE HCP/EIS, AND OTHER MATERIALS DOCUMENTING MEETINGS & ACTIONS OF THE HCP/EIS DEVELOPMENT TEAM. ALSO INCLUDES OTHER BACKGROUND INFORMATION DOCUMENTING THE DEVELOPMENT OF THE HABITAT CONSERVATION PLAN AND EIS, PUBLIC COMMENTS RECEIVED, CORRESPONDENCE WITH USFWS, AND RELEVANT HCP/EIS DEVELOPMENT MATERIALS, E-MAILS, MAPS, PHOTOGRAPHS, SLIDES.

**00800B00.      HCP/EIS DEVELOPMENT MEETING AUDION TAPES      EVT+10      DEST      Y**

IN THE PROCESS OF DEVELOPING THE KARNER BLUE BUTTERFLY HCP AND EIS, THE DEVELOPMENT TEAM PRODUCED AUDIO TAPES OF TEAM MEETINGS. THESE MAY HAVE FUTURE RESEARCH AND REFERENCE VALUE RELATED TO THE SPECIES AND THE HCP PLANNING PROCESS.

**00801000.      HCP IMPLEMENTATION MEETING MINUTES      EVT      SHSW      Y**

RECORDS SERIES INCLUDES AGENDA MATERIALS, MINUTES, AND OTHER MATERIALS DOCUMENTING MEETINGS & ACTIONS OF VARIOUS HCP- RELATED COMMITTEES AND TEAMS (IMPLEMENTATION OVERSIGHT COMMITTEE - IOC, IMPLEMENTATION MANAGEMENT TEAM - IMT, 6-MONTH REVIEW, HCP TEAM, BIOTEAM, COMMUNICATIONS TEAM, ETC. TEAMS ARE RESPONSIBLE FOR HCP IMPLEMENTATION AND OVERSIGHT.

**00802000.      HCP/EIS PARTNERSHIP CASE FILES      EVT+10      SHSW      Y**

RECORDS IN THIS SERIES INCLUDE ARTICLES OF PARTNERSHIP, PARTNERS' SPECIES & HABITAT CONSERVATION AGREEMENTS (SHCA) AND CERTIFICATES OF INCLUSION. EACH PARTNER AGREES TO TERMS AND CONDITIONS OF THE HCP AND THE TAKE PERMIT. THESE RECORDS ARE LEGALLY BINDING ARTICLES AND AGREEMENTS FOR EACH INDIVIDUAL PARTICIPANT IN THE PROGRAM. PARTNERS ARE ENTITIES RATHER THAN INDIVIDUALS. WHEN LAND TRANSFERS OWNERSHIP, THE NEW OWNER IS OFFERED THE OPPORTUNITY TO JOIN THE PARTNERSHIP AND ASSUME THE AGREEMENT CONTRACTS. PARTNERSHIP AGREEMENTS MAY BE EXTENDED BEYOND THE SCHEDULED END OF THE PERMIT PERIOD (SEPTEMBER 27, 2009).

RETENTION: MAINTAIN ALL PARTNERSHIP CASE RECORDS FOR THE DURATION OF THE ICP PERMIT. AFTER CLOSED, RETAIN FOR 10 YEARS AND TRANSFER TO WIS. HISTORICAL SOCIETY.

**00803000.      HCP/ LANDS INCLUDED AND PARTNER INFORMATION DATABASE      EVT+100      DEST      Y**

THE BUREAU MAINTAINS AN ACCESS DATABASE AND ENTERS DATA NEEDED TO ADMINISTER THE ITP AND IMPLEMENT THE HCP. DTA INCLUDES CONTACT INFORMATION FOR HCP PARTNERS, PARTICIPANTS, AND INTERESTED PARTIES (NAMES, ADDRESSES, PHONE NUMBERS, EMAILS); DATA ABOUT PARTNER LANDS COVERED UNDER THE ITP, MONITORING DATA, AND LAND MANAGEMENT DATA. FOR APPROVED PARTNERS, DATA FROM THE APPLICATIONS LOG BELOW IS MOVED TO THIS DATABASE WHEN THE PARTNER PROCESS IS COMPLETED. MAINTAIN CUMULATIVE DATA FOR THE LENGTH OF THE ITP + 100 YEARS. PARTIAL OR SUMMARY DATA MAY ALSO BE TRANSFERRED TO THE BUREAU OF ENDANGERED RESOURCES IN THE FUTURE. MIGRATE TO NEW SYSTEMS AS NEEDED TO PRESERVE DATA.

**00803A00.      HCP/PARTNER APPLICATIONS LOG      EVT+2      DEST      Y**

RECORDS SERIES IS A LOG OF KARNER BLUE BUTTERFLY HCP PARTNER APPLICATIONS IN PROCESS AND RELATED CORRESPONDENCE . THE BUREAU USES EXCEL SPREADSHEET TO LOG PENDING APPLICATIONS THROUGH THE PROCESS OF FILING ARTICLES OF PARTNERSHIP, SHCA AND OTHER REQUIRED DOCUMENTS. AFTER ALL APPROVALS, DATA FROM THIS LOG MOVES TO THE HCP LANDS INCLUDED AND PARTNER INFORMATION DATABASE ABOVE. FOR INACTIVE APPLICATIONS, RETAIN FOR 2 YEARS AFTER LAST ENTRY DATE AND DELETE.

**00804000.      HCP EFFECTIVENESS MONITORING TRAINING CENTER MASTER COURSE M      EVT      DEST      Y**

RECORDS IN THIS SERIES COVER A MASTER SET OF TRAINING MATERIALS USED TO CONDUCT YEARLY IN KARNER BLUE BUTTERFLY HCP MONITORING PROTOCOL TRAINING FOR PARTNERS AND PARTICIPANTS. MONITORING PROGRAM

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TRAINING MATERIALS MUST MEET SPECIFIC STANDARDS AND ARE USED TO "CERTIFY" PARTICIPANTS TO PERFORM MONITORING. RETENTION: SUPERSEDED OR PROGRAM END) + 3 YEARS AND DESTROY.

**00804A00.      HCP CERTIFIED EFFECTIVENESS MONITORING PARTICIPANTS      EVT+3      DEST      Y**

RECORDS IN THIS SERIES DOCUMENT THAT PARTNERS AND PARTICIPANTS HAVE ATTENDED AND SUCCESSFULLY COMPLETED REQUIRED TRAINING IN HCP MONITORING PROTOCOL, AS A CONDITION OF THE FEDERAL INCIDENTAL TAKE PERMIT. THE EM PROGRAM CONDUCTS YEARLY TRAINING. THIS RECORDS SERIES MAY INCLUDE ROSTERS OF PARTICIPANTS AND OTHER RELEVANT TO DOCUMENT THAT INDIVIDUALS HAVE RECEIVED SPECIFIC MONITORING TRAINING AND ARE "CERTIFIED" TO PERFORM MONITORING.

**00805000.      PARTICIPANT HCP EFFECTIVENESS MONITORING RECORDS      EVT+3      DEST      Y**

THE HCP REQUIRES PARTNERS TO SURVEY THEIR LANDS ANNUALLY FOR KARNER BLUE BUTTERFLIES AND THEIR HABITAT. THIS RECORDS SERIES INCLUDES MONITORING ASSIGNMENTS FOR PARTNERS, EXCEL SPREADSHEETS, MONITORING DATA SHEETS, MAPS, AND YEARLY MONITORING SUMMARY REPORTS. SELECTED MONITORING SUMMARY INFORMATION IS ALSO ENTERED INTO THE HCP LANDS INCLUDED AND PARTNER INFORMATION DATABASE AND USED FOR THE HCP ANNUAL REPORTS SUBMITTED TO THE USFWS.

**00806000.      HCP ANNUAL REPORT SUBMITTED TO USFWS      P      PERM      Y**

THIS RECORDS SERIES IS THE SUMMARY REPORT OF LAND MANAGEMENT, CONSERVATION, LAND TRANSFER, AND EDUCATION & OUTREACH ACTIVITIES ON LANDS COVERED UNDER THE HCP FOR EACH CALENDAR YEAR, COMPILED BY THE DEPARTMENT FROM DATA AND REPORTS SUBMITTED BY PARTNERS.

**00806A00.      PARTNER INDIVIDUAL HCP ANNUAL REPORTS      EVT+3      SHSW      Y**

RECORDS IN THIS SERIES INCLUDE REQUIRED INDIVIDUAL PARTNER ANNUAL REPORTS DOCUMENTING THEIR LAND MANAGEMENT, CONSERVATION, LAND TRANSFER, AND EDUCATION & OUTREACH ACTIVITIES ON LANDS COVERED UNDER THE HCP FOR EACH CALENDAR YEAR. THE DNR DISTRIBUTES REPORT FORMS, ASSISTS PARTNERS AND COMPILES DATA. INDIVIDUAL PARTNER REPORT DATA IS ENTERED INTO THE HCP LANDS INCLUDED AND PARTNER INFORMATION DATABASE FROM THESE SOURCE DOCUMENTS. RETENTION: EVENT (CLOSE OF ITP PERIOD) + 3 YEARS AND DESTROY.

**00807000.      HCP AUDIT PROGRAM      EVT+3      DEST      Y**

RECORDS SERIES INCLUDES PARTNER AUDIT REPORTS AND RELATED MATERIALS. THE DNR AUDITS HCP PARTNERS ON A 3-YEAR CYCLE AND FORWARDS AUDIT REPORTS TO THE USFWS. THE AUDIT PROGRAM IS INTENDED TO ASSIST PARTNERS IN THEIR DOCUMENTATION OF HCP-RELATED MANAGEMENT ACTIVITIES AND TO ENSURE COMPLIANCE WITH THE HCP AND INDIVIDUAL PARTNER SHCAS.

RETENTION: MAINTAIN TWO AUDIT CYCLES. EVENT (CLOSE OF ITP PERIOD) + 3 YEARS AND DESTROY.

**00808000.      HCP OPERATIONAL CORRESPONDENCE      EVT      DEST      Y**

RECORDS SERIES INCLUDES CORRESPONDENCE BETWEEN THE DNR, USFWS, PARTNERS, AND INTERESTED PARTIES REGARDING MEETING LOGISTICS, REPORT REMINDERS, TRANSMITTAL COVER SHEETS, OPERATIONS, AND GENERAL 'HOUSEKEEPING' MATTERS. ALSO INCLUDES LOW VALUE E-MAIL MESSAGES.

**00809000.      HCP EDUCATION AND OUTREACH PROGRAM      EVT      SHSW      Y**

THE DNR, USFWS, AND HCP PARTNERS CONDUCT EDUCATION AND OUTREACH ACTIVITIES AS PART OF THE IMPLEMENTATION OF THE HCP. THIS PROGRAM IS RESPONSIBLE FOR ENCOURAGING, COORDINATING, AND CONDUCTING O&E ACTIVITIES RELATED TO THE KARNER BLUE BUTTERFLY AND HCP IMPLEMENTATION. RECORD SERIES INCLUDES REPORTS, BROCHURES, PAMPHLETS, FACTSHEETS, DISPLAYS, PRESENTATIONS, CARDS, PINS, POSTERS, WEBPAGES, AND OTHER INFORMATIONAL MATERIAL.

**00809A00.      HCP PUBLICATIONS      EVT      DEST      Y**

UNDER S. 35.84, WIS. STATS., THE FOLLOWING TYPES KARNER BLUE BUTTERFLY OFFICIAL STATE PUBLICATIONS ARE DISTRIBUTED THROUGH THE STATE REFERENCE & LOAN LIBRARY SYSTEM TO DOCUMENT CENTERS AND DEPOSITORIES ( 55 LIBRARIES, INCLUDING THE WISCONSIN HISTORICAL SOCIETY).

BUTTERFLIES & ROADWAYS      PUB-FR-180      2001  
WI WILDCARDS WILD LUPINE      PUB-FR-218J      2002  
WI WILDCARDS KARNER BLUE      PUB-FR-237      2003

**01001000.      FOREST HEALTH PROTECTION SUBJECT FILES      EVT+1      DEST      N**

RECORDS IN THIS SERIES MAY INCLUDE PROPOSALS, ISSUE BRIEFS, STRATEGIC PLANS, WORK PLANS, SUBJECT FILES, CORRESPONDENCE AND OTHER DOCUMENTS GENERATED TO COMPLY WITH OR DOCUMENT PROGRAM DIRECTION, PRIORITIES AND ACTIVITIES.

**/012/      FOREST MANAGEMENT**

**01002000.      FOREST HEALTH PROTECTION MONITORING AND SURVEY PROGRAM      CR+50      SHSW      Y**

THIS PRGRAM MONITORS THE HEALTH OF WISCONSIN'S FORESTS THROUGH GROUND AND AERIAL SURVEYS. POINT AND POLYGON DATA AS WELL AS METADATA INCLUDING SEVERITY, HOST AFFECTED AND ORGANISIM(S) INVOLVED, DATE OF SURVEY AND SURVEYOR ARE ALL INCLUDED WITH MAP PRODUCTS. DTATA COLLECTED UNDER THIS PROGRAM IS INPUT TO THE FOREST HEALTH POLYGON & POINT DATABASES (#1008 & 1009). THESE PRODUCTS ARE USED TO PRODUCE THE ANNUAL REPORT OF FOREST HEALTH CONDITIONS AND THE ANNUAL FOREST HEALTH HIGHLIGHTS. RESULTING RECORDS ARE DATA SHEETS, MAPS AND SURVEYS. LONG-TERM STUDIES ON THE CHANGES IN POPULATIONS OF FOREST PESTS HAVE BEEN CONDUCTED WITH THESE RECORDS. THESE RECORDS ARE USED BY ACADEMIA TO DOCUMENT LONG-TERM TRENDS IN FOREST HEALTH ISSUES. RECORDS IN THIS SERIES MAY CONTRIBUTE TO THE FOREST HEALTH PROTECTION HIGHLIGHTS AND ANNUAL REPORT PUBLICATIONS WHICH ARE REQUIRED BY FEDERAL GRANT.

NOTE: WORKING PAPERS USED TO COMPILE THE DATA SHEETS CAN BE DESTROYED WHEN NO LONGER NEEDED. THE RECORDS IN THIS SERIES ARE THE ADATA SHEETS, MAPS AND SURVEYS.

**01003000.      FOREST HEALTH PROTECTION LABORATORY DIAGNOSIS      CR+50      SHSW      Y**

THIS SERIES INCLUDES INDENTIFICATION INFORMATION RELATED TO SAMPLES THAT ARE SUBMITTED TO THE FOREST HEALTH LABORATORY FOR DIAGNOSIS. APPROXIMATELY 100 SAMPLES ARE PROCESSED EACH YEAR. DATA OFTEN INCLUDES HOST, DIAGNOSIS, LOCATION AND CONTACT INFORMATION OF FOREST HEALTH PROBLEM. THIS DATA MAY ALSO INCLUDE RESULTS FROM STATEWIDE OR SPECIAL PROJECT INVESTIGATIONS SUCH AS DIAGNOSIS RELATED TO THE CAUSE OF MORTALITY OF NEWLY PLANTED TREE SEEDLINGS.

NOTE: THE RECORDS IN THIS SERIES ARE THE DATE RELATED TO THE SAMPLES COLLECTED, NOT THE SAMPLES THEMSELVES. THE DATA IS NOT COMPLEXED AND NEEDS NO SPECIAL EDUCATION / CLARIFICATION TO UNDERSTAND / READ.

**01004000.      FOREST HEALTH PROTECTION SPECIAL INVESTIGATION DATA AND REPOR      CR+50      SHSW      Y**

SPECIAL INVESTIGATIONS ARE CONDUCTED BASED ON FOREST HAPPENINGS AT ANY POINT IN TIME. THESE ARE NOT PLANNED, BUT A REACTION TO AN ISSUE AS IT OCCURS AND 2-5 YEAR STUDIES ARE OFTEN CONDUCTED TO DETERMINE THE CAUSE OF FOREST HEALTH ISSUES. THESE INVESTIGATIONS OFTEN INVOLVE THE USE OF POINT AND POLYGON DATA AND ASSOCIATED METADATA RELATED TO TREE HEALTH, SITE FACTORS, ETC. RECORDS IN THIS SERIES MAY CONTRIBUTE TO THE FOREST HEALTH PROTECTION HIGHLIGHTS AND ANNUAL REPORT PUBLICATIONS WHICH ARE REQUIRED BY FEDERAL GRANT.

**01005000.      FOREST HEALTH PROTECTION TRAINING PLANS AND MATERIALS      EVT      DEST      N**

FOREST HEALTH PROTECTION TRAINING PLANS AND MATERIALS

**01006000.      FOREST HEALTH PROTECTION SPECIAL INVESTIGATION PHOTOGRAPHS      EVT+10      DEST      Y**

PHOTOGRAPHS ARE USED AS PART OF EVIDENCE FOR REGULAR AND SPECIAL INVESTIGATIONS.

**01007000.      WORK PLANNING, RESPONSE AND STRATEGIC PLANS, MEMORANDUM OF      EVT+10      DEST      N**

RECORDS IN THIS SERIES INCLUDE INTERNAL AND EXTERNAL PROGRAM REVIEWS CONDUCTED ON AN AS-NEEDED BASIS, RESPONSE AND STRATEGIC PLANS DEVELOPED FOR INSECTS OR DISEASES AND MEMORANDUMS OF UNDERSTANDING DEVELOPED TO CLARIFY VARIOUS AGENCY'S ROLES.

**01008000.      FOREST HEALTH POLYGON SYSTEM      EVT      DEST      Y**

THIS IS AN ELECTRONIC DATABASE SYSTEM THAT PROVIDES A SPATIAL DISPLAY OF DIGITAL DATA CONTAINED IN THE DATABASE. DNR FOREST HEALTH STAFF HAVE ACCESS TO A PC INTERFACE PROGRAM THAT USES FGIS AND ARCGIS TO GENERATE MAPS.

**01009000.      FOREST HEALTH POINT SYSTEM      EVT      DEST      Y**

THIS IS AN ELECTRONIC DATABASE SYSTEM THAT PROVIDES A SPATIAL DISPLAY OF DIGITAL DATA CONTAINED IN THE DATABASE. DNR FOREST HEALTH STAFF HAVE ACCESS TO A PC INTERFACE PROGRAM THAT USES FGIS AND ARCGIS TO GENERATE MAPS.

**01010000.      FOREST HEALTH PROTECTION ZONE OF INFESTATION DECLARATION      CR+50      SHSW      N**

RECORDS RELATED TO THIS TOPIC INCLUDE, BUT ARE NOT LIMITED TO MAP(S) AND DESCRIPTION(S) OF THE AREA AFFECTED, INJURY CAUSED BY THE ORGAMISM AND CONTROL METHODS.

**00014000.      PARKS AND RECREATION CONCESSION AGREEMENTS      EVT+10      DEST      Y**

Under Wis. Stat. § 27.01(2)(f), the Department grants concessions or franchises for the furnishing of supplies or facilities and services

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on the state parks considered necessary for the proper comfort of the public. Records in this series cover Parks and Recreation contracts and agreements to operate food service, firewood, boat and bike rental and other types of concessions on the state site. In these cases, concessionaires contract to operate their concession business from the site. The vendor may also be required to pay the Department for concession space and/or a percentage of concession profits. Records include concession operation proposals, agreements, contracts, related contract management correspondence, evaluations and reports.

RETENTION: EVT (end of agreement) + 10 yrs & destroy confidential

**00139000.      PROPOSED ACQUISITION SITE CASE FILE - STATE PARK, SOUTHERN FORE      P                      PERM                      Y**

Records in this series identify proposed park, southern forest, trail and recreational area sites, including additions to existing sites. Records may include correspondence, suggestions, proposals and recommendations from internal staff and external customers regarding potential acquisition of sites for recreational purposes. The Bureau of Parks & Recreation, Madison Central Office, maintains the official copy of these records until an action is taken. Other copies are considered convenience copies. This series covers case files for closed proposals that do not result in acquisition.

NOTE: If the proposal results in acquisition, records transfer to particular HISTORY or PLANNING case files. See RDAs 370/140 and 140A.

RETENTION: Permanent justification is due to potential litigation use. Those records deemed confidential may be opened in the event of a lawsuit.

**00140000.      STATE PARK, SOUTHERN FOREST, TRAIL & RECREATIONAL AREA HISTOR      EVT+10                      SHSW                      Y**

Records in this series document the history of the creation of each park or recreation area. Materials in the file may include the following:

- Park proposals and correspondence – background materials
- Park creation/dedication ceremony materials, including copies of speeches, proclamations and orders
- Master Park plans as approved by the DNR Board
- Summary park land acquisition information (official land records are in LF Real Estate)
- Parks and Recreation Agreements with the federal government, the government of neighboring states, state departments, counties, towns, scientific societies, organizations, individuals or others on any subject considered of concern and benefit to the state parks, per Wis. Stat. § 27.01(2)(d). Example: Abandoned railroad grades - WisDOT
- Annual summary reports: visitor and usage statistics, fee collection totals, donor amounts, and other annual summary data
- Summary of controversial issues, e.g., horse trails, mountain bikes, snowmobile usage, hunting at parks
- Photos and pictorial history of the park, including Park Aerial photos and property maps
- Records of transfers and closings

Retain complete history case file for as long as the Department owns the park.  
If closed, transfer to Central office for incorporation into Official File

RETENTION: EVENT (Park closed or sold) +10 yrs & transfer to WHS

**00140A00.      STATE PARK, SOUTHERN FOREST, TRAIL & RECREATION AREA PLANNING      EVT+1                      DEST                      Y**

Records series covers materials used to obtain NR Board approval of a park, Southern forest, trail or recreational area master plan. Documents include:

- Master plan submitted to DNR Board (green sheet version)
- Environmental impact statement (EIS) – often incorporated into Plan
- Feasibility studies related to the master plan process
- Other reports, environmental assessments generated in the process of master planning
- Summary of public comments Central office maintains a Parks Planning case file, including all records relevant to the planning process during plan development and approval and for reference during the subsequent plan review and revision process.

DNR maintains other files of master plan and environmental impact records as follows:

- ? The Bureau of Facilities and Lands maintains the official file of approved Dept. master plans and related materials, including current and previous versions of plans, maintained permanently. See RDA # 370/780.
- ? The Bureau of Integrated Science Services maintains Environmental Analysis and Review Case files. See RDA # 370/150B.

RETENTION: EVENT (superseded by updated approved master plan for the property) + 1 yr & destroy confidential

**00187000.      ICE AGE TRAIL CASE FILE    P    PERM    Y**

The Ice Age Trail approximates the extent of the last continental glaciation in Wisconsin, spans 31 counties and will exceed one thousand miles upon completion. Ice Age Trail lands are owned by the Department, local units of government, the National Park

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Service (NPS) and the Ice Age Trail Alliance (IATA). Records in this series include detailed background on the Ice Age Trail initiative, natural history, archeological, and topographical information, background on federal and state legislation to manage the trail, Triad (DNR, NPS and IATA) continuing agreements and master plans for the overall trail, large trail segments, and corridors. May also include internal memos regarding policy, significant correspondence with the public and federal government that document the Department's evolving role in trail development.

RETENTION: Permanent. DNR has ongoing administrative and reference needs for background information contained in this records series.

**00189000.      ICE AGE NATIONAL SCIENTIFIC RESERVE CASE FILE      P      PERM      Y**

The Ice Age Reserve consists of nine units across Wisconsin. The National Park Service (NPS) oversees funding for reserve projects, and units are considered the National Park System areas. The Department of Natural Resources owns and administers the majority of the areas, and currently receives federal funds for their management.

Records in this series include background information and correspondence between the Department and the federal government on the property selection process, reasons for designating each reserve unit, special geological and landscape features, supporting maps and materials, as well as agreements for the federal funds the department receives.

RETENTION: Permanent. DNR has continuing administrative need for these records to assure that units are managed per the requirements of scientific reserve designation.

**00201000.      PARKS AND RECREATION LAND AND FACILITY AGREEMENTS AND LEASES      EVT+10      DEST      Y**

Records series covers leases and agreements related to parks and recreation lands and facilities, such as operation of historic buildings, restorations, museums or remains within the boundaries of a state park or southern forest. May include agreements for cooperative management of the property between the Department and another agency, a local unit of government or county, an organization or private individual. These agreements are generally different in nature from the types of agreements that the DNR Real Estate Section maintains.

Maintain 5 years at the property then transfer to CO for 5 years & destroy

NOTE: DNR Bureau of Land & Facilities, Real Estate Section maintains official copies of real estate agreements between the Department and landowners, per a separate RDA # 370/323.

RETENTION: EVT (termination of lease or agreement) + 10 yrs & destroy confidential

**00205000.      PARKS RESERVATIONS DATA      CR+10      DEST      Y**

Parks has electronic data on parks reservations stored as ASCII delimited text files, dating to 1998.

Since 1998, Reserve America has been contracted to provide Parks reservation services to the public, under contract with the DNR. The company makes reservations, using Oracle, and provides the DNR with data via FTP (File Transfer Protocol) on a daily basis. The Reserve America file is updated regularly as reservations are made.

Retention: Creation + 10 yrs & destroy confidential

**00206000.      STATE PARKS, TRAILS, SOUTHERN FORESTS AND RECREATION ATTENDANCE      EVT      DEST      Y**

Parks & Recreation collects and maintains Parks and Southern Forest attendance statistics. Data is derived from such sources as property traffic counters, trail counters, quantities of trail passes, stickers, and other revenue collection worksheets and statistics. Properties send compiled data monthly into Central Office where it is entered and maintained in an Excel spreadsheet.

Retention: EVENT (Superseded by updated data) in a continuous database

**00209000.      WISCONSIN STATE PARK SYSTEM (WSPS) PROMOTIONAL EVENTS CASE FILES      EVT+3      SHSW      Y**

Records series covers detailed information about promotional events and activities for WSPS publicity and awareness.  
 ? Events are statewide in nature.  
 ? Examples include Parks Open House Day, Parks Sticker contest, state fair participation, and other promotional efforts.  
 ? Included in this record series are: contracts, staff memo and supplies checklist, financial remittances, and miscellaneous photos.

RETENTION: EVT (close of event) + 3 years and transfer to WHS

**01157000.      DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS DATA DETAIL      EVT+25      DEST      Y**

The Veteran Free Pass is an Excel spreadsheet which contains detailed data identifying each eligible applicant. Data includes name of veteran, address, phone, date of birth and if their disability is Temporary or Permanent. Free park pass serial numbers are issued and updated.

Retention: Event (superseded by updated customer data or the Free pass program has ended) + 25 yrs & destroy confidential

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**01158000.      DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS APPLICATI      CR+1      DEST      Y**

This application is filled out by the veteran and approved by the County Veteran Service Officer (CVSO). The CVSO indicates the condition as Permanent /lifetime or a Temporary service related disability. Data from the paper application is entered into the Disabled Veteran Free State Park/Forest/Trail Pass Excel spreadsheet.

RETENTION: CR + 1 yr & destroy confidential

**01100000.      NATURAL HERITAGE INVENTORY (NHI) CONTRACTS      EVT+10      DEST      Y**

THE WISCONSIN NATURAL HERITAGE INVENTORY (NHI) PROGRAM IS PART OF AN INTERNATIONAL NETWORK OF NHI PROGRAMS, ESTABLISHED BY THE NATURE CONSERVANCY AND CURRENTLY COORDINATED BY NATURESERVE, AN INTERNATIONAL NON-PROFIT ORGANIZATION. NHI STATE PROGRAMS FOLLOW A STANDARD METHODOLOGY TO COLLECT, CHARACTERIZE AND MANAGE DATA, SO THAT IT IS POSSIBLE TO COMBINE DATA AT VARIOUS SCALES TO ADDRESS LOCAL, STATE, REGIONAL, AND NATIONAL ISSUES.

THIS RECORDS SERIES COVERS NHI CONTRACTS BETWEEN THE WISCONSIN DNR AND CONTRACTORS WHO ARE RESPONSIBLE FOR COLLECTING INVENTORY DATA IN WISCONSIN. INCLUDES:  
 - SIGNED CONTRACT BETWEEN DNR AND CONTRACTOR DETAILING TERMS AND CONDITIONS OF THE CONTRACT TO PROVIDE NHI SERVICES.  
 - CONTRACT AMENDMENTS, ADDITIONS AND EXTENSIONS  
 - CONTRACT MONITORING MATERIALS, SUCH AS STATUS REPORTS, CORRESPONDENCE OUTLINING CONTRACTUAL ISSUES AND CONCERNS, ETC.

RETENTION: EVENT (CONTRACT TERMINATION) + 10 YEARS & DESTROY.

**01101000.      NATURAL HERITAGE INVENTORY (NHI) PROJECT FILES      EVT+15      SHSW      Y**

FOR SPECIES AND NATURAL COMMUNITIES THAT ARE TRACKED BY THE WISCONSIN NHI PROGRAM, THE DEPARTMENT LOCATES AND DOCUMENTS OCCURRENCES OF RARE SPECIES AND NATURAL COMMUNITIES, INCLUDING STATE AND FEDERAL ENDANGERED AND THREATENED SPECIES AROUND THE STATE.

THIS RECORD SERIES COVERS PROJECT FILE FOR NHI INVENTORIES AND INCLUDES:  
 - COMPUTATIONS AND ANALYSIS MATERIALS,  
 - BACKGROUND INFORMATION AND SIGNIFICANT CORRESPONDENCE RELATING TO THE PROJECT  
 -REPORTS AND RECOMMENDATIONS.

THE NHI DATABASE HOUSES INVENTORY RESULTS AND DATA CONTRIBUTED BY COOPERATING SCIENTISTS AND GLEANED FROM MUSEUMS, HERBARIA, AND PUBLISHED REPORTS. NHI DATA ARE EXEMPT FROM WISCONSIN'S OPEN RECORDS LAW DUE TO THE VULNERABILITY OF RARE SPECIES TO COLLECTION AND DESTRUCTION. FOR DATA SHARED WITH OUTSIDE GROUPS THE DNR MUST USE A DATA LICENSE AGREEMENT, AND GENERALLY CHARGES FOR THE DATA AS SPECIFIED IN WISCONSIN STATUTES. GENERALIZED VERSIONS OF THE NHI DATABASE ARE AVAILABLE FOR PUBLIC USE, AND ACCESSIBLE TO ALL DNR STAFF THROUGH THE NHI PORTAL, THE OFFICIAL METHOD OF DELIVERING NHI DATA FOR SCREENING.

RETENTION: EVENT (PROJECT CLOSE) + 15 YEARS & TRANSFER TO WHS.

**01102000.      NHI ORACLE DATA      P      PERM      Y**

WDNR BUREAU OF ENDANGERED RESOURCES MAINTAINS WISCONSIN-SPECIFIC NHI DATA, USING AN ORACLE APPLICATION THAT WAS DEVELOPED FOR ALL STATES TO TRACK PARTICULAR RARE SPECIES AND NATURAL COMMUNITIES, INCLUDING STATE AND FEDERAL ENDANGERED AND THREATENED SPECIES AROUND THE STATE. SOURCE DATA COMES FROM NHI DATA INVENTORY FILES, NHI PROJECT REPORTS AND COMMUNITY-BASED MONITORING SOURCES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR MAINTAINS CONTINUOUS INVENTORY DATA ABOUT ENDANGERED RESOURCES OCCURRENCES AND SPECIES TO USE FOR ANALYTICAL, RESEARCH, COMPARISON PURPOSES. DATA ARE POTENTIALLY USEFUL FOR THE DETERMINATION OF SPECIES STATUS, DISTRIBUTION, AND LONG-TERM POPULATION TRENDS.

RETENTION: PERMANENT

**01103000.      NATURAL HERITAGE INVENTORY (NHI) INVENTORY DATA INVENTORY FILE      P      PERM      Y**

THIS RECORDS SERIES COVERS RAW INVENTORY DATA THAT THE WISCONSIN DNR COLLECTS TO DEVELOP A WORKING LIST OF STATEWIDE DATA FOR SUBMITTAL TO THE NHI DATABASE. WDNR PERSONNEL, CONTRACTORS OR EXTERNAL PARTNERS COMPLETE DATA SHEETS TO IDENTIFY SPECIES OCCURRENCES, LOCATIONS AND RELEVANT BIOLOGICAL INFORMATION. THE BUREAU SOLICITS DATA USING FORMS THAT ARE AVAILABLE VIA THE DNR WEB SITE AS THE

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PREFERRED METHOD FOR PROVIDING NHI DATA ELEMENTS. FILES INCLUDE:

- "GENERAL MANUAL FILES" INCLUDING RAW DATA ASSOCIATED WITH ELEMENT OCCURRENCES IN THE NHI DATABASE - PAPER FILES.
- ELEMENT MANUAL FILES." INLCUDES LOCATION AND SCIENTIFIC INFORMATION ON SPECIES THAT MAY OR MAY NOT BE ON THE NHI WORKING LIST.
- MSACCESSS FILES: SELECTED, RELEVANT SPECIES AND INVENTORY DATA IS ENTERED INTO AN MSACCESS DATABASE AND USED FOR ANALYTICAL AND RESEARCH PURPOSES. DATA IN THESE FILES MAY BE UPLOADED TO WISCONSIN NHI ORACLE DATABASE AS NEEDED.

THE BUREAU MAINTAINS INFORMATION IN PAPER FORMAT IF/WHEN THE PARTICULAR SPECIES, HABITAT OR COMMUNITY IS NOT PART OF THE NHI PROGRAM AT THE TIME.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR MAINTAINS CONTINUOUS INVENTORY DATA ABOUT ENDANGERED RESOURCES OCCURRENCES AND SPECIES TO USE FOR ANALYTICAL, RESEARCH, COMPARISON PURPOSES. DATA ARE POTENTIALLY USEFUL FOR THE DETERMINATION OF SPECIES STATUS, DISTRIBUTION, AND LONG-TERM POPULATION TRENDS. THE NHI DATA MUST BE KEPT PERMANENTLY BECAUSE THE ORACLE SYSTEM IS NOT A SUBSTITUTE FOR THE ORIGINAL DOCUMENTATION. FROM WHEN THE PROGRAM FIRST STARTED IN THE EARLY 1980S UNTIL 2003, DATA WERE NOT REPRESENTED IN ORACLE AS ACCURATE AS THEY WERE ON PAPER MAPS. IF WE HAD DISCARDED THE DATA DURING THAT 23 YEAR TIME FRAME (ACTUALLY LONGER BECAUSE WE STILL HAVE NOT CAUGHT UP WITH REFINING ALL THE ORACLE DATA) WE WOULD HAVE LOST DETAILED INFORMATION ON FEDERAL AND STATE ENDANGERED AND THREATENED SPECIES.

RETENTION: PERMANENT

**01104000. NATURAL HERITAGE INVENTORY (NHI) TRAINING** **EVT+5** **DEST** **Y**

THE DNR PROVIDES TRAINING FOR STAFF AND PARTNERS TO COLLECT DATA ABOUT SPECIES AND NATURAL COMMUNITIES THAT ARE TRACKED BY THE WISCONSIN NHI PROGRAM. ALL NHI PROGRAMS USES A STANDARD METHODOLOGY TO COLLECT, CHARACTERIZE, AND MANAGE DATA, MAKING IT POSSIBLE TO COMBINE DATA AT VARIOUS SCALES TO ADDRESS LOCAL, STATE, REGIONAL, AND NATIONAL ISSUES.

THIS RECORDS SERIES COVERS MATERIALS USED TO TRAIN DNR PERSONNEL AND PARTNERS TO COLLECT DATA AND FOLLOW THE STANDARDIZED METHODOLOGY FOR INVENTORY AND ANALYSIS PURPOSES. TRAINING RECORDS INCLUDE THE FOLLOWING TYPES OF MATERIALS:

- TRAINING REGISTRATION EMAIL FOR EACH PERSON
- COMPLETED TRAINING WORKSHEETS AND CASE STUDIES, EITHER IN HARD COPY OR SCANNED AND SENT TO NHI TRAINING COORDINATOR VIA EMAIL
- TRAINING COMPLETION CERTIFICATES CREATED IN MS PUBLISHER FOR EACH PERSON AND SENT TO THEM VIA EMAIL AS A PDF. EMAIL RECORDS RELATED TO NHI TRAINING ARE SAVED IN A LARGE PERSONAL FOLDER IN THE NHI TRAINING COORDINATOR'S EMAIL. PDF TRAINING COMPLETION CERTIFICATES ARE SAVED IN THE NHI TRAINING FOLDER ON THE ERIR NETWORK DRIVE (I:) AS WELL AS HARD COPIES STAPLED TO THE PERSON'S COMPLETED TRAINING MATERIALS.
- MISCELLANEOUS MATERIALS ASSOCIATED WITH TRAINING SUCH AS PRINTING ORDERS
- SPREADSHEETS, CURRENTLY MSEXCEL, SAVED IN NHI TRAINING FOLDER ON NETWORK DRIVE
- DATABASE TRACKING TRAINEES, CURRENTLY IN MS ACCESS. DATA MAY BE HARD COPY, MSEXCEL
- A TRAINING REGISTRATION EMAIL FOR EACH PERSON
- MISCELLANEOUS MATERIALS ASSOCIATED WITH TRAINING SUCH AS PRINTING ORDERS (HARD COPY).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

EVENT (TRAINING MATERIALS SUPERSEDED OR OBSOLETE) + 5 YEARS & DESTROY

**01105000. AQUATIC AND TERRESTRIAL RESOURCES INVENTORY (ATRI) MASTER DAT** **P** **PERM** **Y**

WISCONSIN STATUTE 23.09(2) (KM) DIRECTED THE DEPARTMENT OF NATURAL RESOURCES TO "DEVELOP" AN INFORMATION SYSTEM TO ACQUIRE, INTEGRATE AND DISSEMINATE INFORMATION CONCERNING INVENTORIES AND DATA DECISION MAKERS TO ACCESS AND INTEGRATE ENVIRONMENTAL INFORMATION. ATRI DATA INCLUDES INFORMATION COLLECTED FROM THE FOLLOWING PROJECTS:

- FOREST RAPTORS PROJECT: SPECIES ACCOUNTS, CALLS, ON-LINE OBSERVATION FORM AND LINKS TO FOREST RAPTOR PROJECTS IN WISCONSIN AND WESTERN GREAT LAKES
- DRAGONFLIES AND DAMSELFLIES: WISCONSIN'S ODONATA SURVEY CONTAINS 160+ SPECIES ACCOUNTS OF WISCONSIN'S DRAGONFLIES AND DAMSELFLIES AND INCLUDES BEHAVIORAL AND HABITAT NOTES, IDENTIFICATION POINTERS, DISTRIBUTION MAPS (COUNTY CHECKLISTS), STATE AND GLOBAL STATUS, AND FLIGHT PERIOD CHARTS.
- WISCONSIN BAT MONITORING PROGRAM
- WISCONSIN FROG AND TOAD SURVEY: CITIZEN-BASED MONITORING PROGRAM COORDINATED BY THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES. THE PRIMARY PURPOSE OF THE WFTS IS TO DETERMINE THE STATUS, DISTRIBUTION, AND LONG-TERM POPULATION TRENDS OF WISCONSIN'S 13 FROG SPECIES.
- SMALL MAMMAL INVENTORY:

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- WISCONSIN MUSSEL MONITORING PROGRAM: OVER HALF OF WISCONSIN'S 51 NATIVE MUSSEL SPECIES ARE LISTED AS SPECIES OF GREATEST CONSERVATION NEED, OR THE DNR NEEDS INFORMATION ON WHERE THEY CURRENTLY OCCUR.  
 - WISCONSIN BIRD MONITORING PROGRAM: INCLUDES WESTERN GREAT LAKES OWL SURVEY, AND WISCONSIN'S MARSHBIRD, NIGHTJAR, AND RED-SHOULDERED HAWK SURVEYS. ALSO IDENTIFIES AVAILABLE LINKS TO MANY OTHER BIRD MONITORING SITES.

