

# 566-REVENUE

Dept #: /1110/ Department Name: AUDIT-1110

RDA #	RDA Title	Retention	Disposition	PII
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<u>00065000.</u>	<u>STATEMENT OF MINNESOTA RESIDENCY</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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STATEMENT OF MINNESOTA RESIDENCY FORM W-222 OR ITS EQUIVALENT WERE FILED BY MINNESOTA RESIDENTS, WHO WERE EMPLOYED IN WISCONSIN, TO BE EXEMPT FROM THE WITHHOLDING OF WISCONSIN INCOME TAX FROM THEIR WAGES AND TO CLAIM A REFUND OF WISCONSIN INCOME TAX PREVIOUSLY WITHHELD.

EVENT = END OF FORM TAX YEAR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00168000.</u>	<u>APPLICATION FOR AIRCRAFT REGISTRATION OR EXEMPTION</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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THE AIRCRAFT REGISTRATION APPLICATION IS FILED WITH THE BUREAU OF AERONAUTICS, DEPARTMENT OF TRANSPORTATION, PURSUANT TO 77.61(1)(A), STATS., BY PERSONS REGISTERING AIRCRAFT IN WISCONSIN. THE FORM IS THEN FORWARDED TO THE DEPARTMENT OF REVENUE.

THE FORM IDENTIFIES THE SELLER, PURCHASER, AND AIRCRAFT, TAX CALCULATION, AND ANY OTHER RELATED INFORMATION.

RETENTION = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL

<u>00197000.</u>	<u>FEDERAL ABSTRACTS (REPORTS FROM THE IRS)</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES COVERS REPORTS (ABSTRACTS) RECEIVED FROM THE IRS OF INDIVIDUAL INCOME TAX AND CORPORATION INCOME/FRANCHISE TAX CHANGES RESULTING FROM AN AUDIT BY THE IRS. REPORTS COME ON VARIOUS FORMS, INCLUDING FORMS 2644, 3610, 3990, 4549, 4549A, 5278, AND 5402, OR THEIR EQUIVALENTS. ALSO INCLUDED ARE REPORTS THE DEPARTMENT GENERATE FROM MAGNETIC TAPE (FOR EXAMPLE, CP 2000) THE DEPARTMENT RECEIVES FROM THE IRS.

REPORTS ARE STORED IN A SECURE LOCATION FOR A MINIMUM OF 4 YEARS AFTER ACTION ON THE REPORT WAS COMPLETED, AFTER WHICH THEY ARE DESTROY.

PREVIOUSLY, REPORTS WERE RETAINED IN THE TAXPAYER'S MASTER FILE, SO THEY WERE COVERED BY RDAS PERTAINING TO THE RETENTION AND DESTRUCTION OF TAX RETURNS.

EVENT = AFTER ACTION ON REPORT COMPLETED + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00330000.</u>	<u>WISCONSIN REAL ESTATE TRANSFER RETURN (PE-500)</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES CONSISTS OF AN ELECTRONIC COPY OF THE WISCONSIN REAL ESTATE TRANSFER RETURN OR ITS WHICH IS USED BY THE AUDIT BUREAU TO DETERMINE IF THE PROPERTY TRANSFERRED IS CORRECTLY REPORTED FOR INCOME OR CORPORATION TAX PURPOSES. COPIES ARE STORED IN DATA WAREHOUSE.

EVENT = AUDIT BUREAU CLOSED ITS ACTION + 4 YEARS AND DESTROY CONFIDENTIAL

Dept #: /1120/ Department Name: AUDIT BUREAU

RDA #	RDA Title	Retention	Disposition	PII
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<u>00470A00.</u>	<u>TAX ACCOUNT INFORMATION - NET BUSINESS LOSS (NBL)</u>	<u>EVT+27</u>	<u>DEST</u>	<u>Y</u>
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New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Net Business Loss (NBL) - 27 years from the extended due date or date filed (whichever is later) for the return upon which the NBL was incurred

16. Wisconsin Stat. §§ 66.0615(1m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77.76(3) and (3m); 77.79; 77.96(4); 77.982(2); 77.991 (2); 77.9941(4); 77.9951(2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

RDA #	RDA Title	Retention	Disposition	PII
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EVENT = Extended due date for period or date filed, whichever is later.

**00470B00.** **TAX ACCOUNT INFORMATION - CREDIT THAT CAN BE CARRIED FORWARD** **EVT+21** **DEST** **Y**

New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Credit that can be carried forward - 21 years from the extended due date or date filed (whichever is later) for the return upon which the credit was first computed

16. Wisconsin Stat. §§ 66.0615(1m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77.76(3) and (3m); 77.79; 77.96(4); 77.982(2); 77.991 (2); 77.9941 (4); 77.9951(2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

EVENT = Extended due date for period or date filed, whichever is later.