ATRI ALSO CONTAINS FLORA, FUNGI AND PLANT COMMUNITY DATA; AQUATIC BIOLOGICAL AND CHEMICAL INFORMATION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

PERMANENT JUSTIFICATION: DNR MAINTAINS CONTINUOUS INVENTORY DATA IN THE ATRI SYSTEM TO USE FOR ANALYTICAL, RESEARCH, COMPARISON PURPOSES. DATA ARE POTENTIALLY USEFUL FOR THE DETERMINATION OF SPECIES STATUS, DISTRIBUTION, AND LONG-TERM POPULATION TRENDS.

RETENTION: PERMANENT

**01105A00.      INVASIVE PLANT OCCURRENCE AND DISTRIBUTION DATA      EVT+5      DEST      Y**

THE BUREAU OF ENDANGERED RESOURCES, COLLECTS AND MAINTAINS DATA ABOUT INVASIVE PLANTS SEPARATELY FROM THE ATRI SYSTEM. INVASIVE PLANT DATA IS COLLECTED THROUGH THE COMPLETION OF FORM 1700-056, WISCONSIN'S INVASIVE PLANTS OF THE FUTURE. THE DATA COLLECTED INCLUDES: DATES COLLECTED/OBSERVED, COLLECTORS NAME, ADDRESS, PHONE AND EMAIL, PLANT NAME IF KNOWN AND DESCRIPTION, AND SPECIFIC LOCATIONS AND DATES OF REMOVAL OR OCCURRENCE. DATA IS ENTERED INTO A MSEXCEL WORKSHEET WHICH IS UPLOADED ONTO THE NATIONAL INSTITUTE OF INVASIVE SPECIES SCIENCE DATABASE ([WWW.NIISS.ORG](http://www.niiss.org)).

A DNR ECOLOGIST IS RESPONSIBLE FOR COORDINATING EFFORTS BETWEEN THE BUREAU OF ENDANGERED RESOURCES AND THE WISCONSIN STATE HERBARIUM TO UPLOAD COLLECTED INFORMATION INTO THE NATIONAL DATABASE, WHICH IS CURRENTLY MAINTAINED THROUGH COLORADO STATE UNIVERSITY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (CLOSE OF PROJECT OR INITIATIVE) + 5 YEARS & DESTROY.

**01106000.      CITIZEN BASED MONITORING COORDINATION PARTNERSHIP PROGRAM RE      EVT+5      DEST      Y**

THE DNR COORDINATES EFFORTS WITH THE INDEPENDENT CITIZEN BASED MONITORING NETWORK OF WISCONSIN TO IMPROVE THE EFFECTIVENESS OF NATURAL RESOURCES MONITORING. THE NETWORK MAINTAINS A COMPREHENSIVE LIST OF THE CITIZEN MONITORING PROGRAMS AND AVAILABLE RESOURCES, GROUPED ACCORDING TO TOPIC. SINCE 2004, WISCONSIN'S "CITIZEN-BASED MONITORING PARTNERSHIP PROGRAM" HAS SOUGHT TO EXPAND CITIZEN PARTICIPATION IN NATURAL RESOURCE MONITORING IN WISCONSIN BY PROVIDING FUNDING AND ASSISTANCE TO HIGH PRIORITY PROJECTS. QUALIFYING TOPICS INCLUDE MONITORING OF AQUATIC AND TERRESTRIAL SPECIES, NATURAL COMMUNITIES AND ENVIRONMENTAL COMPONENTS SUCH AS WATER, SOILS AND AIR. APPLICANTS SUBMIT PROPOSAL REQUESTS DIRECTLY TO THE PROGRAM.

A DNR ECOLOGIST IS RESPONSIBLE FOR COORDINATION OF EFFORTS WITH THE NETWORK, AND DNR PERSONNEL MAY REVIEW PROJECT REQUESTS AND PROVIDE PROJECT COORDINATION. THIS RECORDS SERIES COVERS DNR'S RECORDS RELATED TO CITIZEN-BASED MONITORING PARTNERSHIP PROGRAM PROJECTS AND INITIATIVES, INCLUDING GRANTS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (CLOSE OF PROJECT OR INITIATIVE) + 5 YEARS & DESTROY

**01107000.      ER REVIEWS - ENDANGERED RESOURCE PROJECT REVIEW RECORDS      EVT+10      DEST      Y**

THE ENDANGERED RESOURCES REVIEW PROGRAM HELPS CUSTOMERS AND PARTNERS COMPLY WITH ENDANGERED SPECIES LAWS. THE PROGRAM WORKS WITH LANDOWNERS, BUSINESSES, COMMUNITIES, AND OTHER CUSTOMERS AND PARTNERS TO CONSIDER THE POTENTIAL IMPACTS OF LAND DEVELOPMENT, PLANNING, AND MANAGEMENT PROJECTS ON RARE AND SENSITIVE SPECIES AND HABITATS VERY EARLY IN THE PROJECT PLANNING PROCESS. ER REVIEWS CONSIST OF THE FOLLOWING RECORDS:

- REVIEW REQUEST APPLICATION FORM
- MAPS REGARDING PROJECT AREA.
- SURVEYS OF ENDANGERED RESOURCES MAY BE RECOMMENDED OR REQUIRED FOR PARTICULAR PROJECTS.
- ER REVIEW STATUS REPORTS, COMMENTS, COMMUNICATIONS BETWEEN WDNR AND OTHER PARTIES INVOLVED IN THE ER REVIEW.

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- FORMAL LETTER PROVIDES INFORMATION FROM WISCONSIN'S NATURAL HERITAGE INVENTORY (NHI) DATABASE AND OTHER SOURCES ON RARE PLANTS AND ANIMALS (INCLUDING STATE AND FEDERALLY-LISTED SPECIES), HIGH QUALITY NATURAL COMMUNITIES, AND OTHER ENDANGERED RESOURCES THAT MAY BE IMPACTED BY THE PROPOSED PROJECT.

RETENTION: EVENT (LETTER REVIEW DECISION DATE) + 10 YEARS & DESTROY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE ELECTRONIC RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS AND REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

**01108000.      INCIDENTAL TAKE PERMITS/AGREEMENTS      EVT+20      DEST      Y**

AS REQUIRED BY THE WISCONSIN ENDANGERED SPECIES ACT, THE DNR IS ALLOWED TO AUTHORIZE THE TAKING, EXPORTATION, AND/OR POSSESSION OF LISTED PLANTS AND/OR ANIMAL SPECIES VIA AN ENDANGERED AND THREATENED (E/T) SPECIES PERMIT FOR PRESERVATION PURPOSES. RECORDS IN THIS SERIES DOCUMENT THE PROCESS TO REQUEST AN INCIDENTAL TAKE PERMIT OR INCIDENTAL TAKE AUTHORIZATION:

- APPLICANT COMMUNICATIONS WITH DNR PERSONNEL. IN NEARLY ALL CASES, APPLICATIONS SHOULD FIRST COMMUNICATE AND CONSULT WITH THE DNR.
- APPLICANT REQUEST FOR ENDANGERED RESOURCES (ER) REVIEW OF THE PROPOSED PROJECT TO PROVIDE INFORMATION NEEDED TO COMPLY WITH WISCONSIN'S ENDANGERED SPECIES LAW AND OTHER LAWS AND REGULATIONS PROTECTING ENDANGERED RESOURCES.
- DNR NOTIFICATION OF ER REVIEW RESULTS.
- APPLICANT REQUEST FOR AN INCIDENTAL TAKE PERMIT OR INCIDENTAL TAKE AUTHORIZATION FOR THE PROJECT TO PROCEED BASED ON DNR NOTIFICATION.

RETENTION: EVENT (DATE OF DENIAL DECISION OR PERMIT EXPIRATION) + 20 YEARS & DESTROY.

**01109000.      GRASSLAND AND SAVANNA MANAGEMENT AUTHORIZATION & REPORT      EVT+10      DEST      Y**

DNR STAFF REQUEST GRASSLAND AND SAVANNA MANGEMENT AUTHORIZATION IN ORDER TO CONDUCT GRASSLAND AND SAVANNA MANAGEMENT THAT MAY RESULT IN THE INCIDENTAL TAKING OF CERTAIN ENDANGERED AND THREATENED SPECIES. THESE SPECIES ARE DEPENDENT UPON MANAGEMENT ACTIONS TO SET BACK NATURAL SUCCESSION; TAKE IS MINIMIZED BY FOLLOWING SPECIFIC PROTOCOLS FOR EACH SPECIES. ALL DNR STAFF WHO CONDUCTS WORK UNDER THE GRASSLAND AND SAVANNA MANAGEMENT PROTOCOLS AND AUTHORIZATION ARE REQUIRED TO SUBMIT AN ANNUAL SUMMARY REPORT DOCUMENTING THE MANAGEMENT THEY CONDUCTED WHERE ENDANGERED OR THREATENED SPECIES WERE DETERMINED TO BE PRESENT. IF LISTED SPECIES ARE NOT KNOWN TO BE PRESENT, DOCUMENTATION OF SCREENING IS INCLUDED IN THE PROJECT FOLDER INSTEAD.

RETENTION: EVENT (REPORT FINAL DATE) + 10 YEARS & DESTROY

**01110000.      ENDANGERED/THREATENED (E/T) SPECIES PERMIT RECORD      EVT+10      DEST      Y**

AS REQUIRED BY THE WISCONSIN ENDANGERED SPECIES ACT, THE DNR IS ALLOWED TO AUTHORIZE THE TAKING, EXPORTATION, AND/OR POSSESSION OF LISTED PLANTS AND/OR ANIMAL SPECIES VIA AN ENDANGERED AND THREATENED (E/T) SPECIES PERMIT FOR PRESERVATION AND CONSERVATION PURPOSES. ANNUAL PERMITS EXPIRE ON JANUARY 31.

RECORDS IN THIS SERIES INCLUDE APPLICATIONS AND REQUESTS FOR E/T PERMITS, CORRESPONDENCE AND REVIEW MATERIALS, AND E/T PERMIT DECISIONS. INCLUDES RECORDS OF PERMITS APPROVED BY DNR AND THOSE REQUESTS DENIED.

RETENTION: EVENT (PERMIT DENIAL OR EXPIRATION DATE) + 10 YEARS & DESTROY.

**01111000.      FALCONRY PERMITS      EVT+10      DEST      Y**

NR 18, WIS. ADM. CODE SPECIFIES PROVISIONS FOR THE PURPOSE OF PRACTICING FALCONRY. WDNR ISSUES THESE PERMITS TO INDIVIDUALS. PERMITS EXPIRE EVERY THREE YEARS.

THIS RECORDS SERIES COVERS FALCONRY APPLICATIONS, PERMIT MATERIALS AND RELATED PERMIT RECORDS OF INDIVIDUALS REQUESTING FALCONRY PERMITS.

RETENTION: EVENT (PERMIT DENIAL OR EXPIRATIN DATE) + 10 YEARS & DESTROY

**01112000.      NATURAL AREAS PRESERVATION COUNCIL AGENDAS AND MEETING MINU      EVT+20      SHSW      Y**

RECORDS IN THIS SERIES ARE AGENDAS, MEETING MINUTES AND ATTACHMENTS COVERING THE ACTIVITIES OF THE NATURAL AREAS PRESERVATION COUNCIL. THE COUNCIL ADVISES THE DEPARTMENT ON ISSUES RELATED TO THE ESTABLISHMENT, PROTECTION, AND MANAGEMENT OF NATURAL AREAS AND THE STATE NATURAL AREAS PROGRAM, INCLUDING:

- RECOMMENDATIONS CONCERNING THE SUITABILITY OF NATURAL AREAS FOR PURCHASE, OFFERED AS DONATIONS OR AS DEDICATIONS FOR INCLUSION IN THE STATE NATURAL AREAS SYSTEM.
- RECOMMENDATIONS TO APPROPRIATE FEDERAL AGENCIES OR NATIONAL SCIENTIFIC ORGANIZATIONS OF NATURAL

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AREAS IN THE STATE THAT ARE CONSIDERED WORTHY TO BE LISTED AS NATURAL AREAS OR SCIENTIFIC AREAS OF NATIONAL IMPORTANCE.

- ADVISE ON MATTERS PERTAINING TO ACQUISITION, DEVELOPMENT, UTILIZATION, MAINTENANCE AND WITHDRAWAL OF STATE NATURAL AREAS, INCLUDING THE EXTENT OF MULTIPLE USE TO ALLOW ON STATE NATURAL AREAS THAT ARE A PART OF A STATE PARK, STATE FOREST, PUBLIC HUNTING GROUND OR SIMILAR AREAS UNDER STATE OWNERSHIP OR CONTROL.

- AN OFFICIAL PUBLICATION LISTING RESEARCH NATURAL AND OTHER NATURAL AREAS IN THE STATE NATURAL AREA SYSTEM AVAILABLE FOR RESEARCH AND THE TEACHING OF CONSERVATION AND NATURAL HISTORY, AND RECOMMENDATIONS TO PUBLISH STUDIES MADE IN CONNECTION WITH THESE AREAS.

THE COUNCIL IS COMPOSED OF 11 MEMBERS WITH BACKGROUNDS IN CONSERVATION BIOLOGY, BOTANY, GEOLOGY, ZOOLOGY, AND ECOLOGY. THE COUNCIL MEETS QUARTERLY. DUTIES ARE DEFINED IN SS 15.347(4) AND 23.26 WIS. STATS.

RETENTION: EVENT (MEETING DATE) + 20 YEARS & TRANSFER TO WHS.

**01113000.      STATE NATURAL AREAS (SNA) INVENTORY & MANAGEMENT RECORDS      EVT+5      SHSW      Y**

THE ECOSYSTEM AND DIVERSITY CONSERVATION SECTION IS CHARGED TO PROTECT AND MANAGE STATE NATURAL AREAS, EMPHASIZING A NATURAL COMMUNITY-BASED APPROACH TO CONSERVATION AND MANAGEMENT. STATE NATURAL AREAS (SNAS) PROTECT OUTSTANDING EXAMPLES OF WISCONSIN'S NATIVE LANDSCAPE OF NATURAL COMMUNITIES, SIGNIFICANT GEOLOGICAL FORMATIONS AND ARCHEOLOGICAL SITES. WISCONSIN'S 609 STATE NATURAL AREAS ENCOMPASS OVER 330,000 ACRES. THEY ARE VALUABLE FOR PROVIDING BENCHMARKS FOR DETERMINING THE IMPACT OF USE ON MANAGED LANDS. THEY ALSO PROVIDE SOME OF THE LAST REFUGES FOR RARE PLANTS AND ANIMALS. MORE THAN 90% OF THE PLANTS AND 75% OF THE ANIMALS ON WISCONSIN'S LIST OF ENDANGERED AND THREATENED SPECIES ARE PROTECTED ON SNAS. DNR PERSONNEL WORK WITH PARTNERS TO DEVELOP A PLAN FOR EACH SNA, TARGET MANAGEMENT GOALS AND OBJECTIVES AND MONITOR THE PROPERTY OVER TIME. THIS RECORDS SERIES COVERS SNA PROGRAM RECORDS FOR EACH OF THE 609 SITES IN THE SNA SYSTEM AND INCLUDES:

- BACKGROUND INFORMATION ABOUT NATURAL AREAS, INCLUDING STUDIES, BASELINE DATA FOR ACQUISITION, SNA PUBLIC COMMENTS AND COMMUNICATIONS
- LEGAL DEDICATIONS OF STATE NATURAL AREAS
- SNA MAPS, MANAGEMENT PLANS INCLUDING HABITAT CONSERVATION PLANNING, REGIONAL LANDSCAPE MANAGEMENT, ETC. AND SPECIES CONTROL ISSUES.
- SPECIES LISTS, ECOLOGICAL EVALUATIONS, AND OTHER DATA PERTAINING TO SNA SITE QUALITY.

EACH SNA FILE IS UPDATED AS NECESSARY AND MAINTAINED TO DOCUMENT DNR PROTECTION AND MANAGEMENT OF THE AREA OVER TIME.

RETENTION: EVENT (TERMINATION OF DNR RESPONSIBILITY FOR THE SNA) + 5 YEARS & TRANSFER TO WHS.

**01114000.      STATE NATURAL AREA (SNA) COLLECTION / RESEARCH PERMIT      EVT+10      DEST      Y**

INDIVIDUALS MAY COLLECT SAMPLES FOR SCIENTIFIC AND RESEARCH PURPOSES IN STATE NATURAL RESOURCES AS SPECIFIED IN SS 23.29 AND 23.29, WIS. STATS. AND NR 45.12(A), WIS. ADM. CODE. INDIVIDUALS ARE REQUIRED TO COMPLY WITH SS 29.17, WIS. ADM. CODE CONCERNING SCIENTIFIC COLLECTORS PERMITS OR WITH SS 27.012, WIS. STATS., CONCERNING FIELD ARCHEOLOGY.

INDIVIDUALS ARE REQUIRED TO:

- CONDUCT RESEARCH IN A WAY THAT PRESERVES THE AREA'S FEATURES AND AVOID ATTRACTING ATTENTION. THEY MAY BE REQUIRED TO LIMIT THE NUMBER AND KIND OF SPECIES COLLECTED.
- USE COLLECTION FOR SCIENTIFIC OR EDUCATIONAL PURPOSES AND NOT FOR PRIVATE OR COMMERCIAL PROFIT.
- NOTIFY LAND MANAGER(S) BEFORE BEGINNING ACTIVITIES.
- OBTAIN PERMITS FROM DNR AND/OR U.S. FISH AND WILDLIFE SERVICE IF THE COLLECTION INVOLVES ARCHEOLOGICAL MATERIALS, PLANT OR ANIMAL SPECIES THAT ARE PROTECTED OR REGULATED BY STATE OR FEDERAL LAW.
- PROVIDE THE DNR AND NATURAL AREAS PRESERVATION COUNCIL WITH COPIES OR REPRINTS OF THESE OR PUBLICATIONS DERIVED FROM RESEARCH.
- CARRY THE APPROVED PERMIT WHILE CONDUCTING THE RESEARCH.

THIS RECORDS SERIES COVERS THE PERMIT APPLICATION, ALL RELEVANT PERMIT CORRESPONDENCE, PERMIT COMPLIANCE DOCUMENTATION, AND COPIES OF THESE OR PUBLICATIONS FROM THE SNA COLLECTION/RESEARCH PERMIT.

RETENTION: (PERMIT TERMINATION DATE) + 10 YEARS & DESTROY.

**01115000.      LANDOWNER INCENTIVE PROGRAM (LIP) INFORMATION DATA      EVT+10      DEST      Y**

THE LANDOWNER INCENTIVE PROGRAM (LIP) PROVIDES COST-SHARE GRANTS TO INDIVIDUALS AND ORGANIZATIONS TO CREATE AND MANAGE HABITAT ON PRIVATE LANDS FOR RARE OR DECLINING SPECIES. ANNUAL GRANTS ARE AWARDED BASED ON SET CRITERIA, INCLUDING NUMBER OF RARE SPECIES THAT WILL BENEFIT FROM THE WORK AND A DETERMINATION THAT THE PROJECT WILL COMPLEMENT OTHER RESTORATION WORK OCCURRING IN THE SAME AREA. THESE ARE CONSIDERED DEVELOPMENT GRANTS (SEE RDA 370/00420). THE BUREAU OF ENDANGERED RESOURCES MAINTAINS DATA, CURRENTLY IN MS ACCESS THAT CONTAINS THE FOLLOWING LIP INVENTORY AND





**/018/      FACILITIES & LANDS (REAL ESTATE)**

RECORDS DOCUMENT THE TERMS AND CONDITIONS OF THE LEASE OR AGREEMENT. LEASE DOCUMENTS NEED TO BE RETAINED FOR THE DURATION OF THE LEASE AGREEMENT AND TO PROTECT THE INTERESTS OF ALL PARTIES IN CASE OF ACTION CONCERNING REAL ESTATE, SS 893.33, WIS. STATS. RECORDS IN THIS SERIES, INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- FINAL LEASE OR AGREEMENT
- NEGOTIATION PROCESS DOCUMENTS
- MAPS, PLANS, SURVEYS

RETENTION: REAL ESTATE SECTION, MADISON - EVENT (LEASE TERMINATION) & DESTROY.  
 REGION COPIES: EVENT (LEASE TERMINATION) + 5 YEARS & DESTROY.

**00324000.      CONVEYED EASEMENTS      P      PERM      Y**

RECORDS SERIES COVERS CONVEYED EASEMENTS THAT THE DEPARTMENT GRANTS TO UTILITY COMPANIES, TELEPHONE COMPANIES OR FOR OTHER TYPES OF ACCESS ACROSS DNR OWNED LANDS.

RETENTION: REAL ESTATE SECTION, MADISON OFFICE. PERMANENT.  
 REGION COPIES. EVENT (EASEMENT EXPIRED OR OBSOLTE) & DESTROY.

**00325000.      LAND RECORDS SYSTEM (LRS) MASTER PROERTY DATA      P      PERM      Y**

Record Series Covers The Land Records System (Lrs) Electronic Database System. This System Is A Relational Database With A Menu-Driven Program That Provides Master Data Related To Land Purchased. This Program, Written In Oracle, Is On The Dnr Vax Network To Provide Access To Dnr Staff In The Central Office, District And Area Offices. Subsystems Of The Lrs Include P And P (Pending And Proposed) Acquisition Data And Pilt (Payment In Lieu Of Taxes).

Data Elements For Each Property Include:

- Grantor Name;
- Property And File Data
- Parcel Data
- Cost/Checkbook Data

Data Are Maintained Perpetually On The Lrs System.  
 RETENTION: REAL ESTATE SECTION, MADISON: PERMANENT.

**00326000.      PENDING & PROPOSED (P & P) LAND ACQUISITION DATA      EVT+1      DEST      Y**

RECORDS SERIES COVERS ELECTRONIC DATA MAINTAINED IN THE PENDING & PROPOSED (P&P) SUBSYSTEM OF THE LRS. P&P IS USED TO TRACK A PROPOSED ACQUISITION THROUGH THE PROCESS OF NEGOTIATION, PROVIDE INFORMATION ABOUT THE STATUS OF THE ACQUISITION PROCESS AND DOCUMENT THAT ALL NECESSARY PROCEDURES ARE FOLLOWED. DATA ELEMENTS INCLUDED IN THIS SUBSYSTEM INCLUDE DETAIL TRACKING OF THE ACQUISITION PROCESS, INCLUDING MANAGEMENT REVIEW. DNR SECRETARY. BOARD AND GOVERNOR'S APPROVALS. FOLLOWING ACQUISITION, SELECTED DATA ABOUT THE PROPERTY IS TRANSFERRED TO THE LRS DATABASE. RETENTION: REAL ESTATE SECTION, MADISON: EVENT (SUPERSEDED BY UPDATED INFORMATION) + 1 YEAR & DESTROY.

**00327000.      PILT (PAYMENT IN LIEU OF TAXES) DATA      EVT      DEST      Y**

PAYMENT IN LIEU OF TAXES (PILT) IS AN ELECTRONIC SUBSYSTEM OF THE LAND RECORDS SYSTEM (LRS). PILT IS USED TO TRACK PAYMENTS OF STATE AID TO WISCONSIN MUNICIPALITIES WHERE DEPARTMENT LANDS ARE OWNED IN FEE TITLE. THE PAYMENTS ARE REQUIRED IN IIEU OF TAXES UNDER SS 70.113 AND 70.114, WIS. STATS. THE PILT SUBSYSTEM IS AN ORACLE DATABASE CONTAINING DATA REGARDING LANDS OWNED AND PAYMENTS THAT THE DEPT. MAKES IN LIEU OF TAXES TO CERTAIN MUNICIPALITIES. THE DEPARTMENT OF REVENUE (DOR) TRANSFERS AID PAYMENT FORMULA DATA THROUGH EDI TRANSFER TO THE DEPARTMENT. THIS DATA IS MERGED WITH DEPARTMENTAL DATA TO DETERMINE AMOUNTS OF PAYMENTS AND TO ISSUE CHECKS TO MUNICIPALITIES. DATA ELEMENTS IN THE PILT SUBSYSTEM INCLUDE: PARCEL COST, PURCHASE PRICE, ADJUSTED PURCHASE PRICE, LEVEL OF ASSESSMENT AND MILL RATE. THE BUREAU OF PROPERTY MANAGEMENT ISSUES AN ANNUAL "REPORT ON PAYMENT IN LIEU OF TAXES," USING DATA IN THIS SYSTEM.

RETENTION: REAL ESTATE SECTION, MADISON: EVENT (LIFE OF PILT PROGRAM) & DESTROY.

**00328000.      LRS, P & P, PILT AD HOC OUTPUT REPORTS      EVT      DEST      Y**

AS NEEDED, THE BUREAU GENERATES OUTPUT REPORTS FROM LAND RECORDS SYSTEM (LRS) AND ITS SUBSYSTEMS: PENDING & PROPOSED LAND ACQUISITION SYSTEM (P&P), AND PAYMENT IN LIEU OF TAXES SYSTEM (PILT). REPORTS MAY BE GENERATED TO MEET ADMINISTRATIVE NEEDS, PROVIDE INFORMATION TO DNR MANAGEMENT OR THE BOARD, OR TO RESPOND TO REQUESTS FOR INFORMATION.

AT LEAST ANNUALLY, BUREAU STAFF INCORPORATES SELECTED SUMMARY DATA INTO REAL ESTATE REPORTS. THUS, THE AD HOC REPORTS HAVE SHORT-TERM VALUE AND SHOULD BE MAINTAINED UNTIL SUPERSEDED OR NO LONGER NEEDED AND DESTROYED.

RETENTION: REAL ESTATE SECTION, MADISON: EVENT (SUPERSEDED OR NO LONGER NEEDE) & DESTROY.

**/018/      FACILITIES & LANDS (REAL ESTATE)**

**00329000.      REAL ESTATE ANNUAL REPORTS & PUBLICATIONS      EVT      DEST      Y**

RECORDS SERIES INCLUDES REPORTS AND PUBLICATIONS GENERATED ON A REGULAR BASIS TO PROVIDE INFORMATION ABOUT THE DEPARTMENT'S REAL ESTATE PROGRAM. REPORTS OFTEN INCLUDE SUMMARY AND/OR DETAIL DATA FROM THE LRS SYSTEM OR SUBSYSTEMS. INCLUDES, BUT ARE NOT LIMITED TO:  
 - "REPORT ON PAYMENT IN LIEU OF REAL ESTATE TAXES," ANNUAL REPORT REQUIRED BY THE DNR BOARD.  
 - "ANNUAL REAL ESTATE REPORT," REQUIRED BY THE DNR BOARD.  
 AGENCIES ARE REQUIRED TO DISTRIBUTE REPORTS THAT ARE CONSIDERED PUBLICATIONS TO STATE DOCUMENT CENTERS AND DEPOSITORIES, PER SS 35.83, WIS. STATS., INCLUDING 3 COPIES TO THE STATE HISTORICAL SOCIETY LIBRARY.  
 THE REAL ESTATE SECTION RETAINS COPIES OF REPORTS TO MEET INTERNAL, ADMINISTRATIVE NEEDS UNTIL THEY ARE UPDATED, SUPERSEDED, OR NO LONGER NEEDED. ALSO DISTRIBUTE PER SS 35.83, WIS. STATS. AND PROVIDE 3 COPIES TO SHS LIBRARY.  
 RETENTION: REAL ESTATE SECTION, MADISON: EVENT (SUPERSEDED OR NO LONGER NEEDED) AND DESTROY.

**00330000.      PILT FINANCIAL INPUT DOCUMENTS      CR+5      DEST      N**

RECORDS SERIES INCLUDES PAPER FORMS RECEIVED FROM MUNICIPALITIES IDENTIFYING MILL RATES FOR TAX ASSESSMENTS. ALSO INCLUDES CORRESPONDENCE BETWEEN MUNICIPALITIES AND THE DEPARTMENT REGARDING PILT PAYMENTS.  
 THE DEPARTMENT OF REVENUE (DOR) ALSO PROVIDES TWO DATABASES FOR MUNICIPALITIES THAT RECEIVE PILT PAYMENTS THROUGH ELECTRONIC TRANSFER TO DATA.  
 RETENTION: REAL ESTATE SECTION, MADISON OFFICE. EVENT (CREATION) + 5 YRS & DESTROY.  
 REGION COPIES: EVENT (SUPERSEDED OR NO LONGER NEEDED) & DESTROY.

**00332000.      GIS (GRAPHICAL INFORMATION SYSTEM) LAND ACQUISITION DATA      P      PERM      N**

RECORDS SERIES INCLUDES ELECTRONIC GEOGRAPHICAL INFORMATION SYSTEM (GIS) DATA USED TO GENERATE DNR LAND OWNERSHIP AND ACQUISITION LAYERS AND MAPS.  
 DIGITIZED LAND ACQUISITION AND OWNERSHIP DATA PROVIDES A SPATIAL ILLUSTRATION OF DNR INFORMATION THAT IS USED FOR MANAGEMENT DECISION-MAKING.  
 GIS DATA IS MAINTAINED IN ARCINFO SOFTWARE ON THE DNRSD (SPATIAL DATABASE ENGINE). GIS DATA ELEMENTS INCLUDE PARCEL DATA.  
 DATA IS MANAGED BY THE LAND RECORDS SYSTEM FILE MANAGER.  
 RETENTION: REAL ESTATE SECTION, MADISON OFFICE. PERMANENT

**00333000.      GIS LAND ACQUISITION OUTPUTS      EVT      DEST      N**

RECORDS SERIES INCLUDES OUTPUTS FROM THE LAND RECORDS GEOGRAPHICAL INFORMATION SYSTEM (GIS). OUTPUTS INCLUDE BUT ARE NOT LIMITED TO MAPS OF OWNED LANDS. MAPS ARE GENERATED AS NEEDED FOR PRESENTATIONS, PUBLICATIONS OR FOR MANAGEMENT PLANNING AND ANALYSIS.  
 RETENTION: ALL LOCATIONS. EVENT -SUPERSEDED OR NOT NEEDED AND DESTROY.

**00162000.      AIR EMISSIONS INVENTORY-SUBMISSION REPORTS (HARD-COPY REPORT      EVT+3      DEST**

This Record Series Contains Air Emission Reports Submitted Each Year Containing The Following Information: Facility Identification; Description Of The Business; Normal Operation Schedule; Contact Name And Telephone Number; Description Of Any Air Emission Monitoring Equipment; Fuel Combustion; Manufacturing Activities; Incineration; And Toxic Hazardous Substances.  
 The Above Described Reports Are Submitted To The Department Pursuant To S.144.96,Wis.Stats.(Report On Substances Used. Environmental Fee) And Nr 101.21,Wis.Admcode (Required Air Emission Reports).  
 The Individual Facility Creates The Record By Providing Information Described Above On Forms Provided By The Dnr. The Information Is Used By The Department To Track Air Emissions And For Billing Of An Annual Administrative Fee And An Annual Discharge Fee Pursuant To Nr 101.24, Wis.Adm.Code,(Air Emission Fee).  
 Information Is Submitted To The Department On Hard-Copy Forms. The Data Is Then Entered Into A Computer System Which Is Updated Each Year. A Computer Generated Report Is Printed Which Contains Data For All Submitting Facilities. This Hard Copy Report Is Retained In The Bureau Of Air Management For Two Years And Then Destroyed. Microfilm Is Generated For Each Year And Retained Permanently In The Bureau Of Air Management. These Forms Submitted To The Department Shall Be Retained For Three Years Following The Year In Which The Report Is Submitted Pursuant

**/022/      AIR MANAGEMENT**

Tonr 101.23, Wis.Adm.Code And Then Destroyed.

**00162A00.      AIR EMISSIONS INVENTORY-SUBMISSION REPORTS (DISKETTE)      EVT+3      DEST**

This Record Series Contains Air Emission Reports Submitted Each Year Containing The Following Information: Facility Identification; Description Of The Business; Normal Operation Schedule; Contact Name And Telephone Number; Description Of Any Air Emission Monitoring Equipment; Fuel Combustion; Manufacturing Activities; Incineration; And Toxic And Hazardous Air Substances.

The Above Described Reports Are Submitted To The Department Pursuant To S.144.96,Wis.Stats. (Report On Substances Used, Environmental Fee) And Nr 101.21, Wis.Adm.Code (Required Air Emission Reports).

The Individual Facility Creates The Record By Providing Information Described Above On Diskettes Provided By The Dnr. The Information Is Used By The Department To Track Air Emissions And For Billing Of An Annual Administrative Fee And An Annual Discharge Fee Pursuant To Nr 101.24,Wis. Adm.Code,(Air Emission Fee).

Information Is Submitted To The Department On Diskette. The Data Is Then Entered Into A Computer System Which Is Updated Each Year. A Computer Generated Report Is Printed Which Contains Data For All Submitting Facilities. This Report Is Retained In The Bureau Of Air Management For Two Years And Then Destroyed. Micro-Film Is Generated Each Year And Retained Permanently In The Bureau Of Air Management. The Diskettes Submitted To The Department Shall Be Retained For Three Years Following The Year In Which The Report Is Submitted Pursuant To Nr 101.23,Wis.Admcode And The Reused.

**00162B00.      AIR EMISSIONS INVENTORY-COMPUTER REPORT      CR+2      DEST**

This Record Series Contains Air Emission Reports Submitted Each Year Containing The Following Information: Facility Identification; Description Of The Business; Normal Operation Schedule; Contact Name And Telephone Number; Description Of Any Air Emission Monitoring Equipment; Fuel Combustion; Manufacturing Activities; Incineration; And Toxic And Hazardous Substances.

The Above Described Reports Are Submitted To The Department Pursuant To S.144.96,Wis.Stats. (Report On Substance Used. Environmental Fee) And Nr 101.21,Wis.Adm.Code (Required Air Emission Reports).

The Individual Facility Creates The Record By Providing Information Described Above On Forms/Diskettes Provided By The Dnr. The Information Is Used By The Department To Track Air Emissions And For Billing Of An Annual Administrative Fee And An Annual Discharge Fee Pursuant To Nr 101.24 Wis.Adm.Code,(Air Emission Fee).

The Data Is Entered Into A Computer System Which Is Updated Each Year. A Computer Generated Report Is Printed Which Contains Data For All Submitting Facilities. This Report Is Retained In The Bureau Of Air Management For Two Years And Destroyed.

Provided:Microfilmed

**00162C00.      AIR EMISSIONS INVENTORY-COMPUTER REPORT      CR+80      DEST**

This Record Series Contains Air Emission Reports Submitted Each Year Containing The Following Information: Facility Identification; Description Of The Business; Normal Operation Schedule; Contact Name And Telephone Number; Description Of Any Air Emission Monitoring Equipment; Fuel Combustion; Manufacturing Activities; Incineration; And Toxic And Hazardous Substances.

The Above Described Reports Are Submittes To The Department Pursuant To S.144.96,Wis.Stats. (Report On Substances Used. Environmental Fee) And Nr 101.21,Wis.Adm.Code (Required Air Emission Reports).

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The Individual Facility Creates The Record By Providing Information Described Above On Forms/Diskettes Provided By The Dnr. The Information Is Used By The Department To Track Air Emissions And For Billing Of An Annual Administrative Fee And An Annual Discharge Fee Pursuant To Nr 101.24, Wis.Adm.Code,(Air Emission Fee).

The Data Is Entered Into A Computer System Which Is Updated Each Year. A Computer Generated Report Is Printed Which Contains Data For All Submitting Facilities. This Report Is Retained In The Bureau Of Air Management For Two Years And Then Destroyed. Microfilm Is Generated For Each Year And Retained Permanently In The Bureau Of Air Management.

**00174000.      ASBESTOS NOTIFICATIONS - ROUTINE LEGAL ACTION      EVT+20      DEST      Y**

This Record Series Contains Asbestos Notifications Submitted By Air Contaminant Sources Which May Emit Asbestos. Notifications Are Submitted By Owners And Operators And By Any Person Whose Action Causes The Emission Of Asbestos To The Ambient Air. Chapter Nr 447.07, Wis Adm. Code Requires Each Owner Or Operator Of A Demolition Or Renovation Activity To Provide The Department With Written Notice Of Intention To Demolish Or Renovate. Information Contained On The Notification Includes: Type Of Notification; Type Of Project; Dates Of Asbestos Removal; Dates Of Demolition/Renovation; Abatement Or Demolition Contractor, Facility Owner Information; Facility Information; Waste Transporter, Waste Disposal Site; Amount Of Asbestos; Description Of Asbestos Material. A Copy Of The Asbestos Notification Is Attached For Information Purposes.

U.S Epa-Region V Has Requested That All Delegated States Utilize Their Retention Period. The Notifications Are Filed Chronologically By Asbestos Contractor, For Routine Legal Actions (Referrals) That Retention Period Is 20 Years. The Asbestos Notifications Will Be Kept In The Bureau Of Air Management For 2 Years After Settlement Or Closing Of The Enforcement Case, Then Transferred To The State Records Center. The Purpose Of Retaining Notifications Is Because There Could Be Crucial Information Which Is Needed For Evidence In Future Enforcement Cases. The Asbestos Notices Will Then Be Destroyed After 20 Years.

**00280000.      AIR MANAGEMENT PERMIT APPS/DATA ENTRY FORMS-PERMITS APPROVE      EVT+10      DEST      Y**

See Paper Schedule For A Program Description, Additional Information And A Records Series Summary Grid. The Bureau Of Air Management Receives Air Permit Applications From Facilities On Paper Forms And Computer Disks. This Series Covers The Applications In Both Media For Approved Permits. Dnr Staff In Central Office Madison Enter Data From Paper Forms Into The Air Permits System To Initiate The Permits Review And Permitting Process. Computer Disks Are Uploaded To The Automated Air Permits Application System To Undergo The Permit Review And Approval Process.

Records Series Covers Permit Applications Received From Facilities For Air Pollution Permits, Including Construction Permits, Construction-Operation Permits (Con-Op) And Operation Permits. Information On Application Forms Includes But Is Not Limited To The Following:  
 Air Permit Applications As Submitted  
 Application Data Entry Forms  
 Application Submittal Diskette.

The Applications May Also Be Used During Compliance Reviews Or For Enforcement Purposes.

Retention For Each Type Of Permit Is As Follows:  
 Construction: Retain Until Event (Op Issued) + 10 Years  
 Con-Op: Retain Until Event (Op Issued) + 10 Years  
 Op: Retain Until Event (Op Issued) + 10 Years.

No Files Will Be Destroyed Unless Op Is Reissued Or Expired/Revoked.

Media: Paper And Computer Disk.

Retention: Retain Until Event (Op Issued) + 10 Years, Provided Op Reissued Or Expired/Revoked.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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**00281000.      DENIED AIR MANAGEMENT PERMIT CASE FILES, 1970-      EVT+5      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits, For Those Cases When The Permit Is Denied. Records Series Includes But Is Not Limited To The Following Documents:  
Paper Or Computer Disk Application Forms Received From Facility

Work Flow Sheet  
Notice Of Intent Letter  
Correspondence Between Department And Facility  
Air Permit Review Calculation Sheets  
Preliminary Determination  
Preliminary Review Letter From Department To Facility  
Affidavit Of Mailing  
Notice For Public Comment  
Proof Of Publication - Newspaper Clipping Of Public Notice  
Department Decision Denying Permit  
Facility Response And Subsequent Correspondence.

The Department Retains All Permit Documentation Until The Close Of All Action Regarding The Permit, Including Denial Of Permit, Any Appeal Processes And All Subsequent Legal Action And Correspondence Related To The Denial.

Media: Paper And Computer Disks.

Retention: Central Office - Madison. Retain Until Event (Legal Action Closed) + 5 Years And Destroy.

**00281A00.      DENIED AIR MANAGEMENT PERMIT CASE FILES, 1970- , DISTRICTS      EVT+5      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits, For Those Cases When The Permit Is Denied. Records Series Includes But Is Not Limited To The Following Documents:  
Paper Or Computer Disk Application Forms Received From Facility

Work Flow Sheet  
Notice Of Intent Letter  
Correspondence Between Department And Facility  
Air Permit Review Calculation Sheets  
Preliminary Determination  
Preliminary Review Letter From Department To Facility  
Affidavit Of Mailing  
Notice For Public Comment  
Proof Of Publication - Newspaper Clipping Of Public Notice  
Department Decision Denying Permit  
Facility Response And Subsequent Correspondence.

The Department Retains All Permit Documentation Until The Close Of All Action Regarding The Permit, Including Denial Of Permit, Any Appeal Processes And All Subsequent Legal Action And Correspondence Related To The Denial.

Media: Paper And Computer Disks.

Retention: Districts. Retain Until Event (Legal Action Closed) + 5 Years And Destroy.

**00281B00.      DENIED AIR MANAGEMENT PERMIT CASE FILES, 1970- , WORKING CS      EVT      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits, For Those Cases When The Permit Is Denied. Records Series Includes But Is Not Limited To The Following Documents:  
Paper Or Computer Disk Application Forms Received From Facility

Work Flow Sheet  
Notice Of Intent Letter  
Correspondence Between Department And Facility

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Air Permit Review Calculation Sheets  
Preliminary Determination  
Preliminary Review Letter From Department To Facility  
Affidavit Of Mailing  
Notice For Public Comment  
Proof Of Publication - Newspaper Clipping Of Public Notice  
Department Decision Denying Permit  
Facility Response And Subsequent Correspondence.

The Department Retains All Permit Documentation Until The Close Of All Action Regarding The Permit, Including Denial Of Permit, Any Appeal Processes And All Subsequent Legal Action And Correspondence Related To The Denial.

Media: Paper And Computer Disks.

Retention: Working Copies. All Locations. Destroy When Not Needed.

**00282000.      AIR MANAGEMENT PERMIT CASE FILES, 1970-      EVT+10      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits That Department Staff Approve, Including Construction, Construction-Operation (Con-Op) And Operation Permits (Op). Each Type Of Permit Is Filed Separately For Each Facility. Records Series Includes But Is Not Limited To The Following Documents:

Work Flow Sheet  
Air Permit Application As Approved/Notice Of Intent  
Correspondence Between Department And Facility  
Air Permit Review Calculation Sheets  
Preliminary Determination  
Preliminary Review Letter From Department To Facility  
Affidavit Of Mailing  
Notice For Public Comment  
Proof Of Publication - Newspaper Clipping Of Public Notice

Media: Paper And Computer Disks.

Retention: Central Office-Madison. Retain Construction, Con-Op And Op Until Event (Op Issued) + 10 Years And Destroy, Provided Op Reissued Or Expired/Revoked.

**00282A00.      AIR MANAGEMENT PERMIT CASE FILES, 1970-      EVT+10      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits That Department Staff Approve, Including Construction, Construction-Operation (Con-Op) And Operation Permits (Op). Each Type Of Permit Is Filed Separately For Each Facility. Records Series Includes But Is Not Limited To The Following Documents:

Work Flow Sheet  
Air Permit Application As Approved/Notice Of Intent  
Correspondence Between Department And Facility  
Air Permit Review Calculation Sheets  
Preliminary Determination  
Preliminary Review Letter From Department To Facility  
Affidavit Of Mailing  
Notice For Public Comment  
Proof Of Publication - Newspaper Clipping Of Public Notice

Media: Paper And Computer Disks.

Retention: Districts. Retain Construction, Con-Op And Op Until Event (Op Issued) + 10 Years And Destroy, Provided Op Reissued Or Expired/Revoked.

**00282B00.      AIR MANAGEMENT PERMIT CASE FILES, 1970-, WORKING COPIES      EVT      DEST      Y**

Records Series Documents The Permit Application, Review And Decision Process For Air Pollution Permits That Department Staff Approve, Including Construction, Construction-Operation (Con-Op) And Operation Permits (Op). Each Type Of Permit Is Filed Separately For Each Facility. Records

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Series Includes But Is Not Limited To The Following Documents:

- Work Flow Sheet
- Air Permit Application As Approved/Notice Of Intent
- Correspondence Between Department And Facility
- Air Permit Review Calculation Sheets
- Preliminary Determination
- Preliminary Review Letter From Department To Facility
- Affidavit Of Mailing
- Notice For Public Comment
- Proof Of Publication - Newspaper Clipping Of Public Notice

Media: Paper And Computer Disks.

Retention: Working Copies. All Locations. Destroy When Not Needed.

**00283000.**      **AIR PERMITS SYSTEM MASTER DATABASE, 1994-**      **EVT**      **DEST**      **Y**

The Air Permits System Master Database Is An Electronic Recordkeeping System, Using An Oracle Database On The Dnr Vax. It Is A Perpetual Database Containing The Most Current Information Regarding The Facility, Including Current Air Permits, Status Of Pending Permits, Facility Name, Fid #, Application Data, Changes At The Facility, Location Change, New Equipment Covered By The Permit, Discarded Equipment No Longer Needing A Permit, Etc. The Database Is Updated As Changes Occur And Used For Generating The Permit Renewal Application Diskettes.

Retention: Central Office - Madison. Retain Air Permit System Master Database Until Event (Receipt And Input Of Updated Facility Information), Supersede And Destroy.

**00284000.**      **AIR PERMITS SYSTEM FILE SERVICE DATA, 1994-**      **EVT+2**      **DEST**      **Y**

Records Series Covers The Air Permits System Electronic File Service, Managed By The Air Management Central Office, Madison. The File Service Provides On-Line Access To Air Permits Information Via The Dnr Vax To Am Staff In Central Office And Regions. It Is Also Used To Transmit Information To And From The Usepa Regarding Permits And Approvals.

The Air Permits System Records Include The Following Data For Each Requested Permit, Including All Air Permit Types; Construction, Con-Op And Op:

Permit Number  
Facility Identifying Information, Including Fid #, Name And Contact Information

Dnr Review Data (E.G., Preliminary Determination, Modeling, Internal Comments, Etc.)

Preliminary Permit  
Final Permit  
Date Of Permit Approval Or Denial

The File Service Contains Data For Permits Denied And Permits Approved. Complete And Cumulative Data Regarding The Permit Application And Process Will Be Maintained On The File Service For Two Years After The Op Approval Or Denial Of The Permit.

Retention: Central Office-Madison. Retain Permit Information On-Line On The File Service Throughout The Consturction, Con-Op And Op Review And Approval Processes, Until Event (Close Of Calendar Year Op Issued) + 2 Years And Migrate Information To Cd-Rom.

**00285000.**      **AIR PERMITS SYSTEM-CD ROM DATA-CENTRAL OFFICE, 1994-**      **EVT+15**      **DEST**      **Y**

Records Series Covers All Information Contained In The Air Permits System Electronic File Service, And Listed Above. All Data Is Migrated To Cd-Rom From The On-Line Service.

Retention: Central Office-Madison. Retain Permit Information On Cd-Rom For Event (Data Migration From File Service) + 15 Years And Destroy.

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**00285A00.      AIR PERMITS SYSTEM-CD ROM DATA-DISTRICTS, 1994-      EVT+15      DEST      Y**

Records Series Covers All Information Contained In The Air Permits System Electronic File Service, And Listed Above. All Data Is Migrated To Cd-Rom From The On-Line Service.

Retention: Districts. Retain Permit Information On Cd-Rom For Event (Data Migration From File Service) + 15 Years And Destroy.

**00286000.      AIR PERMITS SYSTEM OUTPUT REPORTS-AD HOC, 1994-      EVT      DEST      Y**

Records Series Includes Any Ad Hoc Paper Output Reports Generated From The Air Permits System. Reports May Be Generated To Respond To Queries, To Meet Requirements Of An Open Records Request Or Provide Statistical Information Regarding Permitting Status And Activities. Reports Have Little Retention Value Because Information May Be Re-Generated At Any Time During The Overall Retention Period Of 15 Years For Permits Data.

Retention: All Copies. Retain Until Not Needed And Destroy.

**00287000.      AIR PERMITS SYSTEM DOCUMENTATION, 1993-      EVT      DEST      Y**

Records Series Includes Design And Development Documentation For The Air Permits System, Including Complete And Cumulative Documentation Of Codes, Data Values, System Changes And Enhancements Made Throughout The Life Of The System. Information Must Be Maintained To Understand The System And Related Data And Assure Access And Retrieval Of Information Over Time.

The Air Permits System File Manager Has Complete And Current Documentation, To Implement And Maintain The Data.

Related Records Series: The Bureau Of Information Management (Bim) Also Has All General And Detail Design Documents Related To Developing The Application In The Bim Policy And Planning Library.

Media: Paper And Electronic.

Retention: Central Office-Madison. Retain Until Event (System Obsolete Or Superseded & Data Migrated) And Destroy.

**00300000.      AIR MANAGEMENT MONITORING SITE OPERATIONS FORMS      CR+6      DEST      N**

Records In This Series Originate At The Monitoring Site And Detail Operation Of Each Site And Performance Of Each Analyzer Used To Measure Pollution. Records Work In Conjunction With One Another, And Taken As A Unit Document The Operating Performance Of The Monitoring Site As A Whole. Results Data Are Entered Into The Computer System (Amdas, Wisards), But Detailed Calculations, Methodology And Derivations Are Not Captured Electronically.

**00300A00.      AIR MANAGEMENT MONITORING SITE OPERATIONS FORMS-COPIES      CR+1      DEST      N**

Records In This Series Originate At The Monitoring Site And Detail Operation Of Each Site And Performance Of Each Analyzer Used To Measure Pollution. Records Work In Conjunction With One Another, And Taken As A Unit Document The Operating Performance Of The Monitoring Site As A Whole. Results Data Are Entered Into The Computer System (Amdas, Wisards), But Detailed Calculations, Methodology And Derivations Are Not Captured Electronically.

**00301000.      AIR MANAGEMENT MONITORING SITE LOG BOOKS AND SUMMARY RECORDS      EVT+6      DEST      N**

Records Series Includes Records Generated To Summarize Site Operations, Including, But Not Limited To, The Following:

- \* Equipment Service Record,
- \* Residence Time Data Sheet,
- \* Instrument Calibration,
- \* Instrument Log Book, And
- \* Site Log Book.

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Records Are Generated Throughout The Operation Of The Site Or The Use Of The Particular Instrument. If Instruments Are Moved To An Alternative Site, Instruments Logs Are Also Moved With Them. Records May Be Referenced Until The Site Is Closed Or Shut Down Or The Instrument Is No Longer Used.

Evt=Site Shutdown Or Instrument No Longer Used.

**00302000.      AIR MANAGEMENT MONITORING SITE PERFORMANCE HISTORY      EVT+10      DEST      N**

Records In This Series Are Generated At The Monitoring Site Or At Central Office. They Provide Crucial Site-Specific Performance History For Each Site, Including Individual Monitors, Types Of Instruments And Corrective Actions Taken. Records Are Maintained In A Binder, Organized By Site # In The Madison Am Office And Revised Or Updated As Needed. Amdas Does Not Provide Site-Specific Historical Reference Of Actions In A Single Report. Records Provide A Cumulative History Of Site Performance And Are Needed For The Duration Of Operation.

Evt=Site Shutdown.

**00303000.      AMDAS AND WISARDS SYSTEM DOCUMENTATION      EVT      DEST      N**

Records In This Series Document The Computer Systems, Including System Design, Development, Policies And Procedures, And Methods Used For Quality Assurance And Transferring Edited/Quality Assured Data To The Federal Epa Aerometric Information Retrieval System (Airs). Also Includes Changes And Updates To The Systems.

Evt=System Obsolete And Data Migrated To New System.

**00304000.      AMDAS AND WISARDS SYSTEM FILE MAINTENANCE REPORTS      CR+1      DEST      N**

Records Series Includes System File Maintenance Records Created As Entry Documents And Used To Perform Routine File Maintenance (Valid Changes And Updates) To The Amdas Or Wisards Systems. Series Includes But Is Not Limited To Amdas Or Wisards Zero Span Reports, Phone Message Log, Corrective Action Record, And Other File Maintenance Source Documents. Retain Paper Reports For One Year After Data Entry. The Most Recent Data Is Reproducible On The Amdas Or Wisards Electronic System.

**00305000.      AMDAS AND WISARDS MONITORING DATA-RAW DATA      EVT+1      DEST      N**

Records Series Includes Raw Data Collected By Monitoring Instruments And Sent Over Phone Lines From Logger Data (Temporary Storage) To Central Office Or Selected Regional Amdas Or Wisards System (Ser) At Least Once Daily. Electronic Data Are Automatically Replaced When Data From The Current Day Overwrites Data From The Same Day Previous Year.

Evt=Superseded By Next Year'S Data.

**00306000.      AMDAS AND WISARDS MONITORING DATA-QUALITY ASSURED DATA      CR+11      DEST      N**

Records Series Includes Quality-Assured Air Quality Monitoring Data Organized By Year. Data Is Generated In Raw Form At Central And Ser And Final Quality-Assured Data Is Maintained In Madison In Electronic Format On Bernouli Cartridge.

**00307000.      AMDAS AND WISARDS RAW DATA OUTPUT REPORTS      CR+3      DEST      N**

Records Series Includes Raw Data Reports, Including Daily Summary Reports Describing Air Quality In A Particular Area; And Monthly Raw Data Reports, Which Provide Site-Specific Information. Reports Are Generated From The Computer System And Used For Reference Purposes.

**00308000.      AMDAS AND WISARDS MONTHLY EDITED QA DATA OUTPUT REPORTS      CR+10      DEST      N**

Records Series Consists Of Edited Monthly Data Reports That Are Generated As Final Quality-Assured Outputs From The

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Computer System. Reports Provide Historical Reference Of Yearly Air Quality Data By Site.

**00308A00.      AMDAS AND WISARDS MONTHLY EDITED QA DATA OUTPUT REPORTS-      CR+1      DEST      N**

Copies  
Records Series Consists Of Edited Monthly Data Reports That Are Generated As Final Quality-Assured Outputs From The Computer System. Reports Provide Historical Reference Of Yearly Air Quality Data By Site.

Includes Regional Copies Of Edited Qa Data Output Reports.

**00309000.      AMDAS AND WISARDS AIR QUALITY INDEX REPORT      CR+6      DEST      N**

Records Series Includes Air Quality Index Report. Report Is Generated From The Computer System And Contains Data For The Daily Pollution Standards Index. This Record Is Required In Areas Designated As Non-Attainment Areas, Currently Ser Only.

**00310000.      QUALITY ASSURANCE DATA INVALIDATION DOCUMENTATION      P      PERM      N**

Quality Assurance Is Charged With The Responsibility To Review The Air Quality Data Stream And Finalize The Data Based On All Records In Rda 301, 304 And 305. To Justify The Invalidation Of Data, Epa Requires Permanent Storage Of This Record. An Estimated 2% Of Data Is Invalidated Annually.

**00311000.      WISARDS MONITORING DATA - QUALITY ASSURED DATA      CR+10      DEST      N**

Records series includes electronic downloads of vital filed information associated with samples.

**00312000.      WISARDS MONITORING DATA - QUALITY ASSURED DATA      CR+5      DEST      N**

Collected at each monitoring site on Compact Flash cards. Data on the Compact Flash cards is to be loaded on to server running Trendserver Pro Software in Central Office.

Compact Flash cards to be erased and reused.

**00660000.      WACD (Wis Air Compliance Database)      CR+25      DEST      Y**

Records in this series include but are not limited to, electronic summaries of air compliance monitoring documents listed below. Air Program compliance staff perform WACD data entry regularly.

- Emision Monitoring Plans
- Full Compliance Evaluation Reports/Inspection Reports
- Emission Testing results
- Enforcement Correspondence
- Referral Documentation.

**00660A00.      PC-CEMS (Emission Testing Lead Worker PC)      EVT      DEST      Y**

Records in this stand-alone database (FoxPro for DOS) include historical and current summary information obtained from:

- Excess Emission Reports (EERs)
- Fuel Sampling & Analysis Reports (FSAs)
- Audits performed during each calendar quarter.

Electronic records are created following receipt of EERs, FSAs, and audits performed during each calendar quarter. Over time all data will be merged into WACD, and this subsystem will become obsolete.

Event=date merged into WACD

**00661000.      Compliance Certification      EVT+5      DEST      Y**

Under NR 439.03(1)(c), Wis. Adm. Code, all regulated facilities issued air operation permits are required to submit annual, or more frequent, certification of compliance with all air permit conditions to the Department.

Event=compliance certification receipt date

**00662000.      Emission Monitoring Plans      EVT      DEST      Y**

Records in this series are generated in accordance with ch. NR 439.09 and NR 439.095, Wis. Adm. Code. Regulated facilities submit the following types of plans.

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- Continuous emission monitoring (CEM) installation plans
  - Quality assurance/quality control (QA/QC) maintenance plans
  - Any revised installation or QA/QC plans.
- Revised installation or QA/QC plans are generated when facilities change or upgrade CEM equipment.

Event=date superceded

**00663000.      Emission Monitoring Reports      CR+5      DEST      Y**

Records in this series include air management compliance reports that facilities submit to the Department on a quarterly basis, in accordance with ch. NR 439.095, Wis. Adm. Code

- Continuous emission monitoring (CEM) and excess emission reports (EER), submitted as completed forms 4500-125 and 4500-126
- CEM audit reports.

**00664000.      Fuel Sampling & Analysis Reports      CR+5      DEST      Y**

Records in this series include Fuel sampling and analysis (FSA) reports that facilities generate and submit to the Department on a quarterly basis, in accordance with ch. NR439.085, Wis. Adm. Code. Form 4500-134 is included in this series. Sample frequency can occur daily, weekly, monthly, quarterly or per shipment.

**00665000.      Full Compliance Evaluation (FCE) Reports/Inspection Reports      EVT+10      SHSW      Y**

DNR regional compliance inspectors generate FCE and other inspection reports at the conclusion of each FCE or inspection activity. Records in this series include, but are not limited to:

- Full Compliance Evaluations (FCE)
- Other Inspection reports generated by Air Program compliance staff.

**00666000.      Emission Testing      EVT+10      DEST      Y**

Records in this series include the following types of emission test materials.

- Emission test plans
- Revised emission test plans
- Witnessing forms submitted by Departmental employees
- Emission test reports
- Revised emission test reports
- Emission test report review

Facilities generated records in this series sporadically in accordance with ch. NR 439.07 and NR 439.075, Wis. Adm. Code. Emission test plans and emission test reports may be revised in order to conform to Wis. Adm. Code. If Department employees witness emission tests, they also submit Witnessing forms (Forms 4500-32, 4500-160 and 4500-161) after an emission test is completed. Departmental employee may review emission test reports, based on enforcement priority.

Official Retention: Retain all materials related to a particular emission test until the date the Department receives the Emission Test Report + 10 years.

**00667000.      Enforcement Case File      EVT+10      SHSW      Y**

Records in this series include, but are not limited to:

- HPV Evaluation Form (Confidential)
- Primary Enforcement Actions (letter of inquiry (LOI), letter of noncompliance (LON), notice of violation (NOV), notice of claim (NOC))
- Secondary Enforcement Action (enforcement conference: notification and summary, case correspondence)
- Enforcement Closeouts.

The Environmental Enforcement Program and Air Program issue enforcement actions in response to alleged Wis. Adm. Code violations.

Retention: EVENT (date case is closed by closeout letter/ court judgement/ settlement/EPA Administrative Order/ etc.) + 10 years and destroy.

**00668000.      Enforcement Referral Case Files      EVT+10      SHSW      Y**

This series of air management compliance enforcement cases covers those cases that are referred to the Department of Justice (DOJ) for action. Records in this series include all enforcement materials as in RDA #666 and the following additional materials.

- Referral Letter
- Department of Justice (DOJ) Correspondence
- Case Resolution Documents (stipulation, judgement, consent order)
- Deferral Letters.

Retention: EVENT (date case closed by closeout letter) + 10 years and transfer

**01120000.      ARDN SYSTEM (ASBESTOES RENOVATION AND DEMOLITION NOTIFICATION)      FIS+7      DEST      Y**

THIS RECORDS SERIES CONTAINS ELECTRONIC ASBESTOS NOTIFICATION INFORMATION SUBMITTED BY AIR CONTAMINANT SOURCES REGARDING RENOVATION OR DEMOLITION PROJECTS WHICH MAY EMIT ASBESTOS. NOTIFICATIONS ARE SUBMITTED BY OWNERS AND OPERATORS AND BY ANY PERSON WHOSE ACTION COULD CAUSE

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THE EMISSION OF ASBESTOS TO AMBIENT AIR. CHAPTER NR 447.07, WIS. ADM. CODE., REQUIRES EACH OWNER OR OPERATOR OF A DEMOLITION OR RENOVATION ACTIVITY TO PROVIDE THE DEPARTMENT WITH NOTICE OF INTENTION TO DEMOLISH OR RENOVATE. INFORMATION CONTAINED ON THE NOTIFICATIONS INCLUDE: TYPE OF NOTIFICATIONS; TYPE OF PROJECT; DATES OF ASBESTOS REMOVAL; DATES OF DEMOLITION/RENOVATION; ABATEMENT OR DEMOLITION CONTRACTOR; FACILITY OWNER INFORMATION; FACILITY INFORMATION; WASTE TRANSPORTER; WASTE DISPOSAL SITE; AMOUNT OF ASBESTOS; DESCRIPTION OF ASBESTOS MATERIAL.

NOTIFICATION DATA IS STORED ELECTRONICALLY IN AN ORACLE DATABASE. THE ARDN SYSTEM HAS THE CAPABILITY TO PRINT HARD COPIES IN PDF FORMAT OF INDIVIDUAL NOTIFICATIONS. THE DATA IS SAVED FOR POTENTIAL USE IN ENFORCEMENT ACTIONS ADDRESSING VIOLATIONS OF NR 447 REQUIREMENTS. THE DATA IS STORED FOR 7 FULL FISCAL YEARS (E.G., A NOTIFICATION SUBMITTED DURING FY '10 WOULD BE RETAINED UNTIL THE END OF FY '17 AND THEN BE DELETED FROM DATABASE). ARDN AUTOMATICALLY NUMBERS NOTIFICATIONS BY THE FISCAL YEAR IN WHICH THEY ARE RECEIVED (E.G., 12-1064 WAS RECEIVED DURING FY '12).

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: FISCAL + 7 YRS & DELETE FROM DATABASE

**01121000.      ASBESTOS NOTIFICATIONS - PAPER NOTIFICATION FORMS      FIS+1      DEST      Y**

ALTHOUGH MOST NOTIFICATION DATA IS NOW SUBMITTED TO ARDN ELECTRONICALLY, A RELATIVELY SMALL NUMBER OF NOTIFICATIONS ARE STILL SUBMITTED ON PAPER FORMS. THIS RECORD SERIES CONTAINS THOSE FORMS. DATA FROM THESE FORMS IS ENTERED INTO ARDN BY AIR MANAGEMENT STAFF.

THE PAPER FORMS ARE FILED BY NOTIFICATION NUMBER. THE PAPER FILES ARE MAINTAINED FOR ONE FULL FISCAL YEAR AFTER THE NOTIFICATION IS ENTERED INTO ARDN (E.G., A NOTIFICATION ENTERED INTO ARDN IN FY '13 WOULD BE RETAINED UNTIL THE END OF FY '14 AND THEN BE DESTROYED), IN CASE A QUESTION COMES UP AS TO WHETHER THE INFORMATION IN ARDN MATCHES WHAT WAS ON THE PAPER FORM.

RETAIN UNTIL THE END OF THE FISCAL YEAR FOLLOWING ENTRY OF THE NOTIFICATION INTO ARDN.

RETENTION: FISCAL + 1 YR & DESTROY

**00035000.      WASTE MANAGEMENT FUND      CR+60      DEST      Y**

Information Pertaining To The Waste Management Fund For Long-Term Care And Environmental Repair, S. 144.441 And S. 144.442, Wis. Stats. Information Consists Of:  
 -Waste Management Environmental Repair Fund Certification, Dnr Form 4400-56 Or Its Equivalent,  
 -Tonnage Change Letters For Those Facilities Which Reported Tonnage With A Decrease Or Increase Of More Than 10,000 Within One Billing Year,  
 -Waste Management Environmental Repair Checklist/Fee Breakdown Form, Dnr Form 4400-56A Or Its Equivalent,  
 -Pertinent Correspondence Related To The Payment Or Nonpayment Of A Facility'S Bill

These Records Need To Be Kept For The Site Life And During The Long-Term Care Period Which Lasts Up To 30 Years After The Site Is Closed. The Department Must Calculate Incoming Versus Outgoing Funds To Prove That These Fees Are (In)Sufficient. Presently The Legislative Committee On The Siting Process Is Looking At The Option Of Having The State Return Waste Management Fund Fees Collected From The Landfills For The Past Ten Years In Order To Eliminate State'S Responsibility After Long-Term Care. The Department Needs The Legal Documents To Return The Money To Individual Landfill Owners If The Legislative Committee Chooses This Option.

Some Of The Data Will Be Automated And Will Be Entered Into The Data System Within Two Years After The Data Is Generated.

60 Years And Destroy Provided Closed.

**00069000.      SOLID & HAZARDOUS WASTE SURVEYS      CR+10      DEST      Y**

Questionnaires And/Or Surveys Sent To Owners Or Operators Of Solid And/Or Hazardous Waste Facilities To Gather Information And/Or Opinions On:  
 ---Proposed Departmental Processing Changes;  
 ---Nonregulated Matters Pertaining To The Facilities (I.E.,Liability Insurance For Solid Waste Facilities); And

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---Any Information Obtained From Telephone Surveys.

We Do Not Have Any Statutes Or Administrative Codes To Cite Here. However, We Feel That After 10 Years Any Information Obtained Would No Longer Be Valid Because Of The Everchanging Program Requirements. Since This Is A Program Procedures History, It Is Important That The Information Be Kept For 10 Years.

**00070000.      SOLID WASTE PLANNING, FEASIBILITY & SPECIAL STUDY PROJECT      CR+20      DEST      Y**

Grants  
This Record Series Consists Of Documents Relating To The Solid Waste Planning, Feasibility Study & Special Study Project Grants Program Authorized Under Nr 186.01, Wis. Adm. Code, And Ss. 144.781-144.784 & 144.797-144.799, Wis.Stats. Documents Include:

- Grant Applications
- Approval Letters
- Final Reports
- Expenditure Documentation
- Audit Reports
- Invoices,Vouchers,And Remittances
- Pertinent Correspondence

Internal Agency Procedures:  
. These Files Will Go To The Records Center Immediately Following Audit. In Some Cases, Very Useful And Well Done Plans And Final Reports May Be Retained In The Office For 5 Years Before Being Sent To The Record Center. However, Their Total Life Will Be 20 Years Like Other Documents In The Series.

N.B.:Because This Program Is Discontinued, There Will Be No Further Accumulation. Total Accumulation Equals 5 Cubic Feet.

Provided: State Audit

**00071000.      PREREMEDIAL SUPERFUND PROGRAM - PAPER      CR+1      DEST      Y**

Information Pertaining To The Preremedial Superfund Program As Required By Public Law 99-499, 96-510, Cercla, And Superfund Amendments And Reauthorizations Act Of 1986 (Sara). Information Consists Of:

- Preliminary Assessments
- Site Inspection
- Workplan
- Sample Data
- Site Inspection Report
- Recommendation
- Listing Site Inspection
- Workplan
- Sample Data
- Listing Site Inspection Report
- Recommendation
- Hazard Rank Score(Hrs)
- Scoring Package

This Record Series Supplies For Sites Classified As " No Further Remedial Action Planned " Or Ones With Hrs Scores Less Than 28.5.

Provided: Microfilmed

**00071A00.      PREREMEDIAL SUPERFUND PROGRAM - MICROFILM      CR+80      DEST**

Information Pertaining To The Preremedial Superfund Program As Required By Public Law 99-499, 96-510, Cercla, And Superfund Amendments And Reauthorizations Act Of 1986 (Sara). Information Consists Of:

- Preliminary Assessment
- Site Inspection
- Workplan
- Sample Data
- Site Inspection Report

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- Recommendation
- Listing Site Inspection
- Workplan
- Sample Data
- Listing Site Inspection Report
- Recommendation
- Hazard Rank Score(Hrs)
- Scoring Package

This Record Series Applies For Sites Classified As " No Further Remedial Action Planned " Or One With Hrs Scores Less Than 28.5.

Provided: Closed/Terminated/Death

**00072000.      COLLECTION & TRANSPORTATION SERVICES CASE FILES      CR+2      DEST**

- Information Pertaining To Collection And Transportation Agencies To Operate Under The Provisions Of Chapter 144, Wis., Stats., Chapter Nr 500, Wis. Adm. Code (Non-Hazardous Waste), Or Chapter Nr 181, Wis. Adm Code (Hazardous Waste). Information Consists Of:
- Solid Waste Facility License Application, Dnr Form 4400-88, Or Its Equivalent (Except For Current Licensing Period),
  - Solid Waste Facility License Renewal Application (Except For Current Licensing Period),
  - Solid Waste Facility Operation License,Dnr Form 4400-8, Or Its Equivalent (Except For Current Licensing Period),
  - Status Change Request, Dnr Form 4400-77, Or Its Equivalent,
  - Pertinent Correspondence

Provided ; Microfilmed

**00072A00.      COLLECTION & TRANSPORTATION SERVICES CASE FILES      CR+20      DEST**

- Information Pertaining To Collection And Transportation Agencies Licensed To Operate Under Provisions Of Chapter 144, Wis.Stats.,Chapter Nr 500,Wis Adm.Code (Non-Hazardous Waste), Or Chapter Nr 181,Wis. Adm.Code (Hazardous Waste). Information Consists Of:
- Solid Waste Facility License Application,Dnr Form 4400-88, Or Its Equivalent (Except For Current Licensing Period),
  - Solid Waste Facility License Renewal Application (Except For Current Licensing Period),
  - Solid Waste Facility Operation License,Dnr Form 4400-8, Or Its Equivalent (Except For Current Licensing Period),
  - Status Change Request,Dnr Form 4400-77, Or Its Equivalent,
  - Pertinent Correspondence

**00073000.      GROUNDWATER MONITORING FILE - PAPER      CR+2      DEST**

- Information Pertaining To Groundwater Monitoring As Required By Nr140,Nr500 Or Nr181. Information Consists Of:
- Facility Monitoring Id Forms,
  - Sampling Data Report Forms,
  - Output Records
  - Pertinent Correspondence And Background Information On Groundwater Monitoring,
  - Monitoring Reports From Specific Sites.

Sampling Point Id'S Are Not Included.

This Information Is Used To Calculate Preventive Action Limits(Pals) For Solid Waste Sites Beginning With Day 1 Of The Site. This File Is Part Of Our Solid Waste Review Files.

Provided:Microfilmed

**00073A00.      GROUNDWATER MONITORING FILE - MICROFILM      CR+110      DEST**

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Information Pertaining To Groundwater Monitoring As Required By Nr140,Nr500 Or Nr181. Information Consists Of:  
 ---Facility Monitoring Id Forms,  
 ---Sampling Data Report Forms,  
 ---Output Records  
 ---Pertinent Correspondence And Background Information On Groundwater Monitoring,  
 ---Monitoring Reports From Specific Sites.

Sample Point Id'S Are Not Included.

The Information Is Used To Calculate Preventive Action Limits(Pals) For Solid Waste Sites Beginning With Day 1 Of The Site. This File Is Part Of Our Solid Waste Review File.

Provided:Closed/Terminated/Death

**00073B00.      GROUNDWATER MONITORING FILE - SAMPLE POINT ID FORMS      CR+0/6      DEST**

INFORMATION PERTAINING TO GROUNDWATER MONITORING AS REQUIRED BY NR500,NR181 AND NR140. INFORMATION CONSISTS OF:  
 ---SAMPLE POINT ID FORMS

PROVIDED-ENTERED INTO DATA SYSTEM.

**00074000.      HAZARDOUS WASTE NOTIFICATION PROGRAM-PAPER      EVT+12      DEST      Y**

Information Pertaining To The Hazardous Waste Notification Program Required By Section 3010 Of Rcra And Chapter 144, Wis. Stats. (Chapter 377, Laws Of 1977). Information Includes:  
 -Pertinent Correspondence,  
 -Hazardous Waste Notification Form, Federal Form Gsa No. 0246-Epa-Ot, Or Its Equivalent,  
 -Annual And Quarterly Reporting Forms.

Evt=Entered Into Data System.

**00074A00.      HAZARDOUS WASTE NOTIFICATION PROGRAM - MICROFILM      CR+80      DEST**

Information Pertaining To The Hazardous Waste Notification Program Required By Section 3010 Of Rcra And Chapter 144,Wis.Stats.(Chapter 377,Laws Of 1977). Information Includes:  
 ---Pertinent Correspondence  
 ---Hazardous Waste Notification Form, Federal Form Gsa No.0246-Epa-Ot, Or Its Equivalent,  
 ---Annual And Quarterly Reporting Forms.

This Record Series Relates To Facilities Generating, Treating, Storing Or Disposing Of Hazardous Waste. The Threat Of Future Groundwater Contamination Requires These Records Be Maintained Throughout The Active Life Of The Facility Which Is Unknown And Beyond. At The End Of The 80 Year Period, It Will Be Apparent Whether Contamination Has Occurred. If Not, The Records Can Be Destroyed.

**00076000.      HAZARDOUS WASTE MANIFEST FILE      CR+12      DEST**

Information Pertaining To Transporters Of Hazardous Waste As Required By Chapter 144, Wis. Stats. Information Consists Of:  
 . Manifest Forms, Dnr Form 4400-66 Or Its Equivalent.  
 . Pertinent Correspondence. (Cont)  
 Some Information From Manifest Documents Is Entered Into A Computer System. Some Is Not. These Documents Are Potential Sources Of Evidence For Future Enforcement Actions. As Such, They Need To Be Retained For A Significant Period Of Time, I.E., 12 Years. However, Unless An Enforcement Action Is Undertaken, They Are Seldom Referred To. Therefore, We Do Not Want To Invest The Staff Time And Dollars To Microfilm These Documents.

(Shipping Papers Set Up By Epa Each State)  
 Provided-Closed/Terminated/Death

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**00077000.      SOLID WASTE MASTER FILE - PAPER      CR+2      DEST**

Information Pertaining To Licensed Solid Waste Facilities---  
Landfills, Air Curtain Destructors, Incinerators,  
Processing Facilities, Transfer Facilities, Storage  
Facilities, And Wood Burning Sites---Operating Under  
The Provisions Of Chapter 144,Wis Stats.,-  
Chapter Nr 500-520,Wis.Adm.Code (Non-Hazardous Waste). Information Consists  
Of:

- Feasibility Studies,
- Plans Of Operations,
- In-Field Conditions Reports,
- Closure Plans,
- Plan And Report Material Related To A Particular Solid Waste Facility,
- Pertinent Correspondence,
- Solid Waste Facility License Application, Dnr Form 440-88, Or Its  
Equivalent,
- Solid Waste Facility License Renewal Application,
- Solid Waste Facility Operation License, Dnr Form 4400-8, Or Its  
Equivalent,
- Status Change Request, Dnr Form 4400-77, Or Its Equivalent.

Provided:Microfilmed

**00077A00.      SOLID WASTE MASTER FILE - MICROFILM      CR+110      DEST**

Information Pertaining To Licensed Solid Waste Facilities--  
Landfills, Air Curtain Destructors, Incinerators, Processing  
Facilities, Transfer Facilities, Storage Facilities, And  
Wood Burning Sites--Operating Under The Provisions Of  
Chapter 144, Wis. Stats., Chapter Nr 500-520, Wis. Adm.  
Codes (Non-Hazardous Waste). Information Consists Of:

- Feasibility Studies,
- Plans Of Operation,
- In-Field Conditions Report,
- Closure Plans,
- Plan And Report Material Related To A Particular Solid Waste Facility,
- Pertinent Correspondence,
- Solid Waste Facility License Application, Dnr Form 4400-88, Or Its  
Equivalent,
- Solid Waste Facility License Renewal Application,
- Solid Waste Facility Operation License, Dnr Form 4400-8, Or Its Equivalent,
- Status Change Request, Dnr Form 4400-77, Or Its Equivalent.

Landfill Life:

Approval - 6-8 Years                      Site Life - 10-15 Years  
Long-Term Care By Owner - 20-30 Years      State'S Care Period - 10-20 Years

There Is A Proposal In To The Legislative Council To Expand Groundwater  
And Methane Monitoring For Another 20 Years For A Total Of 93 Years. In  
Addition, Landfills May Apply For Approval To Expand. Expansions Are  
Limited To A Cap Of 15 Years Of Active Site Life. There Is No Set Limit  
On The Number Of Expansions. Solid Waste Landfills Accept Household Hazard-  
Ous Wastes, Hence The Concern Related To Future Groundwater Contamination.

**00079000.      HAZARDOUS WASTE COUNTY FILE - PAPER      CR+20      DEST      Y**

Contains Information Concerning Specific Counties And  
Includes:

- Hazardous Waste Non-Activity Forms,
- Hazardous Waste Report Forms,
- Inspection Forms (Including Plant Surveys,
- Waste Analysis Reports,
- Responses To Dnr Post Card Survey,
- Correspondence Regarding:
- Inquiries By Companies/Facilities About Waste Generation And Hazardous  
Waste Determination,
- Specific Facilities Which May Potentially Generate Or Handle Hazardous  
Waste,
- Unlicensed Disposal Sites,
- One Time Disposals,

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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---Proposed Solid Waste Sites,  
---General Correspondence,Not Related To Any Other Case.

Retain For 20 Years And Destroy.

**00079A00.      HAZARDOUS WASTE COUNTY FILE - MICROFILM      CR+80      DEST      Y**

Contains Information Concerning Specific Counties And Includes:  
---Hazardous Waste Non-Activity Forms,  
---Hazardous Waste Report Forms,  
---Inspection Forms (Including Plant Surveys,  
---Waste Analysis Reports,  
---Responses To Dnr Post Card Survey,  
---Correspondence Regarding:  
----Inquiries By Companies/Facilities About Waste Generation And Hazardous Waste Determination,  
----Specific Facilities Which May Potentially Generate Or Handle Hazardous Waste,  
----Unlicensed Disposal Sites,  
----One Time Disposals,  
----Proposed Solid Waste Sites,  
----General Correspondence Not Related To Any Other Case.

Provided:Closed/Terminated/Death

Amendment- Discontinue Series. Records Were Never Microfilmed. 08/30/93 S.H.

**00081000.      SPILLS PROGRAM - PAPER      CR+2      DEST**

INFORMATION AS REQUIRED BY NR 158.  
INFORMATION CONSISTS OF:PERTINENT CORRESPONDENCE,REPORTS,  
TOXIC AND HAZARDOUS SPILL REPORT, FORMS 4400-91 OR ITS  
EQUIVALENT.  
PROVIDED-MICROFILMED

**00081A00.      SPILLS PROGRAM - MICROFILM      CR+80      DEST**

INFORMATION AS REQUIRED BY NR 158.  
INFORMATION CONSISTS OF: PERTINENT CORRESPONDENCE, REPORTS,  
TOXIC AND HAZARDOUS SPILL REPORT, FORMS 4400-91 OR ITS  
EQUIVALENT.  
PROVIDED-CLOSED/TERMINATED/DEATH

**00082000.      COUNTY SOLID WASTE MANAGEMENT PLANS - PAPER      CR+2      DEST**

Information Pertaining To County Solid Waste Management Planning Which Consists Of:  
---Solid Waste Plan Reports  
---Site Selection Studies  
---Solid Waste Management Studies  
---Pertinent Correspondence Concerning County Solid Waste Management Planning  
---Newspaper Clippings

Filed Alphabetically By County Name.

Provided:Microfilmed. Note: 82A For Microfilmed Records - Discontinued Because Records Were Never Microfilmed. Series Needs Review.

**00082A00.      COUNTY SOLID WASTE MANAGEMENT PLANS - MICROFILM      EVT+20      DEST      Y**

Information Pertaining To County Solid Waste Management Planning Which Consists Of:  
---Solid Waste Plan Reports  
---Site Selection Studies  
---Solid Waste Management Studies  
---Pertinent Correspondence Concerning County Solid Waste Management Planning  
---Newspaper Clippings

Retain For 20 Years And Transfer To Shs.  
Discontinue Series: Records Were Never Microfilmed.



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---Applications And Licenses,  
---Orders And Referrals

Provided Microfilmed

**00087A00.      HAZARDOUS WASTE REVIEW PROGRAM - MICROFILM      CR+80      DEST**

Information Pertaining To The Hazardous Waste Review Program Required By Nr 181 Which Includes:

---Pertinent Correspondence,  
---Feasibility Studies,  
---Plans Of Operations,  
---Plan Approvals/Denials,  
---Inspection Reports  
---Applications And Licenses,  
---Orders And Referrals

This Record Series Relates To Facilities Generating, Treating, Storing Or Disposing Of Hazardous Waste. The Threat Of Future Groundwater Contamination Requires These Records Be Maintained Throughout The Active Life Of The Facility Which Is Unknown And Beyond. At The End Of The 80 Year Period, It Will Be Apparent Whether Contamination Has Occurred. If Not, The Records Can Be Destroyed.

**00088000.      COMPLIANCE MONITORING AND EVALUATION LOG & ENFORCEMENT FILES      CR+80      DEST**

Information Pertaining To The Compliance Monitoring And Evaluation Log (Cmel) Forms Required By Section 3010 Of Rcra And Chapter 144, Wis.Stats. (Chapter 377,Laws Of 1977).

Information Includes:  
---Cmel Forms,  
---Notices Of Violation,  
---Notices Of Noncompliance,  
---Letters Of Resolution,  
---Pertinent Correspondence.

This Record Series Consists Of Enforcement Documents Related To The Hazardous Waste Program. Enforcement Actions Can Be Taken Against A Site At Any Time During Its Active Life If Groundwater Contamination Appears. Land Disposal Facilities Have A 30 Year Long-Term Care Period. At The End, If Ot The 80 Year Period, If No Contamination Has Occurred, The Records May Be Destroyed.

Provided: Closed

**00160000.      SITE ASSESSMENTS UNDERGROUND STORAGE TANKS      EVT+15      DEST      N**

This Records Series Is Used To Determine Whether A Leaking Underground Storage Tank (Lust) Exists; And Consists Of Site Assessment Reports That Indicate That The Tank Did Not Leak. These Reports Have Retention Value For The Dnr With Regard To Contamination Investigations And For The Public With Regard To Environmental Audits For Property Transactions.

Information Is Collected Per 40 Cfr Part 280.72 (Code Of Federal Regulations) And Chs. Ilhr 10.732, 10.734 And 10.805, Wisconsin Administrative Code, Which Requires Completion Of A Site Assessment Whenever Certain Types Of Underground Storage Tanks Are Closed Or Undergo A Change-In-Service. Draft Chapter Nr 706, Wisconsin Administrative Code (Proposed) Calls For Copies To Be Submitted To Dnr, And The Agency Has Received Such Reports Since 1988.

Retain For 15 Years From Closed And Destroy.

This Series Covers Only Assessments Indicating That The Tank Did Not Leak. The File Is Closed When Assessment Is Completed, And The Tank Is Removed.

**00164000.      HAZARDOUS WASTE - PCB CASE FILES      CR+2      DEST      N**

Pertinent Correspondence; Pcb Management Checklist For Compliance With Nr 157; Inspection Reports; Electrical Utilities Pcb Usage Questionnaire; Sample Data; Reports Regarding Management Of Pcb'S And Handling Of Wastes; Site

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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Summaries; Maps And Diagrams; Referrals, Orders, Affidavits And Complaints. Information Is Collected Per Wis. Stats 144.79

Provided:Closed/Terminated/Death

Provided:Microfilmed

**00164A00.      HAZARDOUS WASTE - PCB CASE FILES      CR+80      DEST      N**

Pertinent Correspondence;Pcb Management Checklist For Compliance With Nr 157;Inspection Reports;Electrical Utilities Pcb Usage Questionnaire;Sample Data;Reports Regarding Management Of Pcb'S And Handling Of Wastes;Site Summaries;Maps And Diagrams;Referrals,Orders,Affidavits And Complaints. Information Is Collected Per Wis Stats 144.79

Provided:Closed Terminated/Death

**00430000.      Solid Waste Landfill Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO SOLID WASTE LANDFILLS AND OTHER TYPES OF WASTE FACILITIES THAT DISPOSE OF WASTE INTO THE GROUND. KEY INFORMATION DOCUMENTS EACH FACILITY'S IMPACT ON THE ENVIRONMENT. RECORDS ARE MAINTAINED TO PROVIDE INFORMATION IN CASE OF ENVIRONMENTAL IMPACT AT THE SITE IN THE FUTURE.

- LICENSED LANDFILLS
- CONSTRUCTION AND DEMOLITION LANDFILLS
- CONFINED DISPOSAL FACILITIES FOR SEDIMENT
- DREDGE DISPOSAL SITES
- LANDSPREADING FACILITIES
- LOW HAZARDOUS/BENEFICIAL USE EXEMPTIONS INVOLVING LAND DISPOSAL
- ONE-TIME DISPOSALS
- ABANDONED LANDFILLS

RECORDS IN THIS SERIES INCLUDE THE FOLLOWING: AUDITS, AS-BUILT, PLANS SHEETS, CLOSURE, ANNUAL REPORTS, APPROVAL PACKAGE, BIO-REMEDICATION, ENVIRONMENTAL CONTAMINATION ASSESSMENT, ENVIRONMENTAL IMPACT STATEMENT, ENFORCEMENT, EXPANSION, FEASIBILITY REPORT, PUBLIC HEARING, INITIAL SITE REPORT, LICENSING, MODIFICATION REQUESTS, PHOTOGRAPHS, PLAN OF OPERATION REPORTS, DEMOLITION, ONE-TIME DISPOSALS, BENEFICIAL USE AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE. DNR PORGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS. EVENT = DNR MANAGEMENT DECISION THAT ALL REGULATORY REQUIREMENTS HAVE BEEN MET.

**00431000.      Solid Waste PCB Storage and Treatment Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO SOLID WASTE MANAGEMENT AND DISPOSAL OF PCB'S. REMEDIATION OF SITES CONTAMINATED WITH PCB'S IS HANDLED BY THE REMEDIATION & REDEVELOPMENT PROGRAM. RECORDS AND DOCUMENTS INCLUDED IN THIS SERIES INCLUDE: GUIDANCE, PUBLIC INFORMATION SHEETS, AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

DNR PROGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS. EVENT = DNR MANAGEMENT DECISION THAT ALL REGULATORY REQUIREMENTS HAVE BEEN MET.

**00432000.      Financial Assurance Compliance      EVT+50      DEST      Y**

SIGNIFICANT CORRESPONDENCE AND FINANCIAL INSTRUMENTS SUCH AS BONDS, LETTERS OF CREDIT, INSURANCE POLICIES, TRUST AND ESCROW ACCOUNTS (CURRENTLY EXCEL SPREADSHEET FOR EACH FACILITY).

**00433000.      Construction on Waste Sites Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO CONSTRUCTION ON WASTE SITES. KEY INFORMATION DOCUMENTS EACH FACILITY'S IMPACT ON THE ENVIRONMENT. RECORDS ARE MAINTAINED TO PROVIDE INFORMATION IN CASE OF ENVIRONMENT IMPACT AT THE SITE IN THE FUTURE. RECORDS IN THIS SERIES INCLUDE THE FOLLOWING: GAS OR GROUNDWATER MONITORING, GRANT EXEMPTION AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

DNR PRGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION AND DISPOSITION EVENTS. EVENT = DNR MANAGEMENT DECISION THAT ALL REGULATORY REQUIREMENTS HAVE BEEN MET.

**00434000.      Solid Waste Proposed Site Case Files      EVT+20      DEST      Y**

THIS SERIES APLPLIES ONLY TO PROPOSED SITES. THESE ARE SITES THAT WERE SUPPOSED TO BECOME A LANDFILL BUT WERE NOT APPROVED. RECORDS IN THIS SERIES INCLUDE: AUDITS, AS-BUILT, PLANS SHEETS, CLOSURE, ANNUAL REPORTS, APPROVAL PACKAGE, BIO-REMEDICATION, ENVIRONMENTAL CONTAMINATION ASSESSMENT, ENVIRONMENTAL IMPACT STATEMENT, ENFORCEMENT, EXPANSION, FEASIBILITY REPORT, PUBLIC HEARING, INITIAL SITE REPORT, PHOTOGRAPHS, PLAN OF OPERATION REPORTS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00435000.      Solid Waste Processing Site Case Files      EVT+10      DEST      Y**

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THIS SERIES APPLIES ONLY TO SOLID WASTE PROCESSING SITES. THESE SITES HANDLE AND PROCESS SOLID WASTE BUT DO NOT DISPOSE OF IT INTO THE GROUND. WHEN THE SITE CLOSURE, CLOSURE INCLUDES AN ENVIRONMENTAL ASSESSMENT AND CLOSURE REPORT THAT IDENTIFIES ANY ENVIRONMENTAL QUALITY CONCERNS.

SITES THAT PROCESS WASTE INCLUDE BUT ARE NOT LIMITED TO:

- MSW COMBUSTORS-INCLUDING MEDICAL WASTE COMBUSTORS
- INCINERATORS
- PROCESSING FACILITIES-INCLUDING TIRES AND MEDICAL WASTE PROCESSORS
- COMPOSTING FACILITIES
- WOODBURNING FACILITIES
- AIR CURTAIN DESTRUCTORS
- PETROLEUM CONTAINED SOILS
- SOLIDIFICATION

RECORDS AND DOCUMENTS INCLUDED IN THIS SERIES ARE: COMBUSTORS, WOODBURNING, ASH TEST RESULTS, COMPOSTING, PROCESSING, LICENSING, PLAN APPROVALS, MEDICAL WASTE, MODIFICATION REQUESTS, PLAN OF OPERATION, PLAN SHEETS, ANNUAL REPORTS, PHOTO, ENFORCEMENT, INITIAL SITE REQUEST, INSPECTION, PUBLIC HEARING RECORDS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00436000.      Solid Waste Processing Site Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO SOLID WASTE FACILITIES THAT GENERATE AND PROVIDE FOR TEMPORARY STORAGE AND/OR TRANSPORTATION OF SOLID WASTE, INCLUDING:

- STORAGE FACILITIES-OTHER THAN PCB'S
- TRANSFER STATIONS THAT HANDLE SOLID WASTE
- SOLID WASTE COLLECTORS AND TRANSPORTERS
- INFECTIOUS WASTE GENERATORS

RECORDS IN THIS SERIES INCLUDE: LICENSING, TRANSFER, STORAGE, MEDICAL WASTE, CLOSURES, ENFORCEMENT, PLAN OF OPERATION REPORT, APPROVALS INITIAL SITE, CONSTRUCTION AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00437000.      Waste Management Complaint Files      EVT+10      DEST      Y**

SERIES INCLUDES CORRESPONDENCE AND OTHER MATERIALS RECEIVED AND GENERATED FOR THE PURPOSE OF INVESTIGATING CLAIMS OF SOLID AND/OR HAZARDOUS WASTE ISSUES AND CONCERNS. DNR STAFF FOLLOW UP ON REPORTED OR SUSPECTED ENVIRONMENTAL VIOLATIONS AND DETERMINE WHETHER OR NOT THE COMPLAINT HAS MERIT. IF THE COMPLAINT HAS MERIT, THE FILE MOVES TO THE APPROPRIATE SOLID OR HAZARDOUS WASTE RECORD SERIES. THIS SERIES CONTAINS UNFOUNDED COMPLAINTS, INCLUDING FILES PREVIOUSLY CALLED "COUNTY FILES" AND "NON-GENERATORS."

**00438000.      Solid Waste Contested Case/Informational Hearings-All Facilities      EVT+5      DEST      Y**

RECORDS IN THIS SERIES INCLUDE CONTESTED CASE HEARINGS FOR ANY TYPE OF SOLID WASTE FACILITY. UNDER S.289.27, WIS. STATS., HEARINGS MAY BE REQUESTED TO CONTEST THE PROPOSED SITING OF A SOLID WASTE FACILITY. ALL RECORDS IN THIS SERIES ARE GENERATED AS A RESULT OF SUCH A REQUEST. UNDER S.289.26 WIS. STATS., AN INFORMATION HEARING MAY BE REQUESTED. THEY MAY ALSO BE HELD IN CONNECTION WITH ISSUANCE OF ADMINISTRATIVE ORDERS. ALL RECORDS IN THIS SERIES ARE GENERATED AS A RESULT OF SUCH A REQUEST.

**00439000.      Solid Waste Public Information Materials      EVT+3      DEST      Y**

RECORDS IN THIS SERIES INCLUDE PUBLICATIONS DEVELOPED FOR GENERAL OUTREACH, TECHNICAL PAPERS, NEWSLETTERS, FACT SHEETS, PRESS RELEASES AND NOTICES (ALSO INCLUDES WEB MATERIALS ON INTRANET AND INTERNET THAT ARE NOT DUPLICATES OF MEDIA MATERIALS).

**00440000.      Solid Waste Policy Documentation      EVT+10      DEST      Y**

RECORDS IN THIS SERIES INCLUDE DOCUMENTS ON PROGRAM DEVELOPMENT, DIRECTION AND COMPLIANCE SUCH AS STRATEGIC DIRECTION, TECHNICAL ADVISORY COMMITTEE (TAC) MEETING NOTES, PUBLIC COMMENTS, BILL ANALYSIS, TIRE PROGRAM ANNUAL REPORTS AND GUIDANCE DOCUMENTS. NOTE: OTHER KEY POLICY RECORDS ARE COVERED IN DNR-WIDE RECORDS SCHEDULE OF ADMINISTRATIVE RULES-BOARD ORDERS.

**00441000.      Solid Waste Non-Essential Correspondence-All Facility Types      EVT+1      DEST      Y**

SERIES COVERS ALL TYPES OF SOLID WASTE FACILITIES AND INCLUDES VERY ROUTINE TYPES OF DOCUMENTS GENERATED DURING THE COURSE OF A FACILITY'S REGULATORY LIFE. AFTER FACILITY CLOSE, THESE ITEMS LOSE VALUE AND NEED NOT BE RETAINED. RECORDS AND DOCUMENTS INCLUDE INFORMATION ON OTHER STATE/FEDERAL PROGRAMS, ACKNOWLEDGMENT LETTERS, AND GENERAL SOLID WASTE INFORMATION IN EMAIL MESSAGES, INVOICES, WORKING NOTES, POST-IT NOTES AND ROUTING SLIPS.

**00445000.      Hazardous Waste Land Disposal Case Files      EVT+10      DEST      Y**

**/026/      WASTE & MATERIAL MANAGEMENT**

THIS SERIES APPLIES ONLY TO HAZARDOUS WASTE LAND DISPOSAL FACILITIES. KEY INFORMATION DOCUMENTS EACH FACILITY'S IMPACT ON THE ENVIRONMENT. RECORDS ARE MAINTAINED TO PROVIDE INFORMATION IN CASE OF ENVIRONMENTAL IMPACT AT THE SITE IN THE FUTURE.

- OPERATING HW LAND DISPOSAL FACILITIES
- CLOSED DISPOSAL FACILITIES
- LANDFILLS
- SURFACE IMPOUNDMENTS
- WASTE PILES
- MISCELLANEOUS UNITS

RECORDS IN THIS SERIES INCLUDE THE FOLLOWING: COMPLIANCE, PLANS SHEETS, CONSTRUCTION DOCUMENTATION RECORDS, CLOSURE, ANNUAL REPORTS, ENVIRONMENTAL ASSESSMENTS, ENVIRONMENTAL IMPACT REPORTS AND STATEMENTS, ENFORCEMENT, EXPANSION, FEASIBILITY REPORTS, PUBLIC HEARINGS, INITIAL SITE REPORT, LICENSING, MODIFICATION REQUESTS, PHOTOGRAPHS, PLANS OF OPERATION, AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

DNR PROGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS.

EVENTS = SITE CLOSURE + DNR DECISION THAT ALL REGULATORY REQUIREMENTS HAVE BEEN MET.

**00446000.      Hazardous Waste Treatment or Storage Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO HAZARDOUS WASTE FACILITIES THAT TREAT OR STORE HAZARDOUS WASTE.

- INCINERATORS
- BOILERS AND INDUSTRIAL FURNACES (BIF)
- CONTAINERS
- TANKS
- EXEMPT TREATMENT AND STORAGE
- WASTE PILES
- CONTAINMENT BUILDINGS
- MISCELLANEOUS UNITS

RECORDS AND DOCUMENTS INCLUDED IN THIS SERIES INCLUDE: COMPLIANCE, PLANS SHEETS, CLOSURE, ANNUAL REPORTS, FEASIBILITY REPORTS, PLANS OF OPERATION, ENVIRONMENTAL ASSESSMENTS, ENVIRONMENTAL IMPACT REPORTS AND STATEMENTS, ENFORCEMENT, EXPANSION, PUBLIC HEARING, LICENSING, MODIFICATION REQUESTS, PHOTOGRAPHS, RECLAMATION AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00447000.      Hazardous Waste Proposed Site Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO PROPOSED SITES. EACH SITE WAS PROPOSED TO BECOME A HAZARDOUS WASTE DISPOSAL, TREATMENT OR STORAGE SITE BUT WAS NOT APPROVED OR WITHDREW BEFORE COMPLETING THE LICENSE REVIEW PROCESS. RECORDS IN THIS SERIES INCLUDE: COMPLIANCE, PLAN SHEETS, CLOSURE, ANNUAL REPORTS, FEASIBILITY REPORTS, PLANS OF OPERATION, ENVIRONMENTAL ASSESSMENTS, ENVIRONMENTAL IMPACT REPORTS AND STATEMENTS, ENFORCEMENT, EXPANSION, PUBLIC HEARING, LICENSING, MODIFICATION REQUESTS, PHOTOGRAPHS, RECLAMATION AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM REQUIREMENTS.

**00448000.      Hazardous Waste Transporters and Transfer Facilities Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO TRANSPORTERS OF HAZARDOUS WASTE AND FACILITIES THAT TEMPORARILY STORE HAZARDOUS WASTE IN TRANSIT. RECORDS AND DOCUMENTS INCLUDED IN THIS SERIES INCLUDE ANNUAL LICENSES, NOTIFICATIONS, COMPLIANCE, ENFORCEMENT AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00449000.      Hazardous Waste Generator Case Files      EVT+10      DEST      Y**

THIS SERIES APPLIES ONLY TO HAZARDOUS WASTE FACILITIES OR PERSONS THAT GENERATE HAZARDOUS WASTE. RECORDS IN THIS SERIES INCLUDE COMPLIANCE, ENFORCEMENT, NOTIFICATIONS, PHOTOS, COMPLAINTS, EVALUATION OF GENERATOR STATUS, ANNUAL REPORTS INCLUDING CERTIFICATION DOCUMENTS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00450000.      Hazardous Waste Generator Case Files-Exempt Facilities      EVT+10      DEST      Y**

THIS SERIES APPLIES TO HAZARDOUS WASTE STORAGE OR TREATMENT FACILITIES WHOSE ACTIVITIES ARE EXEMPT FROM LICENSING. RECORDS IN THIS SERIES INCLUDE NOTIFICATION, CORRESPONDENCE REGARDING THE EXEMPT ACTIVITY, PHOTOS, ANNUAL REPORTS INCLUDING CERTIFICATION DOCUMENTS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00451000.      Hazardous Waste Manifests      CR+10      DEST      Y**

THIS SERIES APPLIES TO THE DOCUMENTATION THAT PROVIDES INFORMATION IDENTIFYING THE QUANTITY, COMPOSITION, ORIGIN, AND TRANSPORTATION OF THE WASTE TO ITS DESTINATION.

EVENT = DNR MANAGEMENT DECISION THAT AKK REGULATORY REQUIREMENTS HAVE BEEN MET.

**00452000.      Financial Assurance Compliance      EVT+50      DEST      Y**

**/026/      WASTE & MATERIAL MANAGEMENT**

SIGNIFICANT CORRESPONDENCE AND FINANCIAL INSTRUMENTS SUCH AS BOND, LETTER OF CREDIT, INSURANCE POLICIES, TRUST AND ESCROW ACCOUNTS (CURRENTLY EXCEL SPREADSHEET FOR EACH FACILITY). DNR PROGRAM STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS. EVENT = DNR MANAGEMENT DECISION THAT SITE IS CLOSED.

<b><u>00453000.</u></b>	<b><u>Hazardous Waste Policy Documentation</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES INCLUDE DOCUMENTS ON PROGRAM DEVELOPMENT, DIRECTION AND COMPLIANCE SUCH AS STRATEGIC DIRECTION, PUBLIC COMMENTS, BILL ANALYSIS AND GUIDANCE DOCUMENTS. NOTE: OTHER KEY POLICY REOCRDS ARE COVERED IN DNR-WIDE RECORDS SCHEDULE OF ADMINISTRATIVE RULES - BOARD ORDERS.				
<b><u>00454000.</u></b>	<b><u>Hazardous Waste Public Information Materials</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES INCLUDE PUBLICATIONS DEVELOPED FOR GENERAL OUTREACH, TECHNICAL PAPERS, NEWSLETTERS, FACT SHEETS, PRESS RELEASES AND NOTICES (ALSO INCLUDES WEB MATERIALS ON INTERNET AND INTRANET THAT ARE NOT DUPLICATES OF MEDIA MATERIALS).				
<b><u>00455000.</u></b>	<b><u>Hazardous Waste Non-Essential Correspondence-All Facility Types</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
SERIES COVERS ALL TYPES OF HAZARDOUS WASTE FACILITIES AND INCLUDES VERY ROUTINE TYPES OF DOCUMENTS GENERATED DURING THE COURSE OF A FACILITY'S REGULATORY LIFE. AFTER FACILITY CLOSURE, THESE ITEMS LOSE VALUE AND NEED NOT BE RETAINED. RECORDS AND DOCUMENTS INCLUDE INFORMATION ON OTHER STATE/FEDERAL PROGRAMS, ACKNOWLEDGMENT LETTERS AND GENERAL HAZARDOUS WASTE INFORMATION IN EMAIL MESSAGES, INVOICES, WORKING NOTES, POST-IT NOTES AND ROUTING SLIPS.				
<b><u>00456000.</u></b>	<b><u>Solid &amp; Hazardous Waste Info Mgt. System (SHWIMS) Historical Data</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATABASE RECORDS (CURRENTLY ORACLE) FOR SOLID WASTE (INCLUDING INFECTIOUS WASTE) AND HAZARDOUS WASTE FACILITIES. THE DATABASE IS UPDATED REGULARLY. SOLID WASTE: THE DATABASE INCLUDES SUMMARY INFORMATION ON SOLID WASTE LICENSING, ACTIVITY STATUS AND CLOSURE. ALSO INCLUDES PROJECT STATUS TRACKING (CURRENTLY PROTRACK) E.G. DATES FOR PLAN SUBMITTAL, APPROVAL AND DNR FACILITY ACTIONS. HAZARDOUS WASTE: THE DATABASE INCLUDES SUMMARY INFORMATION ON LICENSING, MANIFESTS AND ANNUAL REPORTS. SUMMARY WASTE SITE INFORMATION IS NEEDED PERMANENTLY TO CONTINUE TO IDENTIFY WHETHER OR NOT A SITE (PIECE OF LAND) WAS EVER MONITORED BY THE DNR AS A LANDFILL, HAZARDOUS WASTE SITE, OR OTHER TYPE OF SITE THAT REQUIRES CLOSE LAND USE AND GROUNDWATER MONITORING. SUCH USES OF THE LAND HAVE SUCH AN IMPACT ON THE TOTAL ENVIRONMENT THAT THE DNR HAS A MANDATE TO CONTINUE TO MAINTAIN INFORMATION AND PROVIDE ANSWERS ABOUT DNR REGULATORY ACTIONS RELATED TO THE SITE.				
<b><u>00457000.</u></b>	<b><u>SHWIMS Detail Data</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
FOR SOLID WASTE: RECORDS IN THIS SERIES INCLUDES SITE INFORMATION, FACILITY INFORMATION--SUCH AS LOCATION, ADDRESS, EPA #, TYPE OF FACILITY, OWNERSHIP INFORMATION, CONTACT INFORMATION--LICENSING INFORMATION AND INFECTIOUS WASTE. IF THERE ARE CHANGES OR UPDATES TO THE INFORMATION (EXCEPT FOR LICENSING), THE DATA FILE IS UPDATED TO REFLECT THE MOST CURRENT INFORMATION.  HAZARDOUS WASTE: RECORDS IN THIS SERIES INCLUDES: FACILITY INFORMATION--SUCH AS LOCATION, ADDRESS, EPA #, TYPE OF FACILITY, OWNERSHIP INFORMATION, CONTACT INFORMATION--LICENSING INFORMATION, MANIFESTS AND ANNUAL REPORTS. IF THERE ARE CHANGES OR UPDATES TO THE INFORMATION (EXCEPT FOR LICENSING, MANIFESTS AND ANNUAL REPORTS), THE DATA FILE IS UPDATED TO REFLECT THE MOST CURRENT INFORMATION.				
<b><u>00458000.</u></b>	<b><u>SHWIMS Ad Hoc Computer Generated Reports and Query Results</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES INCLUDE REPORTS DEVELOPED TO RESPOND TO A SPECIFIC INQUIRY AND ARE USUALLY A ONE-TIME EVENT.				
<b><u>00459000.</u></b>	<b><u>SHWIMS System Documentation</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES DOCUMENT THE ELECTRONIC DATABASE AND INCLUDES INFORMATION ON THE DESIGN AND MODIFICATIONS TO THE DATABASE. COMPLETE DESIGN DOCUMENTATION MUST BE RETAINED FOR THE LIFE OF THE SYSTEM AND FOR AS LONG AS SYSTEM DATA FILES EXIST.				
<b><u>00460000.</u></b>	<b><u>SHWIMS Operational Procedures</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES INCLUDE DETAILED INSTRUCTIONS AND PROCEDURES ON THE OPERATION OF THE DATABASE SYSTEM.				

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/026/      WASTE & MATERIAL MANAGEMENT**

<b><u>00461000.</u></b>	<b><u>File Tracking and Monitoring Data Files</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES INCLUDE A FACILITY FID (FACILITY IDENTIFICATION NUMBER) CROSS REFERENCE SYSTEM (CURRENTLY PARADOX) AND FIELD INVESTIGATION SITE TRACKING (FIST) SYSTEM THAT TRACKS COMPLAINTS, SITE CONTACTS, PROJECT MANAGEMENT (CONDITIONS, LICENSES, SUBMITTALS) AND FILE INVENTORY (CURRENTLY ORACLE).				
<b><u>00462000.</u></b>	<b><u>Working Electronic Files</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES INCLUDE VARIOUS TYPES OF WORKING FILES, DOCUMENTS AND REPORTS THAT STAFF CREATE TO ASSIST IN TRACK AND ORGANIZE THEIR WORK ACTIVITIES.				
<b><u>00465000.</u></b>	<b><u>Groundwater/Environmental Monitoring System (GEMS) Historical Data</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATABASE RECORDS (CURRENTLY ORACLE) DESIGNED TO TRACK ENVIRONMENTAL DATA. COVERS GROUNDWATER, LEACHATE AND GAS DATA OF SOLID AND HAZARDOUS WASTE FACILITIES. THE DATABASE LINKS TO SHWIMS DATABASE. THE DATABASE IS UPDATED REGULARLY. SUMMARY DATA IS NEEDED PERMANENTLY TO CONTINUE TO IDENTIFY DNR REGULATORY ACTIONS RELATED TO GROUNDWATER MONITORING. THE DNR RELIES ON THE DATA TO DOCUMENT SITE MONITORING AND DNR REGULATORY ACTIONS RELATED TO SITES.				
<b><u>00466000.</u></b>	<b><u>GEMS Data</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES INCLUDE MONITORING POINT INFORMATION, FACILITY CONTACT INFORMATION, ASSIGNED STAFF AND RESPONSIBLE PARTY.				
<b><u>00467000.</u></b>	<b><u>GEMS Electronic File Service</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
CONTAINING DELIMITED TEXT FILES FROM TADS SUBMITTED ON DISKETTE.				
<b><u>00468000.</u></b>	<b><u>GEMS Ad Hoc Computer Generated Reports and Query Results</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES INCLUDE REPORTS DEVELOPED TO RESPOND TO A SPECIFIC INQUIRY AND ARE USUALLY A ONE-TIME EVENT.				
<b><u>00469000.</u></b>	<b><u>GEMS System Documentation</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES DOCUMENT THE ELECTRONIC DATABASE AND INCLUDES INFORMATION ON THE DESIGN AND MODIFICATIONS TO THE DATABASE. COMPLETE DETAIL DOCUMENTATION MUST BE RETAINED FOR THE LIFE OF THE SYSTEM AND FOR AS LONG AS SYSTEM DATA FILES EXIST.				
<b><u>00470000.</u></b>	<b><u>GEMS Operational Procedures</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS IN THIS SERIES DOCUMENT THE OPERATIONAL PROCEDURES.				
<b><u>00471000.</u></b>	<b><u>Working Electronic Files</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
RECORDS INCLUDE VARIOUS TYPES OF WORKING FILES, DOCUMENTS AND REPORTS THAT STAFF CREATE OR GENERATE TO ASSIST IN WORK ACTIVITIES. EXAMPLES INCLUDE SPREADSHEETS USED TO ANALYZE DATA, TEXT DOCUMENT USED TO QUERY DATABASE, TRAINING DOCUMENTS FOR HANDLING STAFF NEEDS.				
<b><u>00472000.</u></b>	<b><u>Groundwater Monitoring Case Files</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
GROUNDWATER MONITORING (GWM) FILE FOLDERS ARE FILED AS SEPARATE FOLDERS WITH SOLID AND HAZARDOUS WASTE FACILITY RECORDS RELATED TO PARTICULAR FACILITIES. KEY ENVIRONMENTAL MONITORING IN THESE FOLDERS INCLUDE THE FOLLOWING:				
-PTW FOLDER: CONTAINS LETTERS DNR SENDS TO NEIGHBORING BUSINESSES AND INDIVIDUALS NOTIFYING THEM OF GROUNDWATER MONITORING AND/OR GAS DATA COLLECTED AT THEIR WELLS AND ANY POTENTIAL ENVIRONMENTAL IMPACT TO THEIR PROPERTIES.				
-EXCEEDANCE REPORTS FROM FACILITIES: LETTER NOTIFYING THE DEPARTMENT THAT THE FACILITY EXCEEDS GROUNDWATER OR GAS STANDARDS AS REQUIRED BY S. 160, WIS. STATS. AND NR 140.24 AND 140.26. NOTE: ENVIRONMENTAL MONITORING DATA IS ALSO SUBMITTED BY FACILITY AND INCORPORATED INTO GEMS DATA.				
-GAS AND LEACHATE MONITORING REPORTS.				
-SIGNIFICANT CORRESPONDENCE INTERPRETING REPORTS AND RESULTS.				
DNR STAFF ARE RESPONSIBLE FOR TRACKING RDA RETENTION DISPOSITION EVENTS.				

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/026/      WASTE & MATERIAL MANAGEMENT**

EVENT = CLOSURE + DNR DECISION THAT ALL REGULATORY REQUIREMENTS HAVE BEEN MET.

<b><u>00473000.</u></b>	<b><u>Turnaround Documents (TADs)</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	CONTAINING SAMPLE TEST RESULTS OF GROUNDWATER MONITORING, SUBMITTED BY FACILITIES IN PAPER (ELECTRONIC FORMAT IS SERIES 00467).			
<b><u>00474000.</u></b>	<b><u>Groundwater Monitoring Information Materials</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE PUBLICATIONS DEVELOPED FOR GENERAL OUTREACH, TECHNICAL PAPERS, NEWSLETTERS, FACT SHEETS, PRESS RELEASES AND NOTICES (ALSO INCLUDES WEB MATERIAL ON INTERNET AND INTRANET THAT ARE NOT DUPLICATES OF MEIDA MATERIALS).			
<b><u>00475000.</u></b>	<b><u>Groundwater Monitoring policy Documentation</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE DOCUMENTS ON PROGRAM DEVELOPMENT, DIRECTION AND COMPLIANCE SUCH AS STRATEGIC DIRECTION, PUBLIC COMMENTS, BILL ANALYSIS AND GUIDANCE DOCUMENTS. NOTE: OTHER KEY POLICY RECORDS ARE COVERED IN DNR-WIDE RECORDS SCHEDULE OF ADMINISTRATIVE RILES-BOARD ORDERS.			
<b><u>00476000.</u></b>	<b><u>Groundwater Monitoring Non-Essential Correspondence</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDES INFORMATION ON OTHER STATE AND FEDERAL PROGRAMS, GENERAL GROUNDWATER MONITORING INFORMATION IN EMAIL MESSAGES, INVOICES, WORKING NOTES, POST-IT NOTES AND ROUTING SLIPS.			
<b><u>00477000.</u></b>	<b><u>Groundwater Monitoring Submittal Correspondence</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE CORRESPONDENCE ADDRESSING GROUNDWATER MONITORING SUBMITTAL PROBLEMS. NOTE: EXCEPTIONAL CORRESPONDENCE DOCUMENTING HABITUAL SUBMITTAL ERRORS MAY BE ESCALATED TO CASE FILES.			
<b><u>00481000.</u></b>	<b><u>Non-Metallic Mining Data</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE ANNUALLY TRACKING DATA SUBMITTED BY TOWNS AND COUNTIES SUCH AS TOTAL NUMBER OF ACRES, TOTAL DOLLAR AMOUNT AND TOTAL DOLLAR AMOUNT TO DNR FOR OVERSIGHT OF THE PROGRAM.			
<b><u>00482000.</u></b>	<b><u>Mining Ad Hoc Computer Generated Reports and Query Results</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE REPORTS DEVELOPED TO RESPOND TO A SPECIFIC INQUIRY AND ARE USUALLY A ONE-TIME EVENT..			
<b><u>00483000.</u></b>	<b><u>Mining System Documentation</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES DOCUMENT THE ELECTRONIC DATABASE AND INCLUDES INFORMATION ON THE DESIGN AND MOFICATIONS TO THE DATABASE. COMPLETE DETAIL DOCUMENTATION MUST BE RETAINED FOR THE LIFE OF THE SYSTEM AND FOR AS LONG AS SYSTEM DATA FILES EXIST.			
<b><u>00484000.</u></b>	<b><u>Mining Operational Procedures</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE PROCEDURES IN THE OPERATION OF THE DATABASE SYSTEM AND WILL BE UPDATED PERIODICALLY AS DATABASE SYSTEM ENHANCEMENTS ARE MADE.			
<b><u>00485000.</u></b>	<b><u>File Tracking and Monitoring Data Files</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE EXPLORATION DRILL HOLE LOCATION AND ABANDONMENT STATUS FILES AND CATALOG OF CORRESPONDENCE/DOCUMENTS FROM EXXON, NICOLET MINERALS AND NORANDA-LYNNE PROJECTS (CURRENTLY IN ACCESS). OFFICIAL COPY IS WITH EACH PROJECT MANAGER.			
<b><u>00486000.</u></b>	<b><u>Working Electronic Files</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	RECORDS IN THIS SERIES INCLUDE VARIOUS TYPES OF WORKING FILES, DOCUMENTS AND REPORTS STAFF CREATE TO ASSIST IN WORK ACTIVITIES. RECORDS ARE NOT INCLUDED IN PAPER PART OF CASE FILES.			
<b><u>00491A00.</u></b>	<b><u>NON-METALLIC MINING COUNTY MASTER FILES - DNR REGULATORY AUTH</u></b>	<b><u>EVT+20</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
	DNR ASSUMES REGULATORY AUTHORITY IF A COUNTY OR LOCAL PROGRAM IS FOUND TO BE INADEQUATE. RECORDS INCLUDE: LOCAL ORDINANCES, AUDIT REPORTS, ANNUAL REPORTS, SITE SPECIFIC SUBMITTALS SUCH AS FINANCIAL ASSURANCE, PERMIT APPLICATIONS, PERMITS AND RECLAMATION PLANS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.			
	ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC			

**/026/      WASTE & MATERIAL MANAGEMENT**

RECORDS OUTLINED IN CHAPTER ADM 12: HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF.

RETENTION: EVT (CLOSE OF PROJECT AND FINANCIAL ASSURANCE MECHANISM RELEASE) + 20 YRS & TRANSFER TO WHS.

**00496000.      Mining Non-essential Correspondence-all Facility Types      EVT+1      DEST      Y**

SERIES COVERS ALL TYPES OF MINING SITES AND INCLUDES VERY ROUTINE TYPES OF DOCUMENTS GENERATED DURING THE COURSE OF A SITE'S REGULATORY LIFE. AFTER THE SITE CLOSES, THESE ITEMS LOSE VALUE AND NEED NOT BE RETAINED. RECORDS AND DOCUMENTS INCLUDE VERY ROUTINE TYPES OF DOCUMENTS SUCH AS E-MAIL MESSAGES, INVOICES, WORKING NOTES, INFORMATION ON OTHER STATE AND FEDERAL PROGRAMS, POST-IT NOTES AND ROUTING SLIPS.

**00500000.      Recycling Database System Historical Data      EVT+3      DEST      Y**

RECORDS IN THIS SERIES INCLUDE CONTINUOUS ELECTRONIC DATABASE RECORDS (CURRENTLY ORACLE) FOR RESPONSIBLE UNITS. THE DATABASE INCLUDES SUMMARY INFORMATION ON RESPONSIBLE UNIT MEMBERSHIPS AND MATERIAL AND TONNAGE COLLECTED. THE DATABASE IS UPDATED REGULARLY.

**00501000.      Recycling Database System Historical Data      EVT      DEST      Y**

RECORDS IN THIS SERIES INCLUDES RESPONSIBLE UNIT (RU) INFORMATION SUCH AS CONTACT PERSON, MEMBERSHIP, MATERIAL AND TONNAGE COLLECTED, CONDITIONS, PUBLIC INFORMATION OUTREACH EFFORTS, ENFORCEMENT AND MATERIAL RECOVERY FACILITY INFORMATION SUCH AS COMMUNITIES SERVED, FID LOCATION, SITE INFORMATION, TONNAGE AND GRANT INFORMATION. IF THERE ARE CHANGES OR UPDATES TO THE INFORMATION (EXCEPT FOR RU), THE DATA FILE IS UPDATED TO REFLECT THE MOST CURRENT INFORMATION.

**00502000.      Recycling Ad Hoc Computer Generated Reports and Query Results      EVT      DEST      Y**

RECORDS IN THIS SERIES INCLUDE REPORTS DEVELOPED TO RESPOND TO A SPECIFIC INQUIRY AND ARE USUALLY A ONE-TIME EVENT.

**00503000.      Recycling System Documentation      EVT      DEST      Y**

RECORDS IN THIS SERIES DOCUMENT THE ELECTRONIC DATABASE AND INCLUDES INFORMATION ON THE DESIGN AND MODIFICATIONS TO THE DATABASE. COMPLETE DETAIL DOCUMENTATION MUST BE RETAINED FOR THE LIFE OF THE SYSTEM AND FOR AS LONG AS SYSTEM DATA FILES EXIST.

**00504000.      Recycling Operational Procedures      EVT+2      DEST      Y**

RECORDS IN THIS SERIES INCLUDE PROCEDURES ON THE OPERATION OF THE DATABASE SYSTEM AND WILL BE UPDATED PERIODICALLY AS DATABASE SYSTEM ENHANCEMENTS ARE MADE.

**00505000.      File Tracking and Monitoring Data Files      EVT+2      DEST      Y**

RECORDS IN THIS SERIES INCLUDE EXCEL SPREADSHEETS ON PROGRAM COSTS OF EFFECTIVE PROGRAMS AND HISTORICAL DATA ON DISPOSAL LEVELS.

**00506000.      Working Electronic Files      EVT      DEST      Y**

RECORDS IN THIS SERIES INCLUDE VARIOUS TYPES OF WORKING FILES, DOCUMENTS AND REPORTS THAT STAFF CREATE TO ASSIST IN WORK ACTIVITIES.

**00507000.      Responsible Unit Files      EVT+3      DEST      Y**

THIS SERIES APPLIES TO INDIVIDUAL RESPONSIBLE UNIT FILES FILED BY THE COUNTY. RECORDS AND DOCUMENTS IN THIS SERIES INCLUDE: ANNUAL REPORTS, COMPLAINTS, ORDINANCES, PUBLIC INFORMATION DOCUMENTS, ENFORCEMENT, INSPECTIONS, PROGRAM EVALUATIONS, INITIAL PROGRAM AUTHORIZATION AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE.

**00508000.      Facility Files      EVT+10      DEST      Y**

THIS SERIES APPLIES TO SELF-CERTIFIED MATERIAL RECOVERY FACILITIES (MRF). RECORDS AND DOCUMENTS IN THIS SERIES ARE: ANNUAL REPORTS, COMPLAINTS, INSPECTIONS, APPROVALS AND SIGNIFICANT CORRESPONDENCE INTERPRETING PROGRAM COMPLIANCE. NOTE: REFER TO SOLID WASTE RDA FOR COMPOST AND TIRE FACILITIES.

**00509000.      Council on Recycling      EVT+5      SHSW      Y**

RECORDS AND DOCUMENTS IN THIS SERIES INCLUDE: ANNUAL REPORT TO LEGISLATURE, COUNCIL MEETING AGENDAS, MINUTES AND COMMITTEE REPORTS.

**00510000.      Newsprint Recycled Content      EVT+10      SHSW      Y**

**/026/      WASTE & MATERIAL MANAGEMENT**

RECORDS AND DOCUMENTS IN THIS SERIES ARE ANNUAL REPORTS FROM NEWSPAPER PUBLISHERS, NON-COMPLIANCE LETTERS AND SUMMARY OF DATA.

**00511000.      Waste Reduction and Recycling Policy Documentation      EVT+10      SHSW      Y**

RECORDS IN THIS SERIES INCLUDE PROGRAM DEVELOPMENT, DIRECTION AND COMPLIANCE DOCUMENTS, SUCH AS STRATEGIC DIRECTION, PUBLIC SOMMENTS, BILL ANALYSIS, WASTE GENERATION REPORTS AND TRENDS, VARIANCES UNDER EFFECTIVE RECYCLING PRORAM STATUTE AND GUIDANCE DOCUMENTS. NOTE: OTHER KEY POLICY RECORDS ARE COVERED IN DNR-WIDE RECORDS SCHEDULE OF ADMINISTRATIVE RULES-BOARD ORDERS. EVENT = DNR RECYCLING MANAGEMENT DECISION THAT PARTICULAR POLICY ISSUE IS SUPERCEDED OR OBSOLETE.

**00512000.      Waste Reduction and Recycling Public Information Materials      EVT+3      DEST      Y**

RECORDS IN THIS SERIES INCLUDE PUBLICATIONS DEVELOPED FOR GENERAL OUTREACH, TECHNICAL PAPERS, NEWSLETTERS. DIRECTORIES, FACT SHEETS, PRESS RELEASES, NEWSPRINT SUMMARY REPORTS AND NOTICES (ALSO INCLUDES WEB MATERIALS ON INTRANET AND INTERNET THAT ARE NOT DUPLICATES OF MEDIA MATERIALS).

**00513000.      Waste Reduction and Recycling Non-Essential Correspondence      EVT+1      DEST      Y**

SERIES INCLUDES INFORMATION AND DOCUMENTS ON OTHER STATE AND FEDERAL PROGRAMS AND VERY ROUTINE TYPES OF DOCUMENTS GENERATED SUCH AS EMAIL MESSAGES, WORKING NOTES, POST-IT NOTES, ROUTING SLIPS AND INVOICES.

**00516A00.      BRRTS and R&R Ad Hoc Reports and Query Results      EVT      DEST      Y**

Records in this series include reports generated to respond to an open records request or other specific inquiry, data query, or other one-time or specific event. Reports can be generated as needed throughout the year.

**00260B00.      LAND RECYCLING LOAN PROGRAM PROJECT FILES      EVT+20      DEST      Y**

Under ss. 281.60 and 281.59, Wis. Stats., and ch. NR 167, Wis. Adm. Code provides loans to assist qualified municipalities to remedy environmental contamination of sites or facilities at which environmental contamination has affected or threatens to affect groundwater or surface water. This series includes project files that document the terms and conditions of the loan, including loan applications and all attachments, agreements, amendments, project plans, and final reports.

**00515000.      BRRTS (Bureau for Remediation & Redevelopment Tracking System) Databas      P      PERM      Y**

Summary of site data and site history: series includes continuous electronic database records (currently in Oracle) summarizing each Remediation & Redevelopment program site that has been identified. The database is updated regularly. Current database includes:

- PreCERCLIS,
- Voluntary Party Liability Exemption sites,
- Brownfields environmental assessment program sites,
- Site assessment grants,
- Sustainable Urban Development Zone grants,
- Land recycling loans,
- Brownfields greenspace grant sites,
- Brownfields sites,
- Federal superfund site assessment sites,
- Federal superfund removal sites,
- UST site assessment and tank removal sites,
- State funded response sites,
- Consultant and contractor records, and
- Registry of waste disposal sites.

The system provides summaries of historical data and tracks key actions including site identification, cleanup determination, total fees submitted, and historical property data. Note: A copy of the BRRTS database in searchable format is located on the DNR intranet site.

Summary remediation and redevelopment information is needed permanently to continue to provide prospective purchasers and other interested parties with information as to whether or not a parcel of land was ever identified as a hazardous susbstance discharge site, whether or not an environmental investigation or cleanup was monitored by the DNR for that parcel, and whether or not restrictions on land use or groundwater use have been required.

**00515A00.      BRRTS Database Detailed Cleanup Data      EVT+10      DEST      Y**

This series includes routine detailed data relating to site investigation and cleanup, including details regarding fee payments and key data on project status that needs to be maintained to track progress through cleanup completion.

**00515B00.      BRRTS and R&R Working File Maintenance Data      EVT      DEST      Y**

**/027/      REMEDIATION & REDEVELOPMENT**

This series includes short-term value electronic data related to remediation & redevelopment projects. Data in this series is maintained in BRRTS, program Access databases and Excel spreadsheets. It consists of routine file maintenance data, e.g., valid additions, changes and deletions, detailed transaction data, and data indicating status of project review and approval, fee status, and contact information. If there are changes or updates in these areas, the data file may be updated to reflect the most current information only.

**00516000.      BRRTS and other R&R Regular Reports      CR+3      DEST      Y**

Records in this series include annual summary reports, EPA reporting summaries, and other regularly scheduled reports. Records are usually generated for reporting purposes, and they provide regular snapshots of project status, fee collections, and management reporting. These may be generated from BRRTS or other R&R systems that will eventually be merged into BRRTS. Includes but not limited to reports on the following R&R program categories : PreCERCLIS, Voluntary Party Liability Exemption sites, Brownfields sites, Site assessment grants, Sustainable Urban Development Zone program, Land recycling project sites, Federal superfund sites, UST sites, Registry of Waste Disposal Sites, and State funded response sites.

**00518000.      Remediation and Redevelopment Working Data      EVT+1      DEST      Y**

Records series covers sites and issues that the Department tracks for remediation and redevelopment purposes. Data, currently in Access databases, Excel spreadsheets or other datasets, will eventually be merged into BRRTS Oracle database. All databases contain key data about environmental sites and issues. Key data from each database or dataset needs to be retained until it is merged into the BRRTS Oracle database. Includes but is not limited to the following databases:

- Registry of Waste Disposal Sites Database, currently Access: Under s. 292.31, Wis. Stats., the Department is required to compile and maintain an inventory of sites or facilities which may cause or threaten to cause environmental pollution, for publication.
- UST (Underground Storage Tank) Sites Assessment Data - Clean Closure Sites and Problem Sites, currently Access
- Abandoned Containers Program Data
- Brownfield sites, Dry cleaner, VPLE sites, etc.

**00519000.      R&R Working Database System Documentation      EVT      DEST      Y**

Records in this series document working electronic databases, currently Access and Excel spreadsheets, for R&R programs not yet incorporated into BRRTS Oracle system. Series includes complete information on the design and modifications to each database, including sufficient instructions to enter data, access information and maintain records. Complete documentation is needed for the life of data files so they will continue to be readable in the current format as needed. Maintain complete documentation to use each system until it the program function and all data from the old system is merged into the BRRTS Oracle database.

**00522000.      UST Site Reports      P      PERM      Y**

The DNR maintains responsibility for the Underground Storage Tank (UST) program in conjunction with the Department of Commerce. Per 40 CFR 280.72 (Code of Federal Regulations) and sections Comm 10.734 and 10.805, Wis. Adm. Code, completion of a site assessment is required whenever certain types of underground storage tanks are closed or undergo a change in service. Copies of reports are submitted to the DNR, as required by section NR 706.11 (3), Wis. Adm. Code. Records in this series include reports that indicate the tank did not leak (clean closure sites) and reports identifying UST sites that do not meet standards for clean closure (problem sites). Problem sites require further DNR involvement. Site reports are used to investigate environmental contamination, environmental audits for property transactions and liability issues.

**00523000.      Abandoned Containers Program Case Files      P      PERM      Y**

Under chapter NR 704, Wis. Adm. Code, the Department provides funding and contracts with private firms to clean up abandoned containers of potentially hazardous materials for environmental protection purposes. Series includes abandoned container notification memo or equivalent, reporting location, date, documents identifying the container and its contents, and cleanup reports from contractor. May also include copies of invoices, funding requests and correspondence.

- 1983 - ca. 1989 records were maintained in Madison Central Office.
- Effective 1990, records are maintained in Regional Headquarters offices, filed by county of occurrence.

**00524000.      Brownfield Site Case Files      P      PERM      Y**

Under chapter 292, Wis. Stats. and the NR 700 rules series, Wis. Adm. Code, the Department monitors brownfield sites requiring environmental cleanup. The Department is required to monitor sites, cooperate with other agencies and submit reports evaluating the effectiveness of Wisconsin efforts to remedy contamination of and to redevelop brownfields. Case files on each site identified contain all site investigation and cleanup records as well as records documenting grant funding for the properties, including the following types of grants.

- Brownfields Green Space and Public Facility Grants: Funding to preserve or create green space, develop recreational areas or use brownfields property for local government public projects.
- Brownfields Site Assessment Grants: The Department funds projects to take preliminary actions at brownfields properties for project assessment.
- Sustainable Urban Development Zone Grants: The Department provides funding to local governments for the assessment, investigation and cleanup of brownfield properties in selected cities.
- Federal Brownfields Tax Incentive Records: Records identifying brownfields site and taxpayer who incurs remediation expenses on a property that is held in a trade or business.

Records in these case files include forms and reports that identify and describe the property as a brownfield site targeted for cleanup efforts, site monitoring reports and results and correspondence with parties interested in cleanup projects. Series also includes records documenting all terms and conditions to receive project funding, including grant applications and all attachments, agreements, amendments, project plans, and final reports.

Brownfield contamination may have a long-term impact on the environment, including land and groundwater. Long-term retention is

**/027/      REMEDATION & REDEVELOPMENT**

also needed for the Department to protect human health and safety, by monitoring the site and reports submitted through final cleanup to ensure that sites continue to be used as specified in terms and conditions for receipt of grant funding. Records need to be retained until completion of any projects related to the site and the final Department determination (decision) that all standards have been met) + 20 years.

**00525000.      Federal Superfund Case Files      P      PERM      Y**

Under chapter 292, Wis. Stats., and the NR 700 rule series, Wis. Adm. COde, the Department works cooperatively with the U.S. EPA to oversee the investigation and remediation of Federal Superfund sites. Case files on each Superfund site contain all site investigation and cleanup records including, but not limited to, contamination identification and related data, reimbursement documents, site monitoring reports, project plans, correspondence and final reports. Key data on each project will be maintained in electronic BRRTS data files.

**00526000.      State Funded Response Case Files      P      PERM      Y**

Under chapter 292, Wis. Stats. and the NR 700 rule series, Wis. Adm. Code, the Department utilizes the state environmental fund to investigate, cleanup and monitor contaminated sites with environmental or public health concerns, where no responsible party is willing or financially able to take necessary actions. Case files include documents identifying the contamination site, contamination data and laboratory results, investigation reports, and cleanup efforts. Key data on each project will be maintained in electronic data files.

**00527000.      Voluntary Party Liability Exemption (VPLE) Program Case Files      P      PERM      Y**

Under section 292,15, Wis. Stats. and the NR 700 rule series, Wis. Adm. Code, the VPLE program allows any party to voluntarily investigate and remediate a contaminated property and receive the Voluntary Party Liability Exemption (VPLE). Once the Department approves the cleanup, a Certificate of Completion is issued to provide the party who conducted the cleanup and future owners of the property with exemptions from environmental liability in perpetuity as long as certain conditions have been met. Records include VPLE application forms, relevant correspondence and documentation of the project and a certificate of completion. These files, including the VPLE Application and Certificate of Completion identify responsible parties for cleanup, meet public property liability concerns and need to be retained permanently for long-term enforcement/environmental information.

**00528000.      Dry Cleaner Environmental Response Program Case Files      P      PERM      Y**

Records in this series monitor site cleanup, under section 292.65, Wis. Stats., related to the discharge of dry cleaning product to the environment. The Department monitors actions to halt the discharge, contain and remove discharged dry cleaning product, and remove contaminated soil and water in order to restore the environment and to address the harmful effects of the discharge to air, lands, and waters of the state. The department keeps records and statistics on the program and periodically evaluates program effectiveness. Records in this series may also include copies of grant agreements and projects for cleanup. Records have long term value because residual contamination may pose a threat to public health, safety, or welfare.

**00532000.      Spills Program Case Files      CR+100      SHSW**

Persons who cause a discharge of a hazardous substance to the environment are required to immediately notify the Department of that discharge by telephone, telefax, visiting the department, or telephoning a 24-hour Department hotline, per ch. NR 706, Wis. Adm. Code. Notification requirements and containment, cleanup disposal and restoration requirements are further specified in the NR 700 rule series, Wis. Adm. Code. Records in this series document the spills report and followup actions for each discharge case. Records include:

- Reports of Toxic and Hazardous Spills (form 4400-91);
- Additional information regarding spill location, date, contents of the spill that responsible parties may document and submit concerning the discharge,
- Pertinent correspondence
- Cleanup reports.

Data from spills reports is entered into BRRTS (Bureau for Remediation & Redevelopment Tracking System) Database (RDA # 370/515). Spills Coordinators reference spill reports for regulatory purposes and to respond to requests for information about property contamination. Long-term retention of case files is needed to protect the public interest and determine liability for residual contamination that may be discovered in the future.

**00533000.      GIS Registry Summary Data      P      PERM**

The Department lists all closed (no further action required) remediation sites where groundwater contamination exceeds chapter NR 140 groundwater enforcement standards on the Geographic Information System (GIS) Registry of Closed Remediation Sites, per s. 292.55, Wis. Stats. All closed cases where soil contamination exceeds chapter NR 720 generic or site-specific soil standards will also be listed on the GIS Registry of Closed Remediation Sites. The GIS Registry is a web-based spatial layer of site data. GIS Registry points represent the centers of closed remediation sites, displayed as shape files on a map overview. The application currently uses ArcView software to spatially reference and display digitized properties on screen. Data is entered from the GIS Registry of Closed Remediation Sites Submittal form or captured electronically using GPS software. It includes BRRTS ID, location of property on which the source of contamination was found, closure conditions, and other contamination data. The Registry also contains scanned or digitized images of documents related to a closure request, such as the property deed(s), DNR GIS Registry of Closed Remediation Sites - Submittal Page and DNR Convey Sheet for GIS Registry, for each site and relevant contaminant information for all properties affected.

After scanning into the GIS Registry, these documents are filed into the appropriate Remediation and Redevelopment Site Case file for

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the particular property, i.e., UST, Abandoned Container, Brownfields, Superfund, State Funded Response, Hazardous Substance Spills, Dry Cleaner Environmental Response. Land Recycling, or Spills Program Sites. (RDAs 522 - 532).

The BRRTS Database (RDS # 370/515) contains some of the same data elements that are in the GIS Registry, but GIS Registry source data is captured separately from BRRTS, on the Submittal form and via GPS transfer of data. A copy of the GIS Registry is mad available to the public via the Department's Internet Web page.

Well drillers are required to check with Digger's Hotline to determine if the property where they are proposing to install a new well or improve an existing well is listed on the GIS Registry in order to determine if special well casing requirements apply. Prospective purchasers and other interested persons will need access to the GIS Registry to determine whether there is residual soil contamination on the property that they are interested in, and whether land use restrictions have been required as a condition of case closure. The Department needs to maintain summary information about each site permanently to meet ongoing reference needs for prospective purchasers, landowners, environmental consultants, real estate agents, lenders, public health officials and well drillers.

**00534000.      GIS Registry Sites Detail Data - No Longer Contaminated      EVT+10      DEST**

Many GIS sites are expected to remain on the GIS Registry permanently. This record series covers data on any sites where the groundwater contamination is reduced to the point that the groundwater contamination no longer exceeds chapter NR 140 groundwater enforcement standards or soil contamination no longer exceeds chapter NR 720 soil cleanup standards, or both. In these rare cases, the responsible party may request the Department to approve of "clean closure" and remove the site from the GIS Registry. In these cases, data and relevant scanned images may be removed from the GIS Registry and archived for 10 years.

The data submitted to DNR regarding the request for "clean closure" will be placed in the site case file.

Retention: EVENT (Date DNR determines that groundwater and soil contamination levels are reduced to levels that no longer exceed groundwater enforcement standards or soil cleanup standards, making the case eligible for "clean closure") + 10 years and destroy.

NOTE: BRRTS will also be updated, and the site will continue to be listed in BRRTS. Closure history information is maintained in the paper site file, and will be retained as specified in RDAs for site case files.

**00535000.      LUST Trust Fund Case Files      EVT+10      SHSW**

RECORDS IN THIS SERIES DOCUMENT REMEDIAL ACTIONS TAKEN BY THE DEPARTMENT AT LUST SITES USING FEDERAL LUST TRUST FUND GRANT DOLLARS FROM APPROXIMATELY 1987 - 1994 WHEN THE DEPARTMENT STOPPED USING FEDERAL GRANT DOLLARS TO HIRE CONTRACTORS TO INVESTIGATE OR CLEANUP LUST SITES. RECORDS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DOCUMENT TYPES:

- \* PROGRESS REPORTS
- \* SITE MAPS
- \* LABORATORY DATA
- \* TRUST FUND GRANT RECORDS FOR EACH CASE
- \* RELEVANT CORRESPONDENCE REGARDING REMEDIAL ACTIONS

**00003000.      RECREATIONAL SAFETY COURSE INFORMATION      CR+70      DEST**

Under ch. 29, Wis. Stats., instructors provide safety training classes To Private Citizens On Boating, Bowhunting, Hunting, Snowmobiling, And All Terrain Vehicles (ATVs). Records in this series document identifying information for students including pass/fail status, instructor information such as which course(s) they're certified to teach, identifying information and background check materials. The instructor completes the Class Roster Sheet, verifies students who successfully complete the required training and redlines no'shows, and failures. Series includes registration records for no shows and failed students. Evidence of failure needs to be retained for the estimated lifetime of the student. Those who fail are not certified; the instructor marks "NO" on the Student Safety Course Registration form 8500-068 in the certified field and may include notes indicating reasons for failure. Also includes all class start cards (Safety Course Registration form 8500-066), instructor cards, student information and completed Class Roster forms.

Central LE Bureau files these records chronologically by completion date and then alpha by county. Retain paper for one year and destroy the paper record provided the source document was microfilmed. All information except student failure is entered into LESR.

NOTE:  
 \* old RDAs 370/00004000, 00004A00, 00004B00, 00005000 AND 00005A00 are incorporated into this series  
 \* The Safety Course Instructor Cards from 1967-2005 were placed on microfilm but haven't been verified. It is unlikely that the Bureau of Law Enforcement will have the resources to verify this data in the future. Therefore, this set of paper cards will be retained for the entire 70-year retention unless funds are obtained to do the verification.

**00007000.      SPECIAL INVESTIGATION CASE FILES      EVT+15      SHSW      N**

Records series includes Investigation Case Files Created In Response To Chapter 29, Wis Stats., Relating to Illegal Use Of Fish And Game and other natural resources. These case files Document Undercover, covert operations of serious violations. Series includes all investigation, charges, Department findings and actions needed as supporting evidence, copies of legal proceedings, testimony, and briefs. This series also documents multi-state and federal undercover "sting" operations such as "Operation Gillnet, Mesabi, CanAm" cases, etc. Certain case files may contain undercover names of the investigators. These records contain prosecuted, unpursued and unprosecuted cases.

CONFIDENTIAL TREATMENT OF FILES IS REQUIRED.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/030/      LAW ENFORCEMENT**

**00007A00.      SPECIAL INVESTIGATION CASE DATABASE      EVT+25      DEST      N**

Database (currently Access) relating to illegal use of fish and game and other natural resources. Data includes case number, names of individuals and organizations, charges, dates and key actions. Data is maintained for long-term reference purposes.

**00037000.      COMPLIANCE ORDERS & REFERRALS - CRIMINAL AND CIVIL ENVIRONMENT      EVT+10      DEST      Y**

Records in this series include compliance orders and recommendations to refer violations of U.S. or state environmental protection statutes/ Administrative Codes for civil or criminal prosecution. Regional Environmental Enforcement Specialists or Environmental Wardens draft Orders and administrative staff for approvals.  
 \* COMPLIANCE ORDERS: Regional Environmental Enforcement Specialists typically draft orders. Draft documents are confidential. Final orders are public records. The Environmental Enforcement Specialist who drafted the order maintains the official file. Central LE Office in Madison keeps reference copies  
 \* CIVIL AND CRIMINAL REFERRAL MEMOS: Records document environmental violations including the findings of investigations, descriptions of evidence, legal documents, testimony, etc. Records can also include those from multi-state and/or federal jointly conducted investigations. Some records may contain confidential names of investigators and/or informants. The Environmental Enforcement Specialist of Environmental Warden who drafted the referral, maintains the official case files. These records are considered confidential. Central office keeps reference copies of the Case Investigative Report (criminal) or Referral Memo (civil) and accompanying letters.

**00054000.      CAR KILL DEER PERMITS      FIS+2      DEST      Y**

Under s. 29.06 , Wis. Stats. The Bureau of Law Enforcement is authorized to issue permits for car kill deer in Wisconsin. The permit is used to process deer killed on roadways in the State.

**00055000.      DNR SEIZURE, CONFISCATION AND SALES CASE FILES      FIS+6      DEST      N**

Records series covers enforcement records that wardens and officers create for seizures, disposition and sales of equipment and animals used or held in violation of fish and game laws under s. 29.931, Wis. Stats. Includes records related to the seizure and confiscation of fish, game and apparatus seized by conservation wardens, the seizure and confiscation forms, and other records needed to verify and document Department seizure, confiscation, sales and disposition actions. DNR action may be taken as a result of a citation, and retention requirements that correspond with the retention of citations.  
  
 NOTE: Bureau of LE keeps a set of these records to provide chain of custody information. Bureau of Finance keeps their own records to document monies received and disbursed.

**00097000.      DESIGNATED MOORING AREA (DMA) CASE FILES      EVT+30      SHSW      N**

Per S. 30.773, Wis. Stats. and federal requirements, the Department is authorized to approve or deny applications from municipalities with jurisdiction over navigable waters for Designated Mooring Areas (DMA). Records in this series include applications, ordinances, waterway marker permits and review materials for DMAs which are approved, denied or pending administrative review hearings. May also include revisions to ordinances, appeals, and reapplications and review hearing records. Hearings may entail review of other cases, including past practices, consistent Departmental decisions and precedents.

**00103000.      LOCAL ORDINANCE & WATERWAY MARKER PERMIT CASE FILES      P      PERM      N**

Local municipalities are required to submit Local Boating Ordinances Enacted Under S. 30.77, Wis. Stats. to be Maintained On File in the DNR Bureau of Law Enforcement. Records in this series the local ordinances and Waterway Marker Applications, Approvals And Denials. Files Contain Current and Historical Information About Each Municipality's Water Regulations And Buoy Permits. Records Justify Local Regulations and Are Accessed Daily by Law Enforcement Personnel. Records Are frequently Cross-Referenced With Each Other regarding Joint Jurisdiction Waters.  
  
 Permanent justification: The Department is the keeper of all local boating ordinances in the state.

**00146000.      CITATIONS & ARRESTS      CR+50      DEST      N**

Record series covers citations that wardens, rangers or other Natural Resources enforcement officers issue to offenders for the following types of violations: Natural Resource violations under ss. 23.54 and 29.921, Wis. Stats., Uniform Traffic Citations, Juvenile Alcohol Tickets, etc. The DNR enforcement officer provides copies of the citation to the defendant and the courts. After the case is closed, the officer forwards a copy to Central Madison Bureau of Law Enforcement for DNR data entry, and also keeps a paper hard copy.  
  
 Records are maintained to verify convictions and to provide to law enforcement officers within and outside the Department in response to requests for copies of citations issued for use in ongoing fish, wildlife and environmental investigations, special investigations or other types of enforcement actions.  
  
 NOTE: For Park citations, the Chief Ranger, Madison also receives copies of NR citations issued and cases that involve vehicle pursuit and use of force.

**00148000.      ENVIRONMENTAL CRIMINAL INVESTIGATION CASE FILES      EVT+10      DEST**

**/030/      LAW ENFORCEMENT**

Investigation Case Files Are Created during the course of investigation or due to potential Violations Of Environmental Laws. Records In This They Document Environmental Violations, Investigations, Charges And Findings and include Copies Of Legal Documents, Warrants, Testimony, Briefs, Etc. Also includes Multi-State And Federal Jointly Conducted Investigations. Some Records In This Series May Contain the Names Of Confidential Sources of information. These records are to be treated as confidential (at least until the investigation and any related enforcement action is complete).

Central database contains case action and status updates for management purposes. Paper records need to be kept for potential court action.

**00900000.      LESR LAW ENFORCEMENT SAFETY DATA - ORACLE      CR+100      SHSW      N**

Records series covers electronic data log (currently Oracle) for law enforcement education activities. Data includes instructor names and addresses, students, classes and class dates for hunting, boating, ATV and snowmobile safety program classes and activities. Data is useful for program administration, reporting, planning, and statistical analysis.  
NOTE: This database contains electronic information outlined in 00003000 except for student failure information.

**00901000.      NOTICE OF INTENT TO PATROL      CR+2      DEST      N**

Under Chapters 23,30, and 350, Wis. Stats., in order to be eligible for inclusion in the state aids program, counties, local units of government or groups of municipalities must file a "Notice of Intent to Patrol" form 8700-059, notifying the Department that they will operate any or all of the following: Municipal water safety patrol (s. 30.79(5), Wis. Stats. and NR 50.13 Wis. Adm. Code), County snowmobile patrol, (s. 350.12(4), Wis. Stats. and NR 50.12, Wis. Adm. Code), County all-terrain vehicle patrol (s. 23.33(9), Wis. Stats. and NR 64.15, Wis. Adm. Code)

Municipal Boat, Snowmobile and ATV law enforcement services submit Annual "Intent to Patrol Notices" to the LE Bureau for the upcoming Boat, Snowmobile and ATV activity seasons.

This series covers the Department copy of the agreement, filed in the Bureau of Law Enforcement.

**00902000.      MUNICIPAL BOAT/SNOW/ATV PATROLS      CR+5      DEST      N**

This series contains the records submitted by the local units of government or groups of municipalities regarding thier patrols authorized under the Notice of Intent to Patrol form 8700-059 (RDA00900000) and includes daily logs, operator logs, copies of patrol issued citations, and monthly logs of violations.

**00903000.      CASETRACK DATA - ENVIRONMENTAL LAW ENFORCEMENT      P      PERM      N**

This electronic database contains data on DNR environmental enforcement actions and may be used to track case status, identify paper case files and is provided to DNR staff for regulatory and reference purposes. The database (currently Oracle) contains case number, case title, names, key actions and dates, including case close date.

PERMANENT: The records in this series document environmental violations to the natural resources of Wisconsin. We need a permanent record of the violations and actions taken.

**00903A00.      CASETRACK SYSTEM DOCUMENTATION      EVT+3      DEST      N**

Records in this series document the design, development and operational procedures for the Casetrack electronic database, including paper applications design documents and materials related to application changes and revisions. Documentation is needed for as long as the Casetrack system is in operation and related files need to be accessed retrieved.

**00001000.      RESEARCH PROJECTS      EVT+6      SHSW**

Memorandum Of Understanding And Associated Documentation Between The Us Geological Survey And The Department Of Natural Resources For Research, Monitoring, And Related Data Pertaining To Water Resources And Other Department Disciplines.

Records Consist Of Contract, Annual Supplements, Project Proposal Or Project Summary, And Reports As Required By The Specific Projects. Also Includes Description Of Projects, Funding Sources, Liasons, Invoices And Vouchers.

Records Are To Be Maintained For 6 Years After Completion And Acceptance Of The Project By The Department And Transferred To The State Historical Society, Provided That The Agency Has Resolved Any Dispute To Which An Audit Exception Has Been Taken.

**00009000.      COOPERATIVE RESEARCH      EVT+6      SHSW**

Agreements And Associated Documentation With The University Of Wisconsin, Out Of State Schools, And Individuals For Research Projects On Natural Resources And/Or Related Disciplines. Projects Covered Are Varied And Include

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Research, Investigations, And Studies Relating To Forests, Fish, Game, And Other Natural Resource Issues.

Records Include Agreements, Project Proposals And General Information Specific To The Project. The Final Product Is A Written Report Prepared By The Principal Investigator (Rda 00009A00).

Records Are To Be Maintained For 6 Years After Completion And Acceptance Of The Project And Transferred To The State Historical Society, Provided That The Agency Has Resolved Any Dispute To Which An Audit Exception Has Been Taken.

**00009A00.      COOPERATIVE RESEARCH REPORTS      P      PERM**

Cooperative Research Reports On Research Projects By The University Of Wisconsin, Out-Of-State Schools, And Individuals On Natural Resources And/Or Related Disciplines. Projects Covered Are Varied And Include Research, Investigations, And Studies Relating To Forests, Fish, Game, And Other Natural Resources.

The Reports Are Maintained In The Technical Library With Copies Going To The Historical Society.

**00084A00.      LABORATORY CERTIFICATION OPERATIONAL CORRESPONDENCE-WORKIN      EVT      DEST      Y**

Records Series Includes General Correspondence Between Labs And The Department That Is Not Related To Other Functions In The Group Of Laboratory Certification Records. Correspondence Is Of A Routine Nature. The Dnr Has A Department-Wide Schedule (370/00084) Covering Operational Correspondence Throughout The Agency.

Working Copies. All Locations. Retain Until Not Needed And Destroy.

**00150C00.      EA/EIS ELECTRONIC INVENTORY DATA      EVT+10      DEST      Y**

Memorandum Of Understanding And Associated Documentation Between The Us Geological Survey And The Department Of Natural Resources For Research, Monitoring, And Related Data Pertaining To Water Resources And Other Department Disciplines.

Records Consist Of Contract, Annual Supplements, Project Proposal Or Project Summary, And Reports As Required By The Specific Projects. Also Includes Description Of Projects, Funding Sources, Liasons, Invoices And Vouchers.

Records Are To Be Maintained For 6 Years After Completion And Acceptance Of The Project By The Department And Transferred To The State Historical Society, Provided That The Agency Has Resolved Any Dispute To Which An Audit Exception Has Been Taken.

**00175000.      EPA FORM R OR FORM A      EVT+3      DEST      Y**

SELECTED FACILITIES ARE REQUIRED TO SUBMIT FEDERAL FORM R OR FORM A, TOXIC CHEMICAL RELEASE INVENTORY REPORTING FORMS, TO THE U.S ENVIRONMENTAL PROTECTION AGENCY (EPA) AND WISCONSIN DNR, UNDER 42 USC 11023, SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA) OF 1986, SECTION 313 AND S. 323.60(5)(D) TO (F), WIS. STATS., AND CH. WEM 3, WIS. ADM. CODE. THESE FORMS CONTAIN IDENTIFICATION AND CERTIFICATION INFORMATION ABOUT EACH FACILITY AND CHEMICAL-SPECIFIC INFORMATION ABOUT ENVIRONMENTAL EMISSIONS, RELEASES, AND OFFSITE TRANSFERS (TRANSPORTATION) OF CERTAIN CHEMICALS. PER FEDERAL REQUIREMENTS, APPROXIMATELY 880 FACILITIES REPORT ANNUALLY, TO BOTH THE EPA AND DNR. ANOTHER 25 FACILITIES REPORT ONLY TO DNR PER STATE REQUIREMENTS. WISCONSIN RECEIVES THESE FORMS IN PAPER FORMAT OR ELECTRONICALLY THROUGH THE STATE NODE AS PART OF EPA'S CENTRAL DATA EXCHANGE (CDX). THE ELECTRONIC FORMS ARE RETAINED IN XML FORMAT IN DNR'S TRI SUBMISSIONS DATABASE.

RETENTION: EVENT (SUBMITTAL DEADLINE FOR REPORTING YEAR OR DATE OF REVISED SUBMITTAL) + 3 YEARS & DESTROY.

**00176000.      TRI SUBMISSIONS DATA      EVT+3      DEST      Y**

THIS ELECTRONIC ORACLE DATABASE, CAPTURES KEY IDENTIFIER DATA FROM EPA FORMS RECEIVED BY THE WISCONSIN STATE CDX NODE. THE TRI DATABASE INCLUDES THE FOLLOWING DATA ELEMENTS:

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- FACILITY IDENTIFICATION, CONTACTS, ETC.
- TOXIC CHEMICAL IDENTIFICATION
- ON-SITE WASTE TREATMENT METHODS AND EFFICIENCY
- TRANSFERS TO OTHER OFF-SITE LOCATIONS
- SOURCE REDUCTION AND RECYCLING ACTIVITIES

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf) AND [HTTP://DOTNET/BMSRECORDS/RECELEC.HTM](http://dotnet/bmsrecords/recelec.htm).

RETENTION: EVENT (SUBMITTAL DEADLINE FOR REPORTING YEAR OR DATE OF REVISED SUBMITTAL) + 3 YEARS & DESTROY.

**00190000.      LABORATORY CERTIFICATION CERTIFICATES/APPLICATIONS      EVT+10      DEST      Y**

RECORDS SERIES INCLUDES, BUT IS NOT LIMITED, TO THE FOLLOWING:  
 - APPLICATION MATERIALS INCLUDING APPLICATION FOR CERTIFICATION/REGISTRATION, COVER LETTER, LIMIT OF DETECTION (LOD) DATA, INITIAL DEMONSTRATION DATA, AND COPY OF APPLICATION REVIEW LETTER FROM THE DEPARTMENT AND INITIAL REFERENCE SAMPLE RESULTS REQUIRED FOR APPROVAL.  
 - CERTIFICATE MATERIALS INCLUDING CERTIFICATE, TRANSMITTAL LETTER, CORRESPONDENCE FROM LABS IN REGARD TO PROBLEMS WITH THE CERTIFICATE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (DATE CERTIFIED OR DENIED) + 10 YEARS AND DESTROY.

**00191000.      LABORATORY CERTIFICATION PT SAMPLES      CR+3      DEST      Y**

RECORDS SERIES INCLUDES, BUT IS NOT LIMITED TO: PT SAMPLE FORMS USED BY THE STATE LAB OF HYGIENE, EPA OR APPROVED COMMERCIAL SUPPLIERS TO COLLECT REFERENCE SAMPLE DATA. SERIES INCLUDES PT SAMPLE FINAL REPORTS, CORRESPONDENCE BETWEEN LABS AND THE DEPARTMENT REGARDING FAILURE OF PT SAMPLES. LABORATORIES ARE REQUIRED TO SUBMIT PT SAMPLES ANNUALLY.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (CREATION) + 3 YEARS AND DESTROY.

**00192000.      LABORATORY AUDITS      EVT+10      DEST      Y**

PROGRAM PERSONNEL IN CENTRAL OFFICE OR REGIONS CONDUCT AUDITS FOR EACH LAB EVERY 3 YEARS. RECORDS SERIES INCLUDES, BUT IS NOT LIMITED TO: AUDIT APPOINTMENT LETTER, AUDIT REPORT, LABORATORY RESPONSE TO AUDIT, DATA SUBMITTAL FILES, DATA REVIEWS AND FOLLOW-UP RESPONSES. THE OFFICE THAT CONDUCTED THE LABORATORY AUDIT RETAINS THE OFFICIAL COPY OF RECORD.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (AUDIT CLOSED) + 10 YEARS AND DESTROY.

**00193000.      LABORATORY QUALIFICATION STATEMENTS      EVT      DEST      Y**

RECORDS SERIES INCLUDES RESUMES AND OTHER MATERIALS USED BY LABORATORIES TO DOCUMENT QUALIFICATIONS FOR INDIVIDUALS QUALIFIED TO PERFORM CERTAIN LABORATORY TESTS. RECORDS IN THIS SERIES APPLY ONLY TO BIO-MONITORING AND DRINKING WATER LABS. QUALIFICATIONS ARE DETERMINED BY EPA REQUIREMENTS AND IN LABORATORY CERTIFICATION ADMINISTRATIVE RULES.

MADISON CENTRAL OFFICE MAINTAINS RECORDS FOR AS LONG AS THE INDIVIDUAL WORKS AT THE PARTICULAR LAB. AFTER INDIVIDUALS LEAVE EMPLOYMENT WITH PARTICULAR LABS, QUALIFICATION STATEMENTS ARE NO LONGER RELEVANT. DNR STAFF MAY IDENTIFY OBSOLETE STATEMENTS DURING LABORATORY AUDITS, OR WHEN REPLACEMENT QUALIFICATION STATEMENTS ARE SUBMITTED. LABS ARE REQUIRED TO MAINTAIN THESE STATEMENTS DOCUMENTING QUALIFICATIONS OF STAFF. DNR PERSONNEL AUDIT THESE MATERIALS DURING ON-SITE EVALUATIONS.

RETENTION: EVENT (QUALIFYING INDIVIDUAL LEAVES LAB) AND DESTROY.

**00194000.      LABORATORY CERTIFICATION QUALITY MANUALS AND SOP (STANDARD O      EVT      DEST      N**

RECORDS SERIES INCLUDES PLANS THAT LABORATORIES ARE REQUIRED TO FILE WITH THE DEPARTMENT, AND UPDATE AS REVISED OR AMENDED. INCLUDES, BUT IS NOT LIMITED TO, QUALITY ASSURANCE PLANS, STANDARD OPERATING PROCEDURES (SOP'S) THAT DETAIL METHODOLOGIES USED IN TESTING SAMPLES.  
 CONFIDENTIAL: PER SS 144.95(7) (B) 3.B., LABORATORIES MAY REQUEST CONFIDENTIAL TREATMENT OF CERTAIN DATA OR INFORMATION RELATING TO UNIQUE METHODS OF PROCESSES IF THE DISCLOSURE OF THOSE METHODS OR

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PROCESSES WOULD TEND TO ADVERSELY AFFECT THE COMPETITIVE POSITION OF THE LABORATORY.  
 ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF)  
 RETENTION: EVENT (SUPERSEDED BY REVISED PLAN OR SOP) AND DESTROY.

**00195000.      LABORATORY CERTIFICATION ENFORCEMENT ACTION CASE FILES      EVT+15      DEST      Y**

RECORDS SERIES INCLUDES ENFORCEMENT ACTION CASES THAT THE DEPARTMENT INITIATES AGAINST LABORATORIES FOR FAILURE TO COMPLY WITH CRITERIA AND PROCEDURES FOR CERTIFICATION/REGISTRATION, AS OUTLINED IN ADMINISTRATIVE RULE NR 149. SERIES COVERS THE FOLLOWING:  
 - NOTICE OF NON-COMPLIANCE (NON),  
 - NOTICE OF VIOLATION (NOV),  
 SERIES ALSO INCLUDES DETAILED DOCUMENTATION OF THE LABORATORY'S FAILURE TO COMPLY WITH REQUIREMENTS AND DEFICIENCIES: COPIES OF LABORATORY AUDITS, REFERENCE SAMPLES, QUALITY ASSURANCE PLANS, SOP'S OR OTHER METHODOLOGIES USED; AND COPIES OF NOTICES AND ORDERS.  
 SERIES MAY ALSO INCLUDE COPIES OF HEARING RECORDS. NOTICES AND ORDERS ONLY ARE MAINTAINED IN A SEPARATE RECORDS SERIES, RDA # 370/00196.  
 COPIES OF ENFORCEMENT ACTIONS THAT ENTAIL ADMINISTRATIVE REVIEW MAY ALSO BE FILED WITH THE DIVISION OF HEARING AND APPEALS, DEPARTMENT OF ADMINISTRATION (DOA). IF ENFORCEMENT ACTIONS INVOLVE PROSECUTION OR JUDICIAL REVIEW, COPIES OF DOCUMENTS MAY BE FILED WITH THE WISCONSIN DEPARTMENT OF JUSTICE AND/OR THE WISCONSIN COURTS SYSTEM.  
 MADISON CENTRAL OFFICE OR THE REGION ASSIGNED TO CONDUCT THE ENFORCEMENT ACTION RETAINS THE OFFICIAL COPY OF THE RECORD.  
 RETENTION: EVENT (CASE CLOSED) + 15 YEARS AND DESTROY.

**00196000.      LABORATORY CERTIFICATION NOTICES AND ORDERS OF REVOCATION      P      PERM      Y**

DNR LABORATORY CERTIFICATION MAY BE REVOKED UNDER SS 299.11 (8), WIS. STATS. RECORDS SERIES INCLUDES NOTICES (NON AND NOV) AND ORDERS OF REVOCATION FOR FAILURE TO COMPLY WITH CERTIFICATION AND/OR FOR DEFICIENCIES. THIS SERIES CONSISTS OF ORDERS ONLY.  
 LABORATORY CERTIFICATION ENFORCEMENT ACTION CASE FILES PROVIDE DETAILED DOCUMENTATION OF THE ACTION. DETAILS REGARDING THE ENFORCEMENT ACTION ARE IN RDA #370/00195.  
 PERMANENT JUSTIFICATION: THE DEPARTMENT NEEDS TO MAINTAIN COPIES OF THE ORDERS ONLY TO HAVE SUMMARY INFORMATION ABOUT THE PARTICULAR LABORATORY'S HISTORY OF COMPLIANCE VIOLATIONS. NOTICES AND ORDERS PROVIDE THE BASIS FOR REINSTATING LABS IN THE FUTURE AND/OR DENYING CERTIFICATION IN THE FUTURE.  
 RECORDS PROVIDE BACKGROUND INFORMATION TO JUSTIFY DECISIONS; TARGET COMPLIANCE CONCERNS; MONITOR LABS WITH KNOWN PROBLEMS; AND ENSURE DEPARTMENT CARRIES OUT MANDATED LABORATORY OVERSIGHT RESPONSIBILITIES.  
 RETENTION: MADISON CENTRAL OFFICE. RETAIN PERMANENTLY.

**00197000.      LABORATORY CERTIFICATION TRACKING SYSTEM DATA FILE - ELECTRONI      EVT+10      DEST      Y**

THE LABORATORY CERTIFICATION TRACKING SYSTEM IS A RELATIONAL DATABASE WITH A MENU-DRIVEN PROGRAM THAT PROVIDES INFORMATION ABOUT THE STATUS OF LABORATORIES PARTICIPATING IN THE CERTIFICATION PROGRAM. THE SYSTEM IS DIVIDED INTO THE FOLLOWING FUNCTIONS:  
 - ADMINISTRATIVE: INCLUDES BASIC INFORMATION ABOUT TH ELABORATORY LOCATION, CONTACTS, APPLICATION SUBMITTAL DATE, TESTS, METHODS, TEST CATEGORIES, FEES, PT SAMPLE RESULTS, AND CERTIFICATION STATUS. A PORTION OF THE SYSTEM IS DEVOTED TO A LISTING OF RECIPROCITY AGREEMENTS AND TRACKING LABORATORIES WHOSE CERTIFICATION IS RECOGNIZED UNDER RECIPROCITY. DATA ALSO INCLUDES CERTIFICATION RENEWAL INFORMATION.  
 - EVALUATIONS: EVALUATIONS DATA IS GENERATED AS A RESULT OF AN APPLICATION (OR GROUP OF APPLICATIONS), ROUTINE INSPECTION CYCLE, OR ENFORCEMENT. INCLUDES DETAILS ABOUT AN AUDIT, INCLUDING AUDITOR, AUDIT DATE, AUDIT ISSUANCE, RESPONSE DEADLINES AND TEST CATEGORIES. ENFORCEMENT DATA INCLUDES NOTICE OF NONCOMPLIANCE, NOTICE OF VIOLATION, REVOCATION OR SUSPENSION ORDERS, CASES REFERRED TO DOJ (JUSTIC) AND CASES REFERRED TO EPA, TYPE OF ENFORCEMENT ACTION AND STATUS OF ACTION.  
 - REPORTING: INCLUDES PROGRAMS FOR GENERATING CERTIFICATES AND SPECIFIC, FORMATTED REPORTS: COMMERCIAL LAB REPORT, SCHEDULING! ASSIGNMENT REPORT. OTHER REPORTS? CUSTOMIZED REPORTS MAY BE GENERATED USING SQL ASSIST.  
 THE PROGRAM, WRITTEN IN ORACLE, IS SET UP ON THE DNR NETWORK.  
 MADISON CENTRAL OFFICE: RETAIN COMPLETE LABORATORY INFORMATION FOR AS LONG AS THE LAB IS IN BUSINESS THAT IS REGULATED BY THE PROGRAM. DELETE DATA ONLY FOR LABS THAT CLOSE. LABS CLOSE EITHER BY FAILING TO COMPLETE THE APPLICATION PROCESS, OR BY CEASING TESTING UNDER THIS PROGRAM.  
  
 ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF)  
 RETENTION: EVENT (LAB CERTIFICATION NON-RENEWAL OR WITHDRAWAL) + 10 YEARS & DESTROY.



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RETENTION: EVENT (DATE EXAM PASS, FAIL OR NO-SHOW) + 3 YEARS & DESTROY

**00401000.      OPERATOR CERTIFICATION APPLICATIONS      EVT+3      DEST      Y**

RECORDS SERIES COVERS APPLICATION MATERIALS FOR WATERWORKS AND WASTEWATER TREATMENT PLANT OPERATOR CERTIFICATION, INCLUDING RECIPROCITY CERTIFICATION, AND SMALL SYSTEM, SEPTAGE SERVICE, SOLID WASTE DISPOSAL FACILITIES, AND SOLID WASTE INCINERATOR OPERATOR. RECORDS INCLUDE APPLICATION, CEC'S, CEU'S, AND EDUCATION EXPERIENCE SHEETS, INCLUDING ORIGINAL APPLICATIONS AND APPLICATIONS FOR RENEWAL. APPLICATION MATERIALS ARE TO BE RETAINED FOR THE DURATION OF THE OPERATOR'S CERTIFICATION AND FOR ONE YEAR AFTER DATE OF NON-RENEWAL. THIS SERIES ALSO INCLUDES APPLICATIONS FOR NO-SHOWS AND APPLICANTS WHO FAILED CERTIFICATION EXAMS.

RETENTION: EVENT (DATE OF NON-RENEWAL, FAILURE OR NO-SHOW) + 3 YEARS & DESTROY

**00402000.      OPERATOR CERTIFICATION EXAMINATION ANSWER SHEETS      EVT+3      DEST      Y**

RECORDS SERIES COVERS COMPLETED EXAMINATION ANSWER SHEETS FROM WATERWORKS AND WASTEWATER TREATMENT PLANT, SMALL SYSTEM, SEPTAGE SERVICE, SOLID WASTE DISPOSAL FACILITIES, AND SOLID WASTE INCINERATOR OPERATOR EXAMINATIONS.

RETENTION: EVENT ( EXAMINATION SCORED) + 3 YEARS & DESTROY

**00403000.      OPERATOR CERTIFICATION EXAMINATION ROSTERS AND RESULTS      EVT+0/6      DEST      Y**

RECORDS SERIES COVERS ROSTERS FOR OPERATOR CERTIFICATION EXAMINATIONS AND RESULTS INFORMATION. APPLICANT RESULTS ARE DOWNLOADED INTO THE ELECTRONIC ENVIRONMENTAL LICENSING & CERTIFICATION SYSTEM.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (EXAMINATION SCORED) + 6 MONTHS & DESTROY

**00404000.      OPERATOR CERTIFICATION SYSTEM AD HOC OUTPUT REPORTS      EVT      DEST      Y**

RECORDS SERIES COVERS REPORTS PRINTED AS NEEDED FROM DATA IN THE ENVIRONMENTAL LICENSING & CERTIFICATION SYSTEM. REPORTS ARE USED, AND THEN DESTROYED.

RETENTION: EVENT (NOT NEEDED) & DESTROY

**00405000.      OPERATOR CERTIFICATION POLICY AND EXAMINATION HISTORY FILES      EVT+3      DEST      Y**

RECORDS SERIES COVERS MASTER HISTORY FILE OF EXAMINATIONS AND FINAL STUDY GUIDES USED TO TEST AND CERTIFY FOR WATERWORKS AND WASTEWATER TREATMENT PLANT, SMALL SYSTEM, SEPTAGE SERVICE, SOLID WASTE DISPOSAL FACILITIES, AND SOLID WASTE INCINERATOR OPERATORS. RECORDS IN THIS SERIES SUPPORT CERTIFICATION PROGRAM ADMINISTRATION AND DOCUMENT BASIS FOR DETERMINING THAT OPERATORS MEET WISCONSIN CERTIFICATION QUALIFICATIONS.

RETENTION: EVENT (SUPERSEDED BY UPDATED MATERIALS OR OBSOLETE) + 3 YEARS & DESTROY.

**00406000.      OPERATOR CERTIFICATION EXAMINATION DEVELOPMENT WORKING PAPE      EVT      DEST      Y**

RECORDS SERIES COVERS WORKING PAPERS USED TO DEVELOP, UPDATE AND AMEND EXAMINATIONS TO CERTIFY QUALIFIED OPERATORS AND ALSO TO RESEARCH AND DEVELOP STUDY GUIDES AND INFORMATIONAL MATERIALS ON THE OPERATOR CERTIFICATION PROGRAM. RECORDS MAY INCLUDE BACKGROUND INFORMATION FROM OTHER STATES, DRAFTS OF EXAMINATIONS OR STUDY GUIDES AND OTHER ITEMS THAT ARE OFTEN SUPERSEDED BY UPDATED INFORMATION.

RETENTION: EVENT (SUPERSEDED BY UPDATED INFORMATION) & DESTROY.

**00409000.      WWEA (WASTEWATER EDUCATION ASSOCIATION) ACTIVITIES      EVT+3      DEST      Y**

RECORDS SERIES COVERS MEETING AGENDAS, DISCUSSION ITEMS, ACTIONS AND WORK PRODUCTS OF THE WWEA. THE WWEA INCLUDES EDUCATORS, WASTEWATER OPERATORS, AND OTHER ASSOCIATIONS, AND IT INCLUDES REPRESENTATION OF THE NATURAL RESOURCES PROGRAM SPECIALIST FOR THE OPERATOR CERTIFICATION PROGRAM. INFORMATIONAL MATERIAL AND ACTIONS OF THIS GROUP ARE MADE AVAILABLE TO THE PUBLIC THROUGH DISTRIBUTION OF NOTICES AND ARE ALSO PROVIDED ON THE DNR INTERNET SITE.

RETENTION: EVENT (MEETING DATE) + 3 YEARS & DESTROY

**00670000.      RESEARCH STUDIES - KEY INFORMATION      P      PERM      Y**

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Series includes key records that document a formal research study (one which has a written proposal, including internal/external collaborative projects) from the proposal through the publication of the final report. Key records will allow data from the studies to be used correctly in the future as the need arises. For example, some of the data collected in an experiment on pheasants in the 1960s was not completely analyzed because we lacked the proper techniques. New techniques in the 1980s and DNR maintenance of key records allowed Department staff to reanalyze this data and advance the knowledge of a key game species. Records in this series include, but are not limited to, the following:

- Original Study proposal and any modification(s) to it.
- Last version of all reports written for the study. If a report is published in the scientific literature, a reprint of the report is needed.
- Paper list of all data used. A paper list of any data, which is part of a working database, will not be kept but reference will be made to the Departmental database(s) in which they are stored.
- Any field or laboratory notes.

Records in this series may also include the following:

- Abstracts of, and slides used in, all formal presentations for the study.
- Any photos or slides documenting the study or procedures used in the study.
- Any coding book used to code the data.
- Vegetation cover maps or other maps plotting data for the study. If the map is digitized, reference to the location of the digitized image will be made.
- Reference to the location of any voucher specimen or parts collection made for the study.
- Copy of all questionnaires not included in any reports.

Permanent retention of key data is needed for long-term environmental research purposes. Official copy filed at Madison ISS Research Center. Also distribute copies of published reports as required under s.35,83, Wis. Stats.

**00671000.      RESEARCH STUDIES WORKING FILES      EVT+1      DEST      Y**

Working files created and generated in developing the study and drafting results have a temporary value documenting status of studies, and many are superseded by final products. The material in the working files may be paper, electronic, or other media. Records in this series include but are not limited to memos, Budget documents progress reports, and electronic data files generated specifically for the study. Researchers have their own datasets, with most in SAS, and some in Paradox, Excel, and Access software.

- SAS or other programs used to analyze the data.
- Computer outputs.
- Drafts of reports.
- The full text of presentations.
- Specimens, parts of organisms, and other sample material collected in the study.

**00672000.      SOCIOLOGICAL SURVEY DATA FILES      EVT+1      DEST      Y**

Working files created and generated in developing the study and drafting results have a temporary value documenting status of studies, and many are superseded by final products. The material in the working files may be paper, electronic, or other media. Records in this series include but are not limited to memos, Budget documents progress reports, and electronic data files generated specifically for the study. Researchers have their own datasets, with most in SAS, and some in Paradox, Excel, and Access software.

- SAS or other programs used to analyze the data.
- Computer outputs.
- Drafts of reports.
- The full text of presentations.
- Specimens, parts of organisms, and other sample material collected in the study.

**00673000.      SOCIOLOGICAL SURVEY COMPLETED INSTRUMENTS      EVT+1      DEST      Y**

Working files created and generated in developing the study and drafting results have a temporary value documenting status of studies, and many are superseded by final products. The material in the working files may be paper, electronic, or other media. Records in this series include but are not limited to memos, Budget documents progress reports, and electronic data files generated specifically for the study. Researchers have their own datasets, with most in SAS, and some in Paradox, Excel, and Access software.

- SAS or other programs used to analyze the data.
- Computer outputs.
- Drafts of reports.
- The full text of presentations.
- Specimens, parts of organisms, and other sample material collected in the study.

**00674000.      SOCIOLOGICAL SURVEY WORKING FILES      EVT      DEST      Y**

Working files may be created and generated in developing Sociological Surveys and drafting results. These records include internal memos, progress and status reports, and computer files and reports with a temporary value documenting the working status of the survey. Records in working files may be paper, electronic, or other media such as A/V recordings.

**00675000.      CONSULTING REPORT REFERENCE FILES      CR+25      DEST      Y**

Researchers are often called upon to provide answers to management's short-term questions. Responses to these issues do not require any formal research study but rely upon the review of literature or analyses of research and/or management collected data.

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This series covers cases where the response entails significant (more than 8 hours) work. Records warrant retention in the DNR Research Library in Madison to document literature reviewed and research undertaken. Records are used for continuing reference purposes and provide a basis for continued attention to issues researched. Records in this series include, but are not limited to final report/memo and supporting documentation.

**00676000.      ROUTINE CONSULTING REPORTS AND WORKING FILES      EVT+1      DEST      Y**

Researchers are often called upon to provide answers to management's short-term questions. Responses to these issues do not require any formal research study but rely upon the review of literature or analyses of research and/or management collected data. This series covers cases where the response entails significant (more than 8 hours) work. Records warrant retention in the DNR Research Library in Madison to document literature reviewed and research undertaken. Records are used for continuing reference purposes and provide a basis for continued attention to issues researched. Records in this series include, but are not limited to final report/memo and supporting documentation.

**00677000.      RESEARCH CONTRACTS ADMINISTRATION      EVT+5      DEST      Y**

Integrated Science Services provides a point of control for all research the DNR contracts to outside experts for the entire DNR. Records in this series cover contractual administration of contracts and include, but are not limited to, the following:

- Research contract.
- Any changes to the contract.
- Any unpublished data or unpublished final report developed.

Records in this series may also include the following:

- Paper copy of all data collected under the contract terms and conditions.
- Any field notes.
- Any photos or slides documenting the study or procedures used in the study.
- Any coding book used to code the data.
- Vegetation cover, maps or other maps plotting data for the study. If the map is digitized, reference to the location of the digitized image will be made.
- Reference as to the location of any voucher specimen or parts collection made for the study.
- Copy of all questionnaires not included in any reports.

At the close of each grant, forward grant records to Research Library in Madison. The DNR Bureau of Finance or Division Finance also has contract and related contractual records. Finance records document compliance with purchasing, contracting, fiscal and accounting requirements and laws. Retention of records located in the Bureau of Finance is covered under general statewide records schedules cited under "Related Records Series."

**00678000.      RESEARCH PROGRAM SYSTEM DOCUMENTATION      EVT      DEST      Y**

Record series includes design and development documentation for various research datasets used by researchers to process information. System documentation is needed to understand how data was processed and to assure access to and retrieval of data over time. Records must be maintained until the particular information system is obsolete and all relevant data is either obsolete or migrated to a new database or system.

**00016000.      WATER REGULATORY DECISION RECORDS      P      PERM      Y**

THIS INCLUDES DECISIONS ISSUED UNDER WIS. STAT. CHS. 30 & 31. THEY INCLUDE, BUT ARE NOT LIMITED TO, DECISIONS REGARDING STRUCTURES, DIVERSIONS, ENLARGEMENTS, STREAM CHANGES, BRIDGES, AND DAMS. THESE DECISIONS INCLUDE PERMIT APPROVALS, DENIALS AND WITHDRAWALS, ORDERS AND RULINGS. THIS ORACLE BASED SYSTEM IS ALSO USED TO CREATE FORM LETTERS TO APPLICANTS ON DECISION PROCESS.

ELECTRONIC WATER REGULATORY DECISIONS (FORMERLY 00016B00): INCLUDES ELECTRONIC RECORD OF DOCUMENTS AND DATA FOR PERMITS ISSUED UNDER WIS. STAT. CHS. 30 AND 31. THIS ELECTRONIC PERMITTING SYSTEM IS ACCESSIBLE TO THE PUBLIC TO LOOK UP PERMITS

WATER REGULATORY PERMANENT DECISIONS (FORMERLY 00798000.): THESE INCLUDE DECISIONS REGARDING: BRIDGES, DAMS, IRRIGATION, LAKE LEVELS, MISC STRUCTURES, PIERS, DOCKS AND WHARVES, RETAINING WALLS AND SEAWALLS, STREAM REALIGNMENT, AND NON-METALLIC MINING. PAPER DOCUMENTS ARE DESTROYED AFTER INPUT AND QC CHECK.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12, WIS. ADM. CODE:  
[HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/RSB/CODE/ADM/ADM012.PDF)

PERMANENT JUSTIFICATION: THESE PERMIT RECORDS ARE ONGOING AND EITHER STAY WITH THE LAND WHEN OWNERSHIP CHANGES OR ARE TRANSFERRED TO THE NEW LANDOWNER. LANDOWNERS MUST ABIDE BY ALL OF THE CONDITIONS OF THE ORIGINAL PERMIT OR PERMIT AMENDMENT (I.E. REPAIR AND MAINTENANCE OF STRUCTURE ACCORDING TO SPECIFIC PERMIT STANDARDS AND CONDITIONS).

RETENTION: PERMANENT

**00017000.      DAMS      P      PERM      Y**

**/040/      WATERSHED MANAGEMENT**

DAMS HAVE A SIGNIFICANT IMPACT ON WATER QUALITY, WILDLIFE, PUBLIC SAFETY, WATER RIGHT ISSUES, AND LAND USE IN WISCONSIN. CHAPTER 31 OF THE WISCONSIN STATUTES, CREATED IN 1917 UNDER THE WATER POWER LAW, WAS DEVELOPED TO ENSURE THAT DAMS ARE SAFELY BUILT, OPERATED, AND MAINTAINED. IT COVERS DAM CONSTRUCTION, PERMITTING, SAFETY, OPERATION, AND MAINTENANCE. WIS. STAT. CHAPTER 31 ALSO COVERS ALTERATION OR REPAIR OF DAMS, DAM TRANSFER AND REMOVAL, AND WATER LEVEL AND FLOW CONTROL. WIS. ADMIN. CODE, CH NR 333 PROVIDES DESIGN AND CONSTRUCTION STANDARDS FOR LARGE DAMS, WIS. ADMIN. CODE, CH NR 335 REGULATES THE ADMINISTRATION OF THE MUNICIPAL DAM GRANT PROGRAM, AND WIS. ADMIN. CODE, CH. NR 336 REGULATES THE DAM REMOVAL GRANT PROGRAM. DNR IS RESPONSIBLE FOR ADMINISTERING THESE REGULATIONS.

THIS SERIES CONTAINS THE COMPLETE FIELD FILE AND RECORD OF CONSTRUCTION, OPERATION, MAINTENANCE AND INSPECTION OF DAMS ON WATER BODIES OF THE STATE. DOCUMENTS INCLUDE PLANS, CALCULATIONS, INSPECTION REPORTS, SURVEYS, PHOTOS, MAPS, PERMITS, GRANT INFORMATION AND LIKE MATERIAL.

THE OFFICIAL RECORD OF THE FIELD FILE IS MAINTAINED IN THE CENTRAL OFFICE DAM SAFETY & FLOODPLAN SECTION. AS TIME PERMITS MATERIAL IS BEING SCANNED AND SAVED AS PDF FILES.

- \* CORRESPONDENCE AND PLANS FROM 1913 - 1998 HAVE BEEN MICROFILMED.
- \* THE OFFICIAL RECORD OF CORRESPONDENCE AND PLANS IS MAINTAINED IN THE FIELD STATION WITH THE WATER MANAGEMENT ENGINEER.
- \* CENTRAL OFFICE MAINTAINS A MICROFILM COPY OF CORRESPONDENCE AND PLANS. DUPLICATE COPY OF FILES IN CENTRAL OFFICE FOR RECORDS RECOVERY PURPOSES. SECURITY REELS RETAINED AT STATE RECORD CENTER.

DAM ABANDONMENT & REMOVAL (FORMERLY 00017A000.): DNR IS REQUIRED TO REVIEW AND APPROVE ALL APPLICATIONS FOR DAM ABANDONMENT AND REMOVAL. ABANDONMENT/REMOVAL USUALLY OCCURS BECAUSE OF A FAILURE INCIDENT OR AS THE RESULT OF A DNR INSPECTION THAT FOUND SIGNIFICANT DEFECTS THAT REQUIRE MAJOR REPAIRS TO CORRECT. THE DEPARTMENT OFFERS OWNERS THE OPTION OF REPAIRING THE DAM TO MEET CURRENT STANDARDS OR ABANDONING THE PERMITS FOR THE DAM AND REMOVING IT FROM THE WATERWAY.

CONFIDENTIALITY OF RECORDS IS REQUIRED AS PART OF THE FEDERAL HOMELAND SECURITY ACT.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12, WIS. ADM. CODE:  
[HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: THESE PERMIT RECORDS STAY WITH THE DAM WHEN OWNERSHIP CHANGES. THE NEW DAM OWNER MUST ABIDE BY ALL OF THE CONDITIONS OF THE ORIGINAL PERMIT OR PERMIT AMENDMENT (E.G., REPAIR AND MAINTENANCE OF THE STRUCTURE ACCORDING TO SPECIFIC PERMIT STANDARDS AND CONDITIONS).

RETENTION: PERMANENT

**00018000.      ENVIRONMENTAL FIELD BOOKS      P      PERM      Y**

THIS SERIES CONTAINS FIELD NOTES OF SURVEYS GENERATED BY THE PUBLIC SERVICE COMMISSION AND THE DEPARTMENT OF NATURAL RESOURCES STAFF. THIS INFORMATION CONTAINS WATER LEVEL READINGS, DESCRIPTION OF BENCHMARKS, SURVEYOR STAKES, ELEVATIONS, AND LIKE INFORMATION. THE NOTES ARE USED FOR CREATING REPORTS ON SPECIFIC WATER BODIES FOR MONITORING, VIOLATIONS AND INSPECTIONS.

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEEDS FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

**00019000.      (NONPOINT SOURCE) PRIORITY WATERSHED PLANS      CR+20      DEST**

State Statute 144.25 Administrative Code Nr-120  
 Created By State Legislature In 1978. The Dnr Identifies  
 Lakes, Streams, Groundwater & Other Water Resources  
 Where The Uses Of The Waters Are Impaired Or Threatened  
 By Nonpoint Sources; Selects Projects To Protect Or

Rehabilitate Beneficial Uses Of Water.

Watershed Plan Consists Of Watershed Assessment, A Detailed Program For  
 Implementation, & A Project Evaluation. Included In The Plan, Data,  
 Correspondence, Maps, Reports, Grant Agreements, News Letters.

Wi Nps Water Pollution Abatement Program Grant Award/Amendment.  
 Wi State Agencies Form 3400-108 A  
 Wi State Cost Share Form 3400-68

**/040/      WATERSHED MANAGEMENT**

Wi State Amendment Form 3400-68A

Some Duplication In Districts.

**00044000.      FERC (FEDERAL ENERGY REGULATORY COMMISSION)      EVT+10      DEST      Y**

FERC LICENSES SOME DAMS IN THE STATE OF WISCONSIN AND HAS DONE SO SINCE THE EARLY 1900S. THE FILES CONTAIN THE APPLICATION AND AUTHORIZATION, CORRESPONDENCE, RESOURCE SURVEYS, COMPLAINTS, AGREEMENTS, REPORTS AND ASSORTED OTHER DOCUMENTS. FERC IS THE HOLDER OF THE OFFICIAL RECORD, WHICH IS CONTAINED IN THE FERC E-LIBRARY. DNR COPIES OF MATERIAL CONTAINED IN THIS E-LIBRARY CAN BE DESTROYED. OTHER MATERIAL IN THIS SERIES MUST BE RETAINED FOR AT LEAST 10 YEARS, UNLESS SCANNED SOONER.

FERC - DAM LICENSE AND RENEWALS APPLICATION (FORMERLY 00044A00.): DAMS ARE RELICENSED FOR A SPECIFIC PERIOD OF TIME, GENERALLY 25-50 YEARS.

FERC DAM JURISDICTION (FORMERLY 00044B00.): WRITTEN CORRESPONDENCE REGARDING LICENSING AND RECLICENSING OF DAMS IN THE STATE OF WISCONSIN BY FERC. THESE ARE ONGOING REFERENCE FILES REGARDING ALL DAMS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

RETENTION: EVENT (IN FERC E-LIBRARY) + 10 YEARS AND DESTROY CONFIDENTIAL

**00090000.      SHORELAND/WETLAND ORDERS AND ORDINANCES      EVT+100      DEST      Y**

WISCONSIN'S SHORELAND MANAGEMENT PROGRAM IS A PARTNERSHIP BETWEEN STATE AND LOCAL GOVERNMENT THAT REQUIRES THE ADOPTION OF COUNTY SHORELAND ZONING ORDINANCES TO REGULATE DEVELOPMENT NEAR NAVIGABLE LAKES AND STREAMS IN COMPLIANCE WITH STATEWIDE MINIMUM STANDARDS. THESE MINIMUM STATEWIDE STANDARDS IN NR 115, WIS. ADM. CODE, SEEK TO CREATE A BALANCE BETWEEN PRIVATE RIGHTS AND PUBLIC RESPONSIBILITIES OF LANDOWNERS.

THIS SERIES CONTAINS CORRESPONDENCE AND ORDINANCES PERTAINING TO NR 115, NR 117 AND NR 118, WIS. ADM. CODE. IT INCLUDES UPDATES AND REVISIONS FOR COUNTY AND MUNICIPAL ORDINANCES. ONCE AN ORDINANCE IS NEWLY ADOPTED OR REVISED, OLDER VERSIONS OF THE ORDINANCE MAY BE DESTROYED.

RETENTION: EVENT(DATE OF NEW ORDINANCE OR DATE OF REVISED ORDINANCE) + 100 YEARS AND DESTROY CONFIDENTIAL

**00090A00.      SHORELAND/WETLAND ORDERS AND ORDINANCES MICROFILM      P      PERM**

Correspondence, Final Orders And Ordinances Pertaining To Nr 115, Wis. Adm. Code (Unincorporated County Shoreline Protection) And Nr 117, Wis. Adm. Code (Incorporated City And Village Shoreland/Wetland Protection). Microfilm Is Retained Permanently. The Security Roll Is Stored At The State Historical Society And A Copy Retained At The Department Of Natural Resources.

This Series Is Filed Alphabetically By County And Community.

**00092000.      WETLAND AERIAL PHOTOGRAPHY      P      PERM      Y**

THE WDNR USES WETLAND, NON-DIGITAL, AERIAL PHOTOGRAPHY TO DELINEATE AND CLASSIFY WETLANDS, UNDER WIS. STAT. 23.32. PHOTOS ARE USED TO ILLUSTRATE AND INTERPRET STATEWIDE WETLAND COVERAGE AND TO UPDATE WETLAND COVERAGE INFORMATION.

PERMANENT JUSTIFICATION: AERIAL PHOTOS AND HISTORIC AERIAL PHOTOS HAVE ONGOING VALUE TO THE WDNR TO COMPARE AND CONTRAST WETLAND COVERAGE OVER TIME, IDENTIFY WATER REGULATION ISSUES AND CONCERNS, ASSIST IN ENFORCEMENT ACTIONS, DEVELOP AND REVISE WETLAND PLANS, AND JUSTIFY WETLAND POLICY INITIATIVES.

RETENTION: PERMANENT

**00093000.      FLOODPLAIN FILES      P      PERM      Y**

UNDER THE FLOODPLAN PROGRAM, WISCONSIN'S COUNTIES, CITIES AND VILLAGES ARE REQUIRED TO ZONE THEIR FLOOD PRONE AREAS. THE STATE HAS SET MINIMUM STANDARDS FOR LOCAL REGULATIONS, BUT LOCAL GOVERNMENTS CAN SET STANDARDS THAT ARE MORE RESTRICTIVE.

FLOODPLAN ZONING REGULATES HOW DEVELOPMENT CAN ACTUALLY OCCUR WITHIN FLOODPLAINS. THE PROGRAM'S MAIN GOAL IS TO PROTECT PEOPLE AND THEIR PROPERTY FROM UNWISE FLOODPLAIN DEVELOPMENT, AS WELL AS TO PROTECT SOCIETY FROM THE COSTS THAT ARE ASSOCIATED WITH DEVELOPED FLOODPLAINS. THESE FILES CONTAIN

**/040/      WATERSHED MANAGEMENT**

ORDINANCES, MAPS AND PLANS, FLOOD INSURANCE STUDIES, CALCULATIONS, AND SIGNIFICANT CORRESPONDENCE AND BACKGROUND INFORMATION PERTAINING TO THE ADMINISTRATION OF NR 116, WIS. ADM. CODE. THEY ALSO INCLUDE REPORTS AND TECHNICAL DATA THAT IDENTIFY THE FLOODING LIMITS FOR THE DIFFERENT RIVERS AND STREAMS IN THE STATE THAT ARE USED AS THE BASIS FOR FLOODPLAIN ZONING AT THE LOCAL LEVEL. UNDER WIS. STAT. 87.30, THE DEPARTMENT HAS RESPONSIBILITIES TO MAINTAIN AN ACCURATE AND UP-TO-DATE REPOSITORY FOR ALL BACKGROUND INFORMATION USED IN FLOODPLAIN STUDIES. BECAUSE FEMA PROVIDES FUNDING, THE FLOODPLAIN PROGRAM HAS RESPONSIBILITIES TO MAINTAIN SIGNIFICANT CORRESPONDENCE AND BACKGROUND INFORMATION PERTAINING TO THE ADMINISTRATION OF THE PROGRAM. PAPER RECORDS ARE SCANNED AND DESTROYED AFTER SCANNING. SOME FILES FROM 1967 - 1984 WERE MICROFILMED. SECURITY REELS ARE RETAINED AT THE STATE RECORDS CENTER.

FLOODPLAIN FILES - MICROFILM (FORMERLY 00093A00): RECORDS SERIES COVERS SCANNED VERSIONS OF MAPS, PLANS, FLOOD INSURANCE STUDIES, REPORTS AND RELATED RECORDS USED FOR FLOODPLAIN STUDIES. RECORDS SERIES ALSO COVERS SCANNED VERSIONS OF ORDINANCES, COMPLIANCE RECORDS, SIGNIFICANT CORRESPONDENCE, AND BACKGROUND INFORMATION RELATED TO THE ADMINISTRATION OF THE PROGRAM.

ELECTRONIC RECORDS: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12, WIS. ADM. CODE:  
[HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: DNR HAS ONGOING RESEARCH NEED FOR THESE RECORDS. RULES ARE AMENDED FREQUENTLY, AND COMPLETE BACKGROUND INFORMATION IS NEEDED.

RETENTION: PERMANENT

**00094000.      RIVER BASIN FILES      P      PERM**

Reports And Computer Runs Received From Consulting Firms, Communities State And Federal Agencies Regarding The Different River Basins In The State That Are Used For Floodplain Studies Under Nr 116. Under Section 87.30,Wis.Stats.,The Department Has Responsibility To Maintain An Accurate And Up-To-Date Repository For All Background Information Used In Floodplain Studies. These Files Are Used By Department Staff On A Continual Basis For Conducting Floodplain Studies And Copies Need To Be Made Upon Request From Anyone Interested Or Involved In A Study. We Do Not Have The Facilities To Make Numerous Copies Off To Microfiche.

**00100000.      WASTELOAD ALLOCATIONS FOR WISCONSIN RIVERS      CR+20      DEST**

This Record Series Contains The Material Used To Develop Wasteload Allocations For Major Rivers Of The State. It Includes Surface Water Data Summaries, Water Quality Model Calibrations And Projections And Public Involvement In The Creation Of The Wasteload Allocations Under Nr212. Waste-Load Allocations Are Mandated Under The Federal Clean Water Act And Under State Statute 147.

These Records Are Created And Used By The Bureau Of Water Resources Management, Retained For 20 Years And Destroyed Provided Superseded By Updated Wasteload Allocations. The Information Is Needed In Case Of Enforcement Actions Or Challenges By The Affected Dischargers Or Interested Parties. The Information Is Also Useful During The 10 Year Update Cycle.

Provided:Superseded

**00101000.      WATER QUALITY SURVEY MASTERS      EVT+20      DEST**

This Record Contains Hourly Dissolved Oxygen Automonitoring Reports, Water Quality Surveys And Dye Studies For Wisconsin State Waterbodies. This Data Is Used To Develop Wasteload Allocations In Nr 212 For Municipalities And Industries By Using Computer Models. If A Discharger Contentsts The Modeled Results, This Data Will Be Reviewed.

Closed = Date Of Survey Completion And Acceptance.

**00102000.      WISCONSIN POWER PLANT STUDIES      CR+10      SHSW**

This Record Series Contains Materials Used To Judge The Environmental Impact Of Intakes And Termal Discharges From Power Plants On Wisconsin Water Quality Including Estimated

**/040/      WATERSHED MANAGEMENT**

Economic Impact To The Associated Fisheries.  
 As Fish Populations Change Ans As Water Quality Improves These Type Of Studies Will Be Required For A New Determination Of Environmental Impact. These Records Will Be Retained Until Superseded For Historical Comparisons. These Studies Were Required Under Both The Required Amendments Of The Water Pollution Control Act (Section 316(A) And 316(B), And Under Chapter 147 Wis. Stats.

Retain 10 Years And Transfer To State Historical Society Provided Superseded.

**00130000.      WATER CHEMISTRY LAB SLIPS      CR+8      DEST**

LAB RECORDS OF SURFACE WATER MONITORING DONE IN ACCORDANCE WITH THE FEDERAL CLEAN WATER ACT AND NR 147. THESE LAB SLIPS WOULD BE NEEDED TO VERIFY RESULTS WHEN QUESTIONS ARISE.

**00131000.      PLOTS OF AUTOMATIC MONITORING      CR+8      DEST**

PLOTS OF TEMPERATURE, DISSOLVED OXYGEN AND CONDUCTIVITY AND FLOW SUCH AS DATA FROM THE FOX AND WISCONSIN RIVERS 1972 - 1981.

THESE PLOTS MAY BE NEEDED FOR HISTORICAL STUDIES.

**00804000.      LAKES DATABASE      P      PERM      Y**

These records contain information about water clarity, temperature, chemistry, and dissolvent oxygen. Self-Help Lake Monitoring data sheets and cards are filled out in the field. The information from these cards is being entered into the Lake database where the data will be stored permanently. In addition to the data items mentioned above, the Lake Database also contains data from the State Lab of Hygiene concerning the total phosphorus and chlorophyll. The database contains wildlife, weather, and phonological data collected by volunteers and DNR staff.

Note: paper can be destroyed after entered into database and QC checked.

**00800000.      FISH CONTAMINANT MONITORING PROGRAM-DATA REPORTS      CR+20      DEST      Y**

Reports summarizing fish contaminant data with conclusions as to trends, sources, concentrations, and contaminants. This can include raw lab slips and books, summary reports of data not included in the fish contaminant database, raw data or summary reports of fish contaminant data from Wisconsin but conducted by consultants, researchers, or other governmental entities. Or it may include reports from contractors. In more recent year, electronic data discs may be included. Some of this data is not included in the DNR's fish contaminant database.

**00801000.      FISH CONTAMINANT DATABASE      P      PERM      Y**

These records contain data on the contaminant concentrations in fish from Wisconsin waters. Field information on the collection location, species, fish characteristics, and sample details are entered and stored in this database. In addition to the data items mentioned above, the Database also contains results, analysis methods and links to results and methods conducted by the Sate Lab of Hygiene and contract labs.

**00802000.      FISH CONSUMPTION ADVISORY PROGRAM-ADVISORIES      CR+20      DEST      Y**

These are copies of the advisories that existed over the years. Early years are only available as hard copy. Later years are available electronically. These advisories are publications that were distributed to the public over the years. Typically, the advisories are updated each year.

**00803000.      FISH CONTAMINANT MONITORING AND CONSUMPTION ADVISORY PROGRA      CR+20      DEST      Y**

These are copies of the advisories that existed over the years. Early years are only available as hard copy. Later years are available electronically. These advisories are publications that were distributed to the public over the years. Typically, the advisories are updated each year.

**00028000.      PRIVATE WELL APPROVAL SUMMARY CASE FILES      EVT+3      DEST      Y**

Records series covers paper records documenting application and approval for construction/operation of wells that impact contiguous properties and that may change over time, as specified in Wis. Stat. ch. 281 and Wis. Admin. Code NR 812. Records include applications for approval, approval correspondence, DNR approvals, maps, technical and engineering drawings, inspection notes and, occasionally, site photographs for the approvals including the following.

- \* Anode Boreholes
- \* Dry Pellet Chlorinator
- \* Heat Exchange Drillholes
- \* Special Areas of Well Compensation Eligibility
- \* Special Well Casing Depth Areas

**/042/ DRINKING WATER & GROUNDWATER**

\* Variances for private wells

RETENTION: EVENT (well is legally filled and sealed [decommissioned]) + 3 yrs & destroy confidentially

**00028A00. LAPSED/WITHDRAWN/DENIED WELL DECISION CASE FILES** **EVT+3** **DEST** **Y**

Records series covers approval applications, related correspondence and review materials for wells that are not constructed. Wells may lapse. The applicant may withdraw the approval request, or the Dept. may deny approval. If wells are not constructed, the applicant will be required to resubmit materials.

**00028B00. SPECIAL LAPSED/WITHDRAWN/DENIED WELL DECISION CASE FILES** **EVT+10** **SHSW** **Y**

Records series covers high profile, controversial instances of wells that are not constructed, such as the Perrier application. Files are retained longer based on likelihood of a legal action or appeal, administrative value to the Department, and public/reference interest in the particular case. Special case records may also have historical value.

**00028C00. WELL APPROVAL (AKA HI CAP) SYSTEM INVENTORY DATA** **EVT+2** **DEST** **Y**

The Well Approval (a.k.a. Hi-Cap) System contains inventory data on certain types of wells. Since 1936, an approval for the construction and operation of high capacity wells has been required by statute, currently Wis. Stat. ch. 281. The Well Approval application (table) is a subset of the Oracle Drinking Water System (DWS). The Well Approval application contains a subgroup of records and site-specific data for high capacity wells, wastewater treatment plant (WWTP) wells, school wells and high capacity variances. Data includes owner and operator names, well and owner addresses, engineering features of wells from well construction reports, pumping data, and violation/enforcement data.

Retention: EVENT (migration to Water Use System (WU)) + 2 yrs & destroy confidentially

**00063B00. WELL CONSTRUCTION REPORTS - ELECTRONIC (WELL AND TEST RESULTS)** **P** **PERM** **Y**

Complete data from well construction reports is entered into the perpetual Well Construction application (table), a subset of the Oracle Drinking Water System (DWS), based on the paper Well Construction Report that well contractors are required to submit for each newly constructed or reconstructed well, Wis. Stat. ch. 280, and Wis. Admin. Code ch. NR 812. This is the source document for all report data entered into the perpetual file. From 1936 through 1987, these reports were microfilmed (370/063A – which has since closed). Information on these reports is used to evaluate well construction compliance, causes of drinking water quality problems and investigate nearby groundwater contamination cases. Data includes well owner; well location data, distances from the well to nearby sources of contamination, geological formations encountered, water elevation and yield characteristics; methods and materials of well construction.

Justification: Electronic well construction data needs to be retained perpetually, throughout the period a well is active and after it is legally filled and sealed (decommissioned). Property owners regularly seek information about construction of wells on their property. Even after a well is closed, wells may have a continuing impact on the environment and water quality of the State. Well construction data is critical to protect public health and safety, and it has ongoing value to evaluate causes of drinking water quality problems, monitor drinking water and groundwater, investigate sources of contamination, and assess well construction methods and materials over time.

Retention: Retain data permanently, and migrate to updated or new systems as needed. Agency system is in place to back-up database information to back-up server.

**00065000. DRILLER/PUMP INSTALLER EXAM RECORDS (CONFIDENTIAL)** **EVT+2** **DEST** **Y**

Records series covers well driller, heat exchange driller and pump installer exam materials required for licensees under Wis. Stat. ch. 280. Series includes examinations, answer sheets, and individual exam results. Once an individual applies for a license and is determined to be eligible, their eligibility is good for 2 years by code.

Retention: EVENT (examination date) + 2 yrs & destroy confidentially

**00065B00. DRILLER/PUMP INSTALLER/RIG OPERATOR LICENSEE MASTER ELECTRONIC** **EVT+10** **DEST** **Y**

Records series covers licensed driller and pump installer data contained in the Environmental Licensing and Certification (ELC) Oracle system. ELC is used for environmental occupational licenses. Licenses covered in this series include Well Driller Individual and Business Licensing, Pump Installer Individual and Business Licensing, Heat Exchange Driller Individual and Business Licensing, and Rig Operator Registration.

License/registration application data includes name, address, telephone, date licensed, renewal dates, continuing education credits earned, enforcement actions, revocations and suspension information. Data on each licensee is continuously updated as long as the licensee renews their license and participates in continuous education classes.

Retention: EVENT (non-renewal) + 10 years & destroy confidentially

**00066000. DRILLER/PUMP INSTALLER RENEWALS** **CR+6** **DEST** **Y**

Records series consist of annual renewal applications for individual and business licensed drillers and pump installers. Hard copy renewal application and related documents are retained to backup computer records and verify signatures. Electronic license renewal

**/042/ DRINKING WATER & GROUNDWATER**

system is under development and expected to be available in 2016.

RETENTION: CREATION (receipt) +6 yrs & destroy confidentially

**00067000. PRIVATE WELL ACTIVITY CASE FILES (COUNTY FILES) EVT+2 DEST Y**

Records series covers correspondence and other materials related to individual well inquiries, complaints, investigations or other monitoring activities. Records may include inspection reports, lab sample results, correspondence, compliance and enforcement information on individual wells or drillholes.

Drinking Water & Groundwater (DG) Field Staff files are in paper or electronic form, organized and retained in individual field staff offices. Central office files are arranged alphabetically by county and chronological within the county.

RETENTION: EVENT (DNR response or transfer lab sample results to GRN) + 2 yrs & destroy confidentially

**00068A00. PRIVATE WELL WATER LAB RESULTS - ELECTRONIC CR+6 TRANS OTHER Y**

This records series covers electronic data submitted by certified laboratories directly into an Oracle database. Data includes the initial bacteriological sample results ("First Water Quality Test") for each well-constructed, and for other sample results required by Wis. Admin. Code NR 812, including after pump work.

Retention: CR + 6 yrs & transfer to GRN system

**00089000. PRODUCT & EQUIPMENT APPROVAL CASE FILE CR+25 DEST N**

Records series consists of well construction and pump installation products and equipment specifications submitted by manufacturers seeking approval, and subsequent Department review and approval documents. The Department receives information on state-of-the-art materials and equipment for use in constructing wells and heat exchange drillholes. Records describe the product, equipment and processes required for use in well construction. Records have ongoing reference value for DNR personnel to monitor causes of well failure, standards for construction, material safety, etc. Files also include information received from the Department of Health and Family Services or other agencies related to chemical products and components of materials, drilling additives, well casing sealants and well abandonment materials.

This series may contain trade secret information provided by the manufacturer about the components or ingredients of the product. This information is kept confidential if a request for confidential status is granted by the Department under Wis. Stat. § 19.36(5) and Wis. Admin. Code § NR 2.19.

RETENTION: CR (date received) + 25 yrs and destroy confidentially

This series may contain trade secret information that is confidential.

**00089A00. APPROVED PRODUCTS LIST EVT DEST N**

Lists created to document products and equipment approved by DNR, for use by well and heat exchange contractors. Data is maintained in electronic spreadsheets and posted on a website. Lists are updated when new approvals are granted under #00089000.

Retention: EVENT (Superseded by updated list) and destroy.

**00136000. SPECIAL INVESTIGATION STUDIES EVT+10 DEST Y**

Records series covers groundwater and drinking water special investigation studies for multiple wells or geographic areas, including maps, data summaries, well owner correspondence and documentation needed to assure groundwater protection needed to protect drinking water. Studies may support administrative code requirements or provide background data to recommend extraordinary well construction requirements and/or additional investigations. To fullest extent possible, record of such studies should be incorporated into official file of rule promulgation, special casing and similar final decisions.

RETENTION: EVENT (close of investigation, adoption of rule, special casing decision, transfer of test results to GRN system) + 10 yrs & destroy confidentially

**00138000. DRILLER/PUMP INSTALLER/RIG OPERATOR CASE FILES EVT+10 DEST Y**

Records series documents driller, pump installer and rig operator compliance with licensing requirements including license applications, applicant name and address, corporate status, partners, places of business, experience, qualifications and equipment. Records also include annual reports and enforcement actions, including license revocation and suspension orders, orders terminating suspension, hearings, court actions and prosecutions and related correspondence documenting compliance with Wis. Stat. ch. 280. Licensing and registration data is entered into the ELC Oracle system.

Driller/Pump Installer/Rig Operator Continuing Education Processing Records (formerly 370/065A): Records series covers routine records related to continuing Education scheduling, location and attendance, including: DNR presentations and handouts, lists of individuals and firms scheduled to attend, handwritten notes, location of continuing education, and paper or electronic attendance lists. Other file material includes miscellaneous program design and summary sheets.

Note: File is closed if driller or pump installer or rig operator does not renew the license.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/042/ DRINKING WATER & GROUNDWATER**

Retention: EVENT (non-renewal) + 10 yrs & destroy confidentially  
(Note to staff: 5 yrs keep in office then 5 yrs at the State Record Center)

**00380000. DRINKING WATER SYSTEM (DWS)** **P** **PERM** **Y**

THIS SERIES COVERS WATER QUALITY CHEMICAL ANALYSES DATA, INCLUDING, LEAD AND COPPER, NITRATES SAMPLING DATA IN DWS.

DWS BACTERIOLOGICAL ANALYSIS DATA (FORMERLY #00381): RECORD SERIES COVERS THE DATA COLLECTED IN THE ELECTRONIC MONTHLY OPERATION REPORT (EMOR) WHICH INCLUDES PAPER AND ELECTRONIC DOCUMENTS AND DATA REGARDING BACTERIOLOGICAL ANALYSIS. THIS DATA IS CONTAINED WITHIN THE DWS FOR PUBLIC WATER FACILITIES PER FEDERAL REGULATIONS [40 CFR PART 142.14].

PUBLIC WATER SYSTEMS WATER QUALITY SAMPLE RESULTS (FORMERLY #00383): RECORDS SERIES COVERS SAMPLE RESULTS FROM WATER SUPPLY SYSTEMS. WATER SAMPLES ARE SENT TO TESTING LABORATORIES, AND SAMPLING RESULTS ARE SUBMITTED TO THE DEPARTMENT IN HARD COPY. RECORDS IN THIS SERIES COVER RESULTS FOR WATER QUALITY TESTS, INCLUDING BACTERIOLOGY, ORGANIC INORGANIC, AND OTHER SAMPLES. BEGINNING IN 2002 THESE RECORDS ALSO INCLUDE LEAD AND COPPER WATER QUALITY SAMPLE RESULTS AS SUBMITTED TO THE DEPARTMENT IN HARD COPY BY TESTING LABORATORIES. PRIOR TO 2002 LEAD AND COPPER RESULTS WERE INCORPORATED INTO WATER SYSTEM CASE FILES. RESULTS FROM HARD COPIES ARE ENTERED INTO DWS. ONCE DATA IS ENTERED AND VERIFIED, PAPER COPY IS DESTROYED.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12:  
[HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: STATE REQUIREMENTS FOR RECORD RETENTION ARE FOUND IN 40 CFR PART 142.14. RETENTION TIME IS BASED ON SPECIFIC RULE REQUIREMENTS. FEDERAL DRINKING WATER RULES ARE AMENDED FREQUENTLY (I.E. THE ARSENIC STANDARD WAS MODIFIED TO 0.010 MG/L IN 2001) AND PAST MONITORING RESULTS ARE NEEDED TO MAKE MANAGEMENT DECISIONS ON STAFFING AND FUNDING NEEDS.

RETENTION: PERMANENT

**00384B00. PUBLIC WATER SYSTEMS (PWS) PLANS AND SPECIFICATIONS - ELECTRON** **P** **PERM** **Y**

Includes Digitized, Imaged Copies Managed In Edms System.

Note: The Dnr Is In The Process Of Piloting Use Of Edms Software And Imaging For These Records (June 1999).

8/18/99 Approved By Prb.

**00385000. PUBLIC WATER SUPPLY PLANS AND SPECIFICATIONS - ENGINEERING REP** **CR+10** **DEST** **N**

RECORDS IN THIS SERIES ARE ENGINEERING REPORTS SUBMITTED BY PUBLIC WATER SYSTEMS ALONG WITH PLANS AND SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC WATER SYSTEMS AND WELLHEAD PROTECTION PLANS. THE PLAN REVIEW ENGINEERS REGULARLY REVIEW ENGINEERING PLANS AND SPECIFICATIONS FOR A PROJECT FOR WHICH AN ENGINEERING REPORT WAS SUBMITTED 8-10 YEARS PRIOR. ENGINEERING REPORTS MAY ALSO BE USED FOR REVIEW OF SUBSEQUENT SUBMITTALS OF PLANS AND SPECIFICATIONS.

RETENTION: CR + 10 YEARS AND DESTROY

**00386000. PUBLIC WATER SYSTEMS FILES - MUNICIPAL, OTHER-THAN-MUNICIPAL (O** **P** **PERM** **Y**

SERIES INCLUDES FILE DOCUMENTATION OF MUNICIPAL, OTHER-THAN-MUNICIPAL, AND NON-COMMUNITY (NON-TRANSIENT) PUBLIC WATER SYSTEMS AND DNR SYSTEM MONITORING. RECORDS INCLUDE MATERIALS SUCH AS INSPECTION REPORTS, RESPONSES TO INQUIRIES, NOTICES OF NONCOMPLIANCE (NON), NOTICES OF VIOLATION (NOV).

NR 809 NONS NOT INVOLVED IN AN ENFORCEMENT ACTION ARE INCLUDED IN 386B.

THIS SERIES ALSO INCLUDES LEAD AND COPPER WATER QUALITY SAMPLE RESULTS, AS SUBMITTED TO THE DEPARTMENT IN HARD COPY BY TESTING LABORATORIES PRIOR TO 2002.

PERMANENT JUSTIFICATION: STATE REQUIREMENTS FOR RECORD RETENTION ARE FOUND IN 40 CFR PART 142.14. RETENTION TIME IS BASED ON SPECIFIC RULE REQUIREMENTS. FEDERAL DRINKING WATER RULES ARE AMENDED FREQUENTLY (I.E. THE ARSENIC STANDARD WAS MODIFIED TO 0.010 MG/L IN THE PAST 15 YEARS) AND PAST MONITORING RESULTS ARE NEEDED TO MAKE MANAGEMENT DECISIONS ON STAFFING AND FUNDING NEEDS.

RETENTION: PERMANENT

**00386A00. PUBLIC WATER SYSTEMS FILES - MUNICIPAL, OTHER-THAN-MUNICIPAL (O** **EVT+5** **DEST** **Y**

**/042/ DRINKING WATER & GROUNDWATER**

SERIES INCLUDES FILE DOCUMENTATION OF MUNICIPAL, OTHER-THAN-MUNICIPAL, AND NON-COMMUNITY (NON-TRANSIENT) PUBLIC WATER SYSTEMS AND DNR SYSTEM MONITORING. RECORDS INCLUDE MATERIALS SUCH AS INSPECTION REPORTS, RESPONSES TO INQUIRIES, NOTICES OF NONCOMPLIANCE (NON), NOTICES OF VIOLATION (NOV), NR 809 NONS NOT INVOLVED IN AN ENFORCEMENT ACTION, ARE NOT INCLUDED IN THIS SERIES.

THIS SERIES ALSO INCLUDES LEAD AND COPPER WATER QUALITY SAMPLE RESULTS, AS SUBMITTED TO THE DEPARTMENT IN HARD COPY BY TESTING LABORATORIES PRIOR TO 2002.

PAPER DOCUMENTS ARE USED BY STAFF OVER A 5 YEAR PERIOD - REGARDLESS OF WHEN MICROFILMED. THESE DOCUMENTS NEED TO BE MICROFILMED PRIOR TO DESTRUCTION. NOTE: ONCE MICROFILMED, THESE ARE INCLUDED IN #386.

RETENTION: EVT (DATE SUBMITTED) + 5 YEARS & DESTROYED CONFIDENTIAL PROVIDED MICROFILMED

**00386B00. PUBLIC WATER SYSTEMS PROJECT FILES - MUNICIPAL, OTHER-THAN-MUN    EVT+12                      DEST                      Y**

INCLUDES NR 809 NONS THAT ARE ROUTINE IN NATURE AND NOT INVOLVED IN AN ENFORCEMENT ACTION.

RETENTION: EVT (DATE SUBMITTED) + 12 YRS & DESTROY CONFIDENTIAL

**00386C00. PUBLIC WATER SYSTEMS PROJECT CASE FILES - ELECTRONIC                      P                      PERM                      Y**

Series Includes Case File Documentation Of Municipal, Other-Than-Municipal, And Non-Community (Non- Transient) Public Water Systems And Dnr System Monitoring. Records Include Materials Such As Inspection Reports, Responses To Inquiries, Notices Of Noncompliance (Non), Notices Of Violation (Nov). This Series Also Includes Lead And Copper Water Quality Sample Results, As Submitted To The Department In Hard Copy By Testing Laboratories.

Includes Digitized, Imaged Copies Managed In Edms System.

Note: The Dnr Is In The Process Of Piloting Use Of Edms Software And Imaging For These Records (June 1999).

8/18/99 Approved By Prb.

**00387000. NON-COMMUNITY (TRANSIENT) WATER SYSTEMS PROJECT FILES                      EVT+10                      DEST                      Y**

MADISON & REGION: RECORDS IN THIS SERIES INCLUDE INSPECTION REPORTS, LETTERS TO/FROM SYSTEMS, NOTICES OF NONCOMPLIANCE (NON), NOTICES OF VIOLATION (NOV). EXCLUDES NR 809 NONS UNLESS INVOLVED IN AN ENFORCEMENT ACTION. EACH SYSTEM IS REVIEWED ON A 5-YEAR CYCLE.

THIS RECORD SERIES INCLUDES REGION COPIES  
RECORDS IN THIS SERIES ARE NOT MICROFILMED.

RETENTION: EVT (DATE SUBMITTED) + 10 YRS & DESTROY CONFIDENTIAL

**00387B00. NON-COMMUNITY (TRANSIENT) WATER SYSTEMS PROJECT CASE FILES - E    EVT+7                      DEST                      Y**

Records In This Series Include Inspection Reports, Letters To/From Systems, Notices Of Noncompliance (Non), Notices Of Violation (Nov), Lead And Copper Sample Results Of Water Quality Tests, As Submitted By Testing Laboratories. Records In This Series Are Not Microfilmed.

Includes Digitized, Imaged Copies Managed In Edms System.

Note: The Dnr Is In The Process Of Piloting Use Of Edms Software And Imaging For These Records (June 1999).

Evt=Dnr System Review.

8/18/99 Approved By Prb.

**00388A00. PUMPAGE/TREATMENT REPORTS - MUNICIPAL WATER SUPPLY SYSTEMS    P                      PERM                      N**

SERIES INCLUDES MONTHLY PUMPAGE REPORTS FROM MUNICIPAL WATER SUPPLY SYSTEMS AND REPORTS OF CHEMICAL ADDITION, SOFTENING, IRON REMOVAL, SURFACE WATER TREATMENT. PAPER RECORDS ARE RECEIVED, MICROFILMED, VERIFIED AND HELD UNTIL MICROFILM RECEIVED AND VERIFIED.

AFTER 2012, PAPER NO LONGER USED, CUSTOMER ENTERES DIRECTLY INTO EMOR (DWS) WHICH IS PART OF #00380

PERMANENT JUSTIFICATION: INTERNAL AND EXTERNAL CUSTOMERS RELY ON MUNICIPAL WATER SUPPLY SYSTEM OPERATIONAL DATA TO UNDERSTAND WATER USE DURING DROUGHTS, DENTAL HEALTH IN FLUORIDATED AREAS, AND OTHER COMPLEX DRINKING WATER RELATED QUESTIONS.

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/042/ DRINKING WATER & GROUNDWATER**

RETENTION: PERMANENT

**00388B00. PUMPAGE/TREATMENT REPORTS - MUNICIPAL WATER SUPPLY SYSTEMS - P** **PERM** **Y**  
 Series Includes Monthly Pumpage Reports From Municipal Water Supply Systems And Reports Of Chemical Addition, Softening, Iron Removal, Surface Water Treatment.  
 8/18/99 Approved By Prb.

**00393000. VULNERABILITY OR MONITORING ASSESSMENTS** **EVT** **DEST** **Y**  
 Records series covers vulnerability assessments for municipal, other than municipal and non-transient non-community wells. Assessments include Wellhead protection/source water protection area and potential contamination sources. The data contained in this system is similar to that in SWAP but is updated annually in segments: Municipal is updated one year, the next year other than municipal, and then non-transient; at that point the cycle starts over.  
 Retention: EVENT (Superseded by updated assessment) & destroy confidentially

**00394000. WELL ABANDONMENT REPORTS (WARS)** **P** **PERM** **Y**  
 Records in the series cover data keyed and scanned images of well abandonment reports. Prior to July 2006 well abandonment reports were scanned to digital images and certain fields were keyed into an on-line system for query purposes. Starting with July 2006 reports all abandonment report data are keyed into the same on-line system. Any paper reports will be destroyed once they are entered into the system and quality control checked. These reports are available to the public on DNR's website at: <http://dnr.wi.gov/warsreport/report>  
 Justification: Electronic well construction data needs to be retained perpetually, throughout the period a well is active and after it is legally filled and sealed (decommissioned). Property owners regularly seek information about construction of wells on their property. Even after a well is closed, wells may have a continuing impact on the environment and water quality of the State. Well construction data is critical to protect public health and safety, and it has ongoing value to evaluate causes of drinking water quality problems, monitor drinking water and groundwater, investigate sources of contamination, and assess well construction methods and materials over time.  
 RETENTION: Permanent

**00690000. COUNTY WELL DELEGATION ORDINANCE APPROVED CASE FILES** **EVT+6** **DEST** **Y**  
 Records in this series include a version of each approved county ordinance; revised and updated ordinances; documentation of the Department review and approval process; and correspondence relevant to the ordinance. Records in this series have permanent value to the State. They document compliance with well delegation requirements and identify agreements for counties to assure drinking water quality and to protect public health and safety.  
 Justification: The department reviews each county ordinance and program adopted to ascertain compliance with Wis. Stat. § 280.21.  
 RETENTION: EVENT (County rescinds their ordinance) + 6 years & destroy confidential

**00691000. COUNTY WELL DELEGATION ORDINANCE DENIED CASE FILES** **EVT+10** **DEST** **Y**  
 Records in this series include ordinances submitted by counties that do not meet criteria for approval, including all relevant correspondence between the Department and the county.  
 RETENTION: EVENT (approval denied) + 10 years & destroy confidentially

**00692000. COUNTY WELL DELEGATION STAFF CERTIFICATION CASE FILES** **EVT+10** **DEST** **Y**  
 Records document testing and certification of county inspectors who administer the program to meet requirements.  
 RETENTION: EVENT (county inspector leaves or fails exam) + 10 years & destroy confidentially.

**00694000. COUNTY WELL DELEGATION PROGRAM AUDITS** **EVT+10** **DEST** **Y**  
 Department personnel periodically review and audit each delegated county program for compliance.  
 RETENTION: EVENT (Audit superseded) + 10 years & destroy confidentially.

**00695000. COUNTY WELL DELEGATION ENFORCEMENT RECORDS** **CR+6** **DEST** **Y**  
 The department may generate enforcement records if there is reasonable cause to believe that the ordinance or related enforcement program of the county is not in compliance or if the department determines that there are special circumstances requiring concurrent enforcement. DNR retains original paper reports for 6 years for enforcement purposes (well construction violations, driller criminal actions, evidence of fraudulent information, etc.).  
 RETENTION: Creation + 6 yrs and destroy confidentially

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

**/042/ DRINKING WATER & GROUNDWATER**

**00696000. COUNTY WELL DELEGATION SPECIAL MEETING CASE FILES** **EVT+3** **DEST** **Y**

Records document meetings between Department county personnel to address issues, resolve problems and improve county compliance with program requirements. Key information in this series is duplicated or referenced in the County Well Program Audits.

Retention: EVENT (closed – issue resolved or meeting end) + 3 years & destroy confidentially.

**01156000. WELL CONSTRUCTION REPORTS - PAPER** **EVT+6** **DEST** **Y**

Since 1988, DNR enters Well Construction Report data into the WATR application a subset of the Drinking Water system (see RDA 00063B00). DNR retains original paper reports for 6 years for enforcement purposes (well construction violations, driller criminal actions, evidence of fraudulent information, etc.). Electronic data are used to manage well construction data permanently.

Retention: EVENT (report data entered into WATR system) + 6 yrs & destroy confidentially

**00163A00. WATER SUPPLY & WASTEWATER PLANS & SPECIFICATIONS** **P** **PERM**

Sewer And Water Extension, Sewage And Water Treatment Plants Submitted In Accordance With 144.04, Wi Stats.

All Sewer And Water Main Extensions Plus Sewage And Water Treatment Plant Plans And Specifications Indicating Previous And Future Developments For The Protection Of Public Health. These Plans And Specifications Contain Information On Location, Source, Type Of Treatment And Construction Design. Additional Information Also Indicates Consultant Engineers, Municipality And Department Approvals.

**00360000. SECRETARY SPEECHES, PRESENTATIONS, ETC.** **EVT** **SHSW** **Y**

RECORDS SERIES CONTAINS SIGNIFICANT FINAL VERSIONS OF SPEECHES PRESENTED BY THE SECRETARY OF THE DEPARTMENT, THE DEPUTY, ASSISTANT DEPUTY SECRETARY OR THEIR REPRESENTATIVES. MATERIALS INCLUDE, BUT ARE NOT LIMITED TO, SPEECHES, PRESENTATIONS, BACKGROUND INFORMATION ON EACH SPEAKING ENGAGEMENT, NEWS CLIPPINGS RELATED TO THE EVENT, ETC.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTT://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT(END OF TERM) & TRANSFER TO WHS.

**00361000. SECRETARY'S POLICY CASE FILES** **EVT+20** **SHSW** **Y**

THIS SERIES INCLUDES THE SELECTED POLICY FILES THAT ARE GENERATED IN THE OFFICE OF THE SECRETARY, BY THE SECRETARY, DEPUTY AND ASSISTANT DEPUTY SECRETARY. THE SERIES DOCUMENTS SIGNIFICANT ENVIRONMENTAL QUALITY OR NATURAL RESOURCES ISSUES SPECIFICALLY DOCUMENTS THE INVOLVEMENT OF THE SECRETARY'S OFFICE IN PARTICULAR POLICY ISSUES AND CONCERNS DURING EACH SECRETARY'S TENURE IN OFFICE. IN THE DNR BUREAU DIRECTORS ARE RESPONSIBLE FOR CREATING OFFICIAL FILES TO DOCUMENT DEPARTMENT POLICY FOR WHICH THE BUREAU HAS LEAD RESPONSIBILITIES. THE BUREAU POLICY FILE FILE SHALL BE INCLUDED IN BUREAU-SPECIFIC RETENTION SCHEDULES, SEPARATE FROM THIS SERIES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD HTE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN WIS. ADMIN. CODE CH. ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVT(CLOSED - POLICY DECISIONS MADE AND ACTIONS IMPLEMENTED) + 20 YEARS AND TRANSFER TO WHS

**00362000. SECRETARY'S CORRESPONDENCE AND NUMBERED LETTERS** **EVT+0/3** **DEST** **Y**

THIS RECORDS SERIES INCLUDES PAPER DOCUMENTS RECEIVED AS THE SECRETARY'S NUMBERED CORRESPONDENCE CONTAINING CORRESPONDENCE CREATED BY THE DEPARTMENT SECRETARY, OR FOR HIS SIGNATURE, OR IN HIS NAME, OR PREPARED FOR THE GOVERNOR WHICH ARE SCANNED INTO THE CURRENT ELECTRONIC SYSTEM (SHARE POINT). SERIES ALSO INCLUDES SECRETARY'S OFFICE CORRESPONDENCE THAT IS NOT PART OF THE NUMBERED CORRESPONDENCE SYSTEM. REOCRDS IN THIS SERIES ARE GENERATED BY THE SECRETARY OR REPRESENTATIVE.

THE OFFICIAL RECORD IN ELECTRONIC FORMAT WILL FOLLOW GRS ADM000009.

RETENTION: EVT(SCANNED AND VERIFIED) + 3 MONTHS AND DESTROY

**00170000. LEGAL CASE FILES** **EVT+5** **DEST** **N**

All records series covers cases files created by Department of Natural Resources attorneys, other than specifically provided for below.

**/082/      LEGAL SERVICES**

Records document provision of legal opinions and services related to environmental and resource management cases. DNR Attorneys maintain case files that may include confidential attorney-client privilege records [ Wis. Stat. §§ 19.35(1)(a) and 905.03]. DNR programs maintain selected enforcement records, and the Wisconsin Department of Justice maintains legal case files for certain cases. The DNR attorney records may duplicate other case files in part. Attorney files are maintained primarily for attorney-client and reference purposes.

RETENTION: EVENT (case closed) + 5 yrs & destroy confidentially

**00340000.      NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS FORMAL AND INFO      P      PERM      Y**

RECORDS SERIES INCLUDES FORMAL AND INFORMAL INTERGOVERNMENTAL AGREEMENTS BETWEEN THE DEPARTMENT AND NATIVE AMERICAN TRIBES IN WISCONSIN. AGREEMENTS MAY COVER HUNTING, TRAPPING OR FISHING OFF INDIAN RESERVATION LAND AND OTHER RESOURCE AGREEMENTS BETWEEN THE DEPARTMENT AND THE TRIBES.

COPIES OF AGREEMENTS MAY ALSO BE FILED IN RELATED RECORDS SERIES: 370-00341, NATIVE AMERICAN TREATY RIGHTS NEGOTIATION PROCESS CASE FILES, AND 370-00343, NATIVE AMERICAN TREATY RIGHTS DECISIONS AND JUDGMENTS.

PROGRAM COPIES: DNR TRIBAL LIAISON, BUREAUS OF LAW ENFORCEMENT, WILDLIFE, FISH MANAGEMENT, ENDANGERED RESOURCES AND ANY OTHER PROGRAMS HAVING COMPLIANCE RESPONSIBILITIES RELATED TO SEPCIFIC AGREEMENTS. THESE PROGRAMS MAINTAIN PROGRAM COPIES OF AGREEMENTS FOR ONGOING ADMINISTRATIVE AND ENFORCEMENT PURPOSES.

PERMANENT JUSTIFICATION: AGREEMENTS IN THIS SERIES ARE MAINTAINED THROUGHOUT THE TERMS OF THE AGREEMENT AND BEYOND PERMANENTLY FOR ADMINISTRATIVE AND LEGAL BACKGROUND PURPOSES. RECORDS ALSO HAVE ONGOING REFERENCE AND RESEARCH VALUE.

RETENTION: PERMANENT

**00341000.      NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS NEGOTIATION PRO      EVT+20      SHSW      Y**

RECORDS IN THIS SERIES PROVIDE BACKGROUND INFORMATION RELATED TO FORMAL AND INFORMAL INTERGOVERNMENTAL AGREEMENTS AND TREATY RIGHTS DECISIONS AND JUDGEMENTS BETWEEN THE DEPARTMENT AND WISCONSIN INDIAN TRIBES. RECORDS DOCUMENT DISCUSSIONS, MINUTES OF MEETINGS AND OTHER NEGOTIATIONS DOCUMENTATION RELATED TO FINANCIAL AID AND COOPERATIVE PROGRAMS. TOPICS MAY INCLUDE HUNTING, TRAPPING OR FISHING OFF INDIAN RESERVATION LAND AND ANY OTHER RESOURCE PROBLEMS THAT MAY ARISE BETWEEN THE DEPARTMENT AND THE TRIBES.

RETENTION: EVENT (FINAL AGREEMENT OR JUDGMENT) + 20 YEARS & TRANSFER TO WHS.

**00342000.      CONFIDENTIAL - NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS NE      EVT+50      SHSW      Y**

RECORDS IN THIS SERIES COVER A SUB-SET OF OFF RESERVATION TREATY RIGHTS NEGOTIATION PROCESS CASE FILES THAT DNR BELIEVES ARE CONFIDENTIAL BECAUSE OF ATTORNEY-CLIENT PRIVILEGE AS PER S. 905.03, WIS. STATS.. RECORDS IN THIS SERIES MAY INCLUDE ATTORNEY WORK PRODUCT, MINUTES OF INTERNAL STRATEGY DISCUSSIONS AND NEGOTIATION DISCUSSION MATERIALS THAT THE TRIBES REQUESTED REMAIN CONFIDENTIAL. ONLY ONE SET OF CONFIDENTIAL RECORDS IS TO BE CREATED OR MAINTAINED.

RETENTION: EVENT (FINAL AGREEMENT OR JUDGMENT) + 50 YEARS & TRANSFER TO WHS.

**00343000.      NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS DECISIONS AND JU      P      PERM      Y**

RECORDS SERIES INCLUDES NATIVE AMERICAN OFF RESERVATION FINAL TREATY RIGHTS DECISIONS AND JUDGMENTS. RECORDS IN THIS SERIES RELATE TO LITIGATION AND FORMAL COURT ACTIONS. COPIES OF FINAL TREATY RIGHTS DECISIONS AND JUDGMENTS ARE ALSO FILED WITH COURTS AND THE DEPARTMENT OF JUSTICE.

RETENTION: PERMANENT - DNR

**00344000.      NATIVE AMERICAN TREATY RIGHTS LITIGATION - BACKGROUND MATERIAL      EVT+15      SHSW      Y**

RECORDS IN THIS SERIES INCLUDE EXPERT REPORTS, INTERROGATORIES AND BRIEFS. WHILE USUALLY DUPLICATIE OF THE FORMAL STATE CASE FILE, LOCATED WITH DEPARTMENT OF JUSTICE, THESE MATERIALS PROVIDE A HISTORY OF DEPARTMENT INVOLVEMENT IN THE LITIGATION.

RETENTION: EVENT (FINAL JUDGMENT) + 15 YEARS AND TRANSFER TO WHS.

**00345000.      NATIVE AMERICAN POLICY CORRESPONDENCE      CR+10      SHSW      Y**

RECORDS SERIES INCLUDES CORRESPONDENCE TO AND FROM DEPARTMENT PERSONNEL COVERING POLICY DEVELOPMENT OR INTERPRETATION OF POLICY REGARDING OFF RESERVATION TRIBAL LAND USE AND ENVIRONMENTAL RESOURCES. CORRESPONDENCE INCLUDES INTERNAL COMMUNICATIONS BETWEEN DEPARTMENT PERSONNEL AND EXTERNAL CORRESPONDENCE TO OR FROM TRIBAL MEMBERS AND NON-TRIBAL INDIVIDUALS AND

**/082/      LEGAL SERVICES**

ORGANIZATIONS. TOPICS MAY INCLUDE, BUT ARE NOT LIMITED TO, OFF RESERVATION TREATY RIGHTS AGREEMENTS, POLICY PLANNING, CASE LITIGATION, PUBLIC PROTESTS, AND NEWS REGARDING NATIVE AMERICAN ENVIRONMENTAL AND RESOURCE ISSUES. PROGRAM COPIES: DNR TRIBAL LIAISON, BUREAUS OF LAW ENFORCEMENT, WILDLIFE, FISH MANAGEMENT, ENDANGERED RESOURCES AND ANY OTHER PROGRAMS HAVING RESPONSIBILITIES RELATED TO DECISIONS AND JUDGEMENTS. WORKING COPIES ARE NON-RECORDS. IF ADDITIONAL NOTES ON PROGRAM COPIES, RETENTION = 5 YRS & DESTROY.

RETENTION: CREATION + 10 YEARS & TRANSFER TO WHS.

**00346000.      NATIVE AMERICAN ROUTINE CORRESPONDENCE      CR+1      DEST      Y**

RECORDS SERIES INCLUDES ROUTINE CORRESPONDENCE TO, FROM AND ABOUT NATIVE AMERICAN ISSUES. ROUTINE CORRESPONDENCE AND INTERNAL COMMUNICATIONS DOES NOT DEVELOP OR PROVIDE DETAILED INTERPRETATION OF DEPARTMENT POLICY REGARDING TRIBAL AGREEMENTS, CASES OR NEGOTIATIONS. CORRESPONDENCE TENDS TO BE STANDARD REQUESTS AND REPLIES FOR INFORMATION, NOTICES OF MEETINGS, ETC.

RETENTION: CREATION + 1 YEARS & DESTROY.

**00750000.      REHEARINGS - BLS REFERENCE FILE      EVT+5      DEST      N**

Under Wis. Admin. Code, § NR 2.20, the DNR Secretary may be asked to review a Department decision or action. In rare cases, these rehearing requests are granted and are handled without involvement of the DOA Division of Hearings and Appeals.

After the file is closed and all appeal periods have expired, each DNR program maintains the complete case file (including rehearing record) with its program enforcement actions or legal case records (per program-specific RDA requirements).

This RDA covers only the DNR Bureau of Legal Services reference files for Secretary Rehearings.

RETENTION: EVENT (case closed) + 5 yrs & destroy confidentially

**00750A00.      CONTESTED CASE HEARING LOG AND REHEARING LOG      CR+10      DEST      N**

Records series identifies all petitions for hearing in contested cases, as authorized under Wis. Stat. § 227.42, and other program statutes. It also identifies all petitions for rehearing in contested cases, as authorized under Wis. Stat. §. 227.49 and Wis. Admin. Code § NR. 2.20. The Bureau of Legal Services tracks petitions.

RETENTION: CREATION + 10 yrs & destroy confidentially

**00751000.      SMALL CLAIMS CASE FILES      EVT+5      DEST      Y**

Records series covers small claims case files that the Department resolves through collection by demand letter, through the small claims court process, or after going to court through referral to the Dept. of Revenue's refund set off program. Collection actions may result from recovery of forest fire suppression charges, forest tax severance or yield tax charges, charges as a result of a spill cleanup, delinquent ALIS vendors and other miscellaneous amounts owed to the Dept. by law or contract. The file may include reports, invoice, demand letters, summons and complaints, judgments, satisfactions of judgments and other miscellaneous correspondence.

RETENTION: EVENT (close of case ) + 5 yrs & destroy confidentially

**00751A00.      SMALL CLAIMS FILES RESULTING IN JUDGMENTS: OFFICIAL COPY      EVT+20      DEST      Y**

The actual judgment issued for a small claims case and associated files.

RETENTION: EVENT (judgment date) + 20 yrs & destroy confidentially

**00751B00.      SMALL CLAIMS LOG & SUMMARY DATA ELECTRONIC FILE      EVT+15      DEST      N**

This electronic files contains summary data of small claims cases including information on DNR active cases, active cases at DOJ & DOR, closed cases and totals in dollars spent, received and judgments.

RETENTION: EVENT (Close of case) + 15 yrs & destroy

**00752000.      CONSERVATION CONGRESS EXECUTIVE AND COMMITTEE, & STUDY MEETI      EVT+5      SHSW      Y**

THE WCC HOLDS THE FOLLOWING MEETINGS REGULARLY: EXECUTIVE COMMITTEE MEETINGS: THE EXECUTIVE COMMITTEE MEETS ONCE PER YEAR IN JUNE AND MAY CALL ADDITIONAL MEETINGS AS NEEDED. MEETING ISSUES INCLUDE RECOMMENDATIONS FOR STUDY COMMITTEE ASSIGNMENTS. THE EXECUTIVE COMMITTEE GENERATES A STUDY COMMITTEE LISTING WITH REPRESENTATIVE DELEGATES FROM EACH DISTRICT TO ADDRESS ISSUES AND ASSIGNED RESOLUTIONS.

EXECUTIVE COUNCIL MEETINGS: HELD TWICE PER YEAR IN JANUARY, MAY. THE COUNCIL MAY CALL ADDITIONAL MEETINGS AS NEEDED. ACTIONS INCLUDE:

- JANUARY EXECUTIVE COUNCIL MEETING: COUNCIL APPROVAL OF DEPARTMENT SPRING HEARING QUESTIONS. THESE BECOME THE WORK PRODUCT FOR THE SPRING HEARING QUESTIONNAIRE.

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- MAY EXECUTIVE COUNCIL MEETING: COUNCIL REVIEWS RESOLUTIONS ASSIGNED AND DISCUSSED AT THE ANNUAL CONVENTION, IS INFORMED BY DEPARTMENT STAFF ON THE SPRING HEARINGS, ETC.

STUDY COMMITTEE MEETINGS: STUDY COMMITTEES MEET IN THE FALL FROM AUGUST TO DECEMBER AND ADDITIONALLY AS NEEDED TO RESEARCH ISSUES AND RESOLUTIONS. COMMITTEES DEAL WITH SUCH CONCERNS AS: ALTERNATIVE FUNDING, AWARDS, BIG GAME, BEAR, WARM WATER, TROUT, UPLAND GAME, RULES & RESOLUTIONS, LEGISLATIVE, GREAT LAKES, ENDANGERED RESOURCES & LAW ENFORCEMENT, MISSISSIPPI RIVER, MIGRATORY, FUR HARVEST, ENVIRONMENTAL PRACTICES, TURKEY, HUNTING WITH DOGS, FORESTRY & PARKS AND OTHER COMMITTEES AS DEEMED NECESSARY. STUDY COMMITTEES REVISE THE PREVIOUS YEAR RESOLUTIONS AND SUBMIT TO THE EXECUTIVE COUNCIL IN QUESTION FORMAT FOR THE UPCOMING SPRING HEARINGS. RESOLUTIONS AUTHORS ARE ENCOURAGED TO ATTEND THE COMMITTEE MEETING TO PROVIDE FURTHER INSIGHT TO THEIR RESOLUTION. RECORDS INCLUDE MEETING MINUTES. WORK PRODUCTS THAT THESE COMMITTEES MAY GENERATE INCLUDE SPRING HEARING QUESTIONS AND RECOMMENDATIONS. RECORDS IN THIS SERIES INCLUDE WCC MEETING MINUTES, AGENDAS AND RELEVANT ATTACHMENTS FOR THE COUNCIL AND COMMITTEES. MAY INCLUDE BACKGROUND INFORMATION SUCH AS PREVIOUS YEARS' HUNTING, FISHING AND ACCIDENT REPORTS; OTHER INFORMATION THAT DNR STAFF MAY PRESENT; DRAFT RESOLUTIONS, SUMMARIES OF COMMENTS RECEIVED, ETC. CURRENTLY, THE CONSERVATION CONGRESS COORDINATOR MAINTAINS MEETING MINUTES AND AGENDA RECORDS IN ELECTRONIC FORMAT, GENERALLY IN MSWORD AND/OR PDF IMAGE. RECORDS ARE MAINTAINED IN DNR LEGAL SERVICES OFFICE, MADISON. SUMMARY INFORMATION RELATED TO THESE MEETINGS IS INCORPORATED INTO THE ANNUAL WCC CONVENTION DOCUMENT. THIS SERIES MAY INCLUDE ADDITIONAL BACKGROUND, DETAILED INFORMATION.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (MEETING DATE) + 5 YEARS & TRANSFER TO WHS.

**00753000.**      **SPRING COUNTY HEARINGS**      **EVT+3**      **SHSW**      **Y**

EVERY APRIL EACH COUNTY HOLDS PUBLIC HEARINGS WHERE THE PUBLIC IS ALLOWED TO VOTE ON WISCONSIN CONSERVATION CONGRESS (WCC) QUESTIONS THAT WERE PREVIOUSLY SUBMITTED AS RESOLUTIONS BY THE PUBLIC THE PREVIOUS SPRING. THE PUBLIC IS ALSO ALLOWED TO SUBMIT NEW RESOLUTIONS FOR COUNTY VOTE. IF THOSE NEW RESOLUTIONS HAVE A SUPPORTING VOTE AT THE COUNTY LEVEL THOSE RESOLUTIONS THEN MOVE AHEAD TO THE RULES & RESOLUTIONS COMMITTEE OF THE CONGRESS FOR VOTE AT THE ANNUAL CONVENTION. IN ADDITION THE PUBLIC HAS THE OPPORTUNITY TO NOMINATE A CITIZEN, (NON-DEPARTMENT STAFF) FOR RE-ELECTION OR NEW ELECTION AND TO VOTE ON THE COUNTY REPRESENTATIVE TO THE CONSERVATION CONGRESS. RECORDS IN THIS SERIES INCLUDE:

- DNR ANNUAL STATEWIDE SPRING FISH & WILDLIFE RULE HEARINGS/WCC ANNUAL COUNTY MEETINGS
- COMMENT SHEETS FROM FISHERIES, WILDLIFE, ETC.,
- ELECTION SHEETS FROM THE DELEGATE ELECTION PROCESS-- SUMMARY OF ELECTION RESULTS
- SUMMARY INFORMATION: RESULTS OF PUBLIC INPUT - BALLOTTED VOTES RELATED TO RESOLUTIONS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (HEARING DATE) + 3 YEARS & TRANSFER TO WHS.

**00754000.**      **VOTING BALLOT PUBLIC INPUT**      **EVT+0/1**      **DEST**      **Y**

THE WCC CAPTURES VOTES FOR WCC DELEGATE ELECTIONS AND PUBLIC INPUT ON RESOLUTIONS USING VOTING MACHINE BALLOTS. EXTENSIVE PUBLIC INPUT, BETWEEN 6,000 TO 10,000 BALLOTS, MAY BE CAPTURED USING THIS PROCESS AT EACH EVENT. VOTING MACHINES COMPUTE VOTES AND SUMMARIZE BALLOTS CAST FOR DELEGATES AND WCC RESOLUTIONS. PRINT-OUT RESULTS SUMMARIZE DECISIONS MADE SOON AFTER ALL BALLOTS ARE CAST. AS A COURTESY, THE WCC MAINTAINS VOTING RECORDS FOR A MINIMAL PERIOD OF TIME, FOR THE PURPOSE OF CHALLENGING THE SUMMARY INFORMATION. THE BALLOTS ARE HELD WITH THE LOCAL HEARING OFFICER (IN EACH COUNTY), BUT DESTROYED AFTER 30 DAYS.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US](http://www.legis.state.wi.us)

**00755000.**      **CONSERVATION CONGRESS MEMBERSHIP ROSTER DATA & INFORMATION**      **EVT+50**      **SHSW**      **Y**

RECORDS IN THIS SERIES COVER LOGISTICAL, PERSONAL AND BIOGRAPHICAL INFORMATION ABOUT CONSERVATION CONGRESS ELECTED MEMBERS FROM EACH OF WISCONSIN'S 72 COUNTIES. THE SERIES ALSO IDENTIFIES MEMBERS OF WCC EXECUTIVE COUNCIL, EXECUTIVE COMMITTEE, AND STUDY COMMITTEE AND THEIR TENURES IN OFFICE. INCLUDES KEY IDENTIFYING INFORMATION FOR EACH MEMBER: NAME, ADDRESS, CONTACT INFORMATION, COUNTY, CONSERVATION CONGRESS APPOINTMENTS OR ELECTED POSITIONS, DATES OF SERVICE. MEMBERS VOLUNTARILY SUBMIT THEIR OWN PERSONAL AND BIOGRAPHICAL INFORMATION ON FROM PERSONAL HISTORY QUESTIONNAIRES. SEPARATE ACCESS DATABASE IS MAINTAINED. THE WCC MAINTAINS MEMBER DATA IDENTIFYING ALL CONSERVATION CONGRESS DELEGATES FOR EACH YEAR IN AN MS ACCESS DATABASE. DATA ARE UPDATED ANNUALLY WITH MEMBER AND CONTACT INFORMATION CHANGES,

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DELETIONS, ADDITIONS AND UPDATES, AND CURRENT DATA MAY ALSO BE PROVIDED TO THE WDNR UNIT RESPONSIBLE FOR ENVIRONMENTAL & RECREATIONAL SPONSORSHIP/PARTNER MASTER DATA (RDA 370/00618). THE WCC LISTS SUMMARY DELEGATE AND MEMBER INFORMATION IN THE WCC ANNUAL CONVENTION BOOKLET YEARLY. THIS RECORDS SERIES INCLUDES ADDITIONAL MEMBER INFORMATION AND DATA THAT IS MAINTAINED OVER TIME FOR ADMINISTRATIVE AND REFERENCE PURPOSES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (MEMBERSHIP EXPIRES OR IS TERMINATED) + 50 YEARS & TRANSFER TO WHS.

**00756000.      ANNUAL CONSERVATION CONGRESS CONVENTION BOOK      EVT+3      SHSW      Y**

THE ANNUAL CONSERVATION CONGRESS CONVENTION IS A 3-DAY EVENT THAT BRINGS TOGETHER ALL DELEGATES THROUGHOUT THE STATE TO REVIEW COMMITTEE REPORTS FROM THE PREVIOUS YEAR, REVIEW AND DISCUSS THE SPRING HEARING RESULTS AND NEW RESOLUTIONS. DEPARTMENT STAFF MEMBERS PROVIDE UPDATES ON WILDLIFE, LAND, FORESTRY, LAW ENFORCEMENT AND OTHER ITEMS THAT HAVE TAKEN PLACE OVER THE PREVIOUS YEAR AS NEEDED. THE RULES AND RESOLUTIONS COMMITTEE DISCUSSES AND ASSIGNS NEW RESOLUTIONS TO COMMITTEE. RECORDS INCLUDE:

- STATEWIDE CONVENTION AGENDA
- ANNUAL STATEWIDE SPRING HEARING RESULTS
- ANNUAL COUNTY RESOLUTION SUMMARY & COUNTY RESOLUTIONS FROM SPRING COUNTY HEARINGS
- AGENDAS AND MEETING MINUTES FROM WCC EXECUTIVE, COMMITTEE, STUDY COMMITTEES. INCLUDES RESOLUTIONS, COMMITTEE REPORTS, RECOMMENDATIONS AND SUMMARY WORK PRODUCTS INCLUDING RESOLUTION ASSIGNMENTS.
- MEETING MINUTES FROM PREVIOUS ANNUAL CONVENTION
- DELEGATE LISTING & DELEGATES ELECTED TO EXECUTIVE COMMITTEE AND EXECUTIVE COUNCIL.
- CONGRESS CODE OF PROCEDURES
- WCC STATEMENT OF PURPOSE, AND OTHER ORGANIZATIONAL MATERIALS
- CLUB LIST: NAMES, ADDRESSES AND CONTACT FOR CURRENT CONSERVATION CLUBS, ASSOCIATIONS AND PARTNERS.

THE DOCUMENT IS DISTRIBUTED TO WCC MEMBERS IN PAPER OR ELECTRONIC FORMAT PRIOR TO EACH ANNUAL CONVENTION, AND IT IS ALSO MADE AVAILABLE TO INTERESTED PARTIES VIA THE DNR WEB SITE.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

RETENTION: EVENT (MEETING DATE) + 3 YEARS & TRANSFER TO WHS.

**00757000.      WCC RECOGNITION AWARDS MATERIALS      EVT+5      SHSW      Y**

THE WISCONSIN CONSERVATION CONGRESS (WCC) PROMOTES CONSERVATION AWARENESS BY RECOGNIZING STATEWIDE GROUPS, LOCAL ORGANIZATIONS, AND EDUCATORS THAT ARE ACTIVE IN PROMOTING CONSERVATION EDUCATION AND TRAINING, HABITAT ENHANCEMENT, RECREATION ACTIVITIES, OUTDOOR RECREATION ACCESS AND NON-CONSERVATION COMMUNITY SERVICE PROJECTS. ANNUAL RECOGNITION AWARDS INCLUDE:

- LOCAL CONSERVATION CLUB OF THE YEAR AWARD: INTENDED TO RECOGNIZE WISCONSIN CONSERVATION CLUBS THAT DEDICATE THEMSELVES TO CONSERVATION EDUCATION AND TRAINING, HABITAT ENHANCEMENT, RECREATION ACTIVITIES, OUTDOOR RECREATION ACCESS AND NON-CONSERVATION COMMUNITY SERVICE PROJECTS TO HELP MAINTAIN WISCONSIN'S NATURAL RESOURCES AND ENVIRONMENT. THROUGH THIS AWARD THE CONSERVATION CONGRESS WILL RECOGNIZE THE MANY HOURS OF SERVICE, THE NUMBER OF INDIVIDUALS WHO HAVE BEEN IMPACTED AND THE NUMEROUS OPPORTUNITIES THAT HAVE BEEN DEVELOPED BY WISCONSIN'S LOCAL CONSERVATION CLUBS.
- STATEWIDE CONSERVATION ORGANIZATION OF THE YEAR AWARD: TO RECOGNIZE WISCONSIN ORGANIZATION WHO HAS DEDICATE THEMSELVES TO CONSERVATION AND CONSERVATION EDUCATION ACTIVITIES AND PROJECTS THROUGHOUT THE STATE TO INCLUDE HABITAT DEVELOPMENT, YOUTH FISHING CLINICS, SCHOLARSHIPS, ACCESS POINTS, HUNTER EDUCATION, ETC. THROUGH THIS AWARD THE CONSERVATION CONGRESS WILL RECOGNIZE THE MANY HOURS OF SERVICE, THE NUMBER OF INDIVIDUALS WHO HAVE BEEN IMPACTED AND THE NUMEROUS OPPORTUNITIES THAT HAVE BEEN DEVELOPED BY THIS ORGANIZATION.
- CONSERVATION EDUCATOR OF THE YEAR AWARD: CONSERVATION EDUCATOR OF THE YEAR AWARD" IS INTENDED TO RECOGNIZE WISCONSIN CONSERVATIONISTS WHO DEDICATE THEMSELVES TO EDUCATING OTHERS ABOUT THE WISE USE AND CONSERVATION OF WISCONSIN'S NATURAL RESOURCES AND ENVIRONMENT. THROUGH THIS AWARD THE CONSERVATION CONGRESS WILL RECOGNIZE THE MANY HOURS OF SERVICE, THE NUMBER OF INDIVIDUALS WHO HAVE BEEN IMPACTED AND THE NUMEROUS PROGRAMS WHICH HAVE BEEN DEVELOPED BY WISCONSIN'S CONSERVATION EDUCATORS.

RECORDS DOCUMENT ALL NOMINEES FOR AWARDS, THE PROCESS USED TO EVALUATE NOMINEES' QUALIFICATIONS AND SELECT AWARD WINNERS, AND AWARD CEREMONIES.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf).

Dept. #	Department Name	Retention	Disposition	PII
RDA #	RDA Title			

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RETENTION: EVENT (DATE OF AWARD) + 5 YEARS & TRANSFER TO WHS.

**00758000.      THE CONSERVATION CHRONICLE      EVT+50      SHSW      Y**

THE WCC ISSUES THE CONSERVATION CHRONICLE AS A PUBLIC DOCUMENT SEMI-ANNUALLY, IN FEBRUARY AND AUGUST. THE CHRONICLE PROVIDES CONSERVATION INFORMATION, NEWS RELATED TO THE WCC CONVENTION, MEETINGS AND OTHER ACTIVITIES, INFORMATION ABOUT OUTDOOR ACTIVITIES IN WISCONSIN, WCC DELEGATE PROFILES AND OTHER INFORMATION OF INTEREST TO CONSERVATIONISTS AND WCC MEMBERS.

THE DNR MAKES THE CHRONICLE AVAILABLE TO WCC MEMBERS AND OTHERS IN PAPER FORMAT. RECENT ISSUES ARE AVAILABLE ON THE DNR INTERNET PAGE.

RETENTION: EVENT (PUBLICATION DATE) + 50 YEARS & TRANSFER TO WHS.

**01159000.      LITIGATION CASE FILES - PRECEDENT SETTING OR HISTORICALLY SIGNIFI      EVT+20      SHSW      Y**

Litigation Case Files that are determined by the DNR Legal Counsel which document historically significant or precedent setting activities or events within the agency.

Note: Wisconsin Historical Archives staff are available to provide assistance in determining which cases may be precedent setting or historically significant and therefore considered for transfer to the Wisconsin Historical Society (WHS) by the DNR.

RETENTION: EVENT (date file is closed) + 20 years & transfer to WHS

\*Confidential / Access Restricted: For those records that fall within the rules of privilege as defined by Wis. Stats. §§804.01; 905.03; 905.09; 905.10; or other applicable confidentiality rules based on content, privilege or attorney work product.

**00548000.      FISH AND WILDLIFE LICENSES/APPROVAL RECEIPTS - ALIS AGENTS AND D      CR+2      DEST      Y**

Records series covers approval receipt stubs for all licenses issued through the ALIS system under Chapter 29, Wis. Stats. ALIS agents are contractually obligated to keep all receipts/records of sold approvals on file and to provide records to the Legislative Audit Bureau and the DNR Bureau of Law Enforcement upon request. Approval records document license sales for auditing purposes and also serve as a source document from license applicants, supplementing the data entered into the ALIS database. Agents are required by contract to maintain receipts for two years after year created.

**00548A00.      FISH AND WILDLIFE LICENSES/APPROVALS - VOIDED      CR+2      DEST      Y**

ALIS agents are required to return voided license approvals to the Department to be issued a credit and for auditing purposes. Voided documents verify credit given for license sales.

**00549000.      SPECIAL HUNTING PERMIT APPLICATIONS      EVT      DEST      Y**

Special Permitting by the Department of Natural Resources is authorized under Chapter 29, Wisconsin Stats and under Administrative Code NR 10. Special Permit programs issue permits based on a continuous preference system. The data elements for each permit application include name, address, date of birth, telephone number, and may also include pertinent landowner information. Types of Permits Available: Hunter's Choice/Bonus, Goose, Sharp-tailed Grouse, Bobcat, Otter, Fisher, Bear, Spring Turkey, and Fall Turkey. Series includes applications for Spring Wild Turkey Hunt for People with Disabilities.

The applicant submits the permit application on a paper form. The data from that form is entered into a separate database application (RDA # 540) for each type of permit. The paper permits are then digitally imaged and stored on a CD-ROM and/or other available media. The service contractor maintains the original paper applications after digitizing throughout the hunting season.

**00549A00.      SPECIAL HUNTING PERMIT APPLICATIONS      CR+5      DEST      Y**

The imaged application, stored on CD-ROM or other appropriate medium, is captured via scanner and passed through the VirtualReScan electronic quality-control process before storage. These images are used to ensure quicker access to the information, and for possible investigative purposes by the Bureaus of Law Enforcement and Customer Service & Licensing. The imaged application may be accessed if needed for reference purposes.

**00001000.      DNR INFORMATION & EDUCATION AUDIO-VISUAL PRODUCTION MATERIAL      P      PERM**

Original Production Materials (Footage) For 16Mm Films And Videotapes. Much Of The Footage Is Timeless, Containing Scenes From The Dnr Television Series, And Scenes Of Birds, Animals And Outdoor Recreation Possibly Useful In Future Audio-Visual Productions.

The Dnr Bureau Of Information And Education Will Review These Films And Videotapes Regularly, Duplicating Any Needed Scenes On Videotape And Retaining The Original Footage As Long As The Medium Survives.

**00011000.      PHOTOGRAPHS AND SLIDES      P      PERM      N**

**/093/      OFFICE OF COMMUNICATION**

DIGITAL PHOTOS, COLOR AND BLACK AND WHITE 35MM, 2-1/4"X2-1/4" AND 4'X5' SLIDES, PHOTOGRAPHS AND NEGATIVES OF OUTDOOR SCENES, DEPARTMENT PERSONNEL AND EQUIPMENT, ENVIRONMENTAL AND CONSERVATION VIOLATIONS, SPECIAL EFFECTS GRAPHICS ETC.

THESE RECORDS ARE NOW SCANNED INTO AN ELECTRONIC FILE AND THE ORIGINAL FORMAT IS DESTROYED (OR SENT TO WHS). ONCE SCANNED, THEY ARE CATALOGED AND MAINTAINED BY PERSONNEL FROM THE OFFICE OF COMMUNICATIONS AND USED ON A CONTINUOUS BASIS IN PUBLICATIONS, EXHIBITS, AND SLIDE SHOWS FOR PUBLIC VIEWING, DECISION-MAKING, TRAINING AND DOCUMENTATION. THERE ARE SEVERAL FILES CABINETS OF SLIDES & PHOTOS THAT HAVE BEEN OR IN THE PROCESS OF BEING SCANNED AND DIGITIZED FOR USE BY BOTH INTERNAL AND EXTERNAL CUSTOMERS.

OC RECEIVES REQUESTS FOR AND BY DIGITIZING THRU PHOTO SHELTER, CUSTOMERS, INTERNAL AND EXTERNAL, WILL BE ABLE TO REQUEST PHOTOS AND WILL BE BILLED A MINIMAL FEE. ACTUAL PHOTOS KEPT ON SITE THEN SENT TO HISTORICAL SOCIETY FOR PRESERVATION OR DISCARDING.

**00504000.      WISCONSIN DNR OUTDOOR REPORT AND NEWS RELEASES      P      PERM      N**

THIS SERIES CONTAINS WRITTEN OR RECORDED COMMUNICATIONS DIRECTED AT MEMBERS OF THE NEWS MEDIA FOR THE PURPOSE OF ANNOUNCING DNR NEWS INFORMATION WITH NEWS VALUE. THIS IS ONE OF THE FEW REMAINING HISTORICAL AVENUES THE DEPARTMENT HAS TO CHRONICLE HISTORY OF THE AGENCY. THIS INFORMATION IS SENT TO PUBLIC MEDIA TYPES, I.E. RADIO STATIONS, NEWSPAPERS AND TV STATIONS. MUCH ARCHIVING HAS BEEN DONE IN HOUSE ELECTRONICALLY AND THERE MAY BE SOME PAPER COPIES STILL AROUND.

ELECTRONIC RECORDS NOTE: IN ORDER TO SAFEGUARD THE INFORMATION CONTAINED IN THESE RECORDS, ALL ELECTRONIC RECORDS MUST MEET THE STANDARDS & REQUIREMENTS FOR THE MANAGEMENT OF ELECTRONIC RECORDS OUTLINED IN CHAPTER ADM 12: [HTTP://WWW.LEGIS.STATE.WI.US/RSB/CODE/ADM/ADM012.PDF](http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf)

PERMANENT JUSTIFICATION: DNR HAS ONGOING REQUESTS FOR THESE RECORDS. THESE RECORDS PROVIDE HISTORICAL BACKGROUND INFORMATION REGARDING THE AGENCY'S PROCEDURES AND EVOLUTION. PERMANENT RECORD SHALL BE AVAILABLE IN SOME FORMAT; THE ORIGINAL RECORD FORMAT MAY BE DIGITIZED AND THEN DISCARD.

EVENT = PERMANENT

**00780000.      MASTER PLAN CASE FILE-OFFICIAL LF COPY OF RECORD      P      PERM      Y**

Records series covers the official paper file of Department master plan for use, development and management of a property owned and/or managed by the Department. Series includes the copy of the master plan submitted to the Natural Resources Board (green sheet version) and the final copy as approved. The LF Case File also includes subsequent revised, updated and amended master plans, with green sheet and final versions.

Note: When an EIS is required for a Master plan, the plan and EIS are combined into a single document. Master plans and EIS documents are also public documents that the Department is required to distribute to State document depositories, as required under s. 35.84, Wis. Stats. Document distribution includes SHSW Library and DNR Library.

Master Plan Copies:

- Copies of master plans and EIS/EA records are also located at DNR properties and in bureaus responsible for creating master plans: Parks & Recreation, Forestry, Wildlife Management, Endangered Resources.
- See also DNR Environmental Review Records, RDAs 370/150 - 153: Environmental Impact Statements, Environmental Assessments maintained by DNR Bureau of Integrated Science Services.

**00781000.      PROPERTY FEASIBILITY STUDIES      P      PERM      Y**

Records series covers Property Feasibility Study reports to determine whether or not it is practical for the Dept. to establish, acquire, develop and manage a new property or to make a significant change in the boundary of an existing property. The process is outlined in DNR Manual Code 2105.2 "Feasibility Study and WEPA Analysis for Establishing or Modifying Property Boundaries," and includes certain EA/EIS components within the study. The NR Board may initiate these studies. The feasibility report summarizes public involvement in the process, fact finding, recommendations and conclusions.

**00782000.      PROPERTY INVENTORY, ANALYSIS AND ASSESSMENT REPORTS      CR+50      DEST      Y**

Records series covers both formal and informal reports and publications, including the following:

- ~ Publications containing significant environmental data about the property described in the master plan. DNR generates documents and reports as part of preparatory master planning work to inventory and analyze existing conditions and needs at the property and regional levels. Publications assess the property purpose and significance, exceptional resources and values, and the role of the property as it relates to other governments, partners, landowners and providers. They describe the property at the time the master plan or amendment was submitted and provide a property environmental inventory and data foundation on the following conditions: Resource, biological, and ecological, Recreational use and facilities, and Social and economic. Formal publications are distributed as public documents as required under s. 35.84, Wis. Stats., to State document depositories. Includes distribution to SHSW Library and DNR Library.
- ~ Internal property analysis and assessment reports, baseline data and significant working papers. These materials are not distributed as publications.

**/118/      FACILITIES MANAGEMENT**

When updated plans are developed, any of the above may be revised, with significant data from previous reports summarized in updated inventories and assessments.

**00783000.      MASTER PLAN PUBLIC INVOLVEMENT RECORDS      EVT+5      SHSW      Y**

Records series covers records created and received to notify the public of the planning process and generate public involvement from likely stakeholders and interested parties. Includes notice of master plans on the DNR Internet, announcements in newspapers and other media, public awareness and educational outreach efforts soliciting public comments, public hearing records, planning announcements, public involvement plan for the property, communication plans, public issue identification reports, and correspondence. Records document the public review and comment process involved in developing and approving master plans. Public Hearings are required when an Environmental Impact Statement is required to develop the plan. Other types of public comments may be submitted in e-mails, in response to surveys on the DNR Internet, or in letters and memos to the Department.

**00784000.      MASTER PLAN TEAM MEETING MINUTES AND DECISIONS      EVT+5      DEST      Y**

Records series covers records created and received to notify the public of the planning process and generate public involvement from likely stakeholders and interested parties. Includes notice of master plans on the DNR Internet, announcements in newspapers and other media, public awareness and educational outreach efforts soliciting public comments, public hearing records, planning announcements, public involvement plan for the property, communication plans, public issue identification reports, and correspondence. Records document the public review and comment process involved in developing and approving master plans. Public Hearings are required when an Environmental Impact Statement is required to develop the plan. Other types of public comments may be submitted in e-mails, in response to surveys on the DNR Internet, or in letters and memos to the Department.

**00785000.      MASTER PLAN PROCESS TRACKING CORRESPONDENCE      EVT+1      DEST      Y**

Records series covers records created and received to notify the public of the planning process and generate public involvement from likely stakeholders and interested parties. Includes notice of master plans on the DNR Internet, announcements in newspapers and other media, public awareness and educational outreach efforts soliciting public comments, public hearing records, planning announcements, public involvement plan for the property, communication plans, public issue identification reports, and correspondence. Records document the public review and comment process involved in developing and approving master plans. Public Hearings are required when an Environmental Impact Statement is required to develop the plan. Other types of public comments may be submitted in e-mails, in response to surveys on the DNR Internet, or in letters and memos to the Department.

**00786000.      MASTER PLAN WORKING PAPERS      EVT      DEST      Y**

Records in this series cover the working files generated in developing the final master plan. May include working draft plans, draft assessment reports, draft maps with alternative property boundaries and other working materials that are not included in the plans and materials submitted to the DNR Board for approval.  
Retention: EVENT (Obsolete or superseded) and destroy.

**00787000.      MASTER PLAN SUBMITTAL PROCESSES AND PROCEDURES      EVT      DEST      Y**

Records series covers internal and external procedures, training information and correspondence outlining plan submittal, review and approval processes. Records are used to communicate DNR master planning requirements, Department master plan practices, steps in the process, etc. Records include materials distributed in paper format, E-mail messages, and procedural instructions made available to internal and external parties on the DNR Intranet and Internet Web site.  
Retention: EVENT (superseded by updated information) and destroy.