**00470C00.** **TAX ACCOUNT INFORMATION - AUDIT** **EVT+10** **DEST** **Y**

New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Audit - 10 years from the date the determination became final

16. Wisconsin Stat. §§ 66.0615(1m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77.76(3) and (3m); 77.79; 77.96(4); 77.982(2); 77.991(2); 77.9941(4); 77.9951(2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

EVENT = from date the determination became final

**00470D00.** **TAX ACCOUNT INFORMATION - COLLECTIONS** **EVT+0/1** **DEST** **Y**

New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Collections - period has no amount due for 30 days

16. Wisconsin Stat. §§ 66.0615(1m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77.76(3) and (3m); 77.79; 77.96(4); 77.982(2); 77.991 (2); 77.9941(4); 77.9951 (2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

EVENT = period has no amount due for 30 days

**00470E00.** **TAX ACCOUNT INFORMATION - WARRANT** **EVT+0/1** **DEST** **Y**

New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Warrant - 30 days from the date satisfied

Dept #: /1120/ Department Name: AUDIT BUREAU

RDA # RDA Title Retention Disposition PII

16. Wisconsin Stat. §§ 66.0615(1m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77.76(3) and (3m); 77.79; 77.96(4); 77.982(2); 77.991 (2); 77.9941(4); 77.9951(2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

EVENT = from the date satisfied

**00470F00. TAX ACCOUNT INFORMATION - CRIMINAL INVESTIGATION EVT+10 DEST Y**

New RDA created for simplification. Tax Account Information includes the returns, payments, correspondence, appeal documents, collections, audit notices and workpapers, refund claims, images, and attachments associated with a taxpayer's tax account maintained by DOR. There are Tax Accounts for the tax types administered by the IS&E division, including individual income, corporation franchise/income, sales/use, withholding, excise, etc. and debts collected on behalf of other state agencies. This records series does not include unclaimed property accounts.

Records must be kept for seven (7) years from the extended due date for the period at issue or the date the related return was filed, whichever is later, unless one or more of the following special situations is present for the period. If one or more are present, the record will be kept for the latest time noted below of those present in the record:

o Criminal investigation - 10 years from the date the Office of Criminal investigation case is closed (i.e., prosecution final, prosecution rejected, referred to Audit Bureau for possible civil action)

16. Wisconsin Stat. §§ 66.0615(1 m)(f)2; 71.78; 71.83(2)(a)3; 72.06; 73.0301; 77.265; 77.61(5); 77. 76(3) and (3m); 77. 79; 77.96(4); 77.982(2); 77.991(2); 77.9941(4); 77.9951(2); 77.9964(2); 78.80(3) and (4); 139.11(4); 139.38(6); 139.82(6); 139.91 (2015-17).

EVENT = from the date the Office of Criminal investigation case is closed

Dept #: /1140/ Department Name: AUDIT-FIELD

RDA # RDA Title Retention Disposition PII

**00132000. FIELD AUDIT WORKPAPERS EVT+10 DEST Y**

THIS RECORD SERIES IS COMPRISED OF WORKPAPERS PREPARED BY A FIELD AUDITOR IN THE COURSE OF A FIELD AUDIT AND CONTAINS COMPLETE AND DETAILED INFORMATION DESCRIBING THE AUDIT, WHAT ACTION THE AUDITOR TOOK, AND WHAT WAS DISCOVERED, AND INCLUDES BACKGROUND INFORMATION IN SUPPORT OF THE FIELD AUDIT REPORT ITSELF.

RETENTION = STATE AUDIT (DOR) + 10 YEARS AND DESTROY CONFIDENTIAL

**00142000. EXEMPT ORGANIZATION BUSINESS TAX RETURNS EVT+5 DEST Y**

TRUSTS ARE EXEMPT FROM FEDERAL TAXATION. ORGANIZATIONS ARE REQUIRED TO REPORT UNRELATED BUSINESS INCOME FOR FEDERAL PURPOSES. THIS UNRELATED BUSINESS INCOME MUST BE REPORTED TO THE WISCONSIN DEPARTMENT OF REVENUE WHEN THE GROSS INCOME FROM THE UNRELATED TRADE OR BUSINESS IS \$1,000 OR MORE.

RETURN IS REQUIRED PER SS 71.24 (LM).

THIS FILE MAY INCLUDE IC-002 EXEMPT ORGANIZATION BUSINESS INCOME TAX RETURN (4T) OR ITS EQUIVALENT AND THE REQUIRED FEDERAL FORM 990-T.

EVENT = RECEIVED + 5 YEARS AND DESTROY CONFIDENTIAL

**00143A00. DONEE AND DONOR GIFT TAX - TAX ROLLS P PERM Y**

DONEE AND DONOR GIFT TAX ROLLS WERE PREPARED EACH YEAR PER SS 72.86(4). EACH ROLL CONTAINS THE DONEE AND DONOR NAMES, THE DONEE ADDRESS, AMOUNT OF THE GIFT, YEAR OF THE GIFT, VALIDATION NUMBER AND DATE, AND THE AMOUNT OF THE GIFT TAX PAID.

EVENT = MICROFILMED  
EVENT = PERMANENT

**00143B00. DONEE AND DONOR GIFT TAX-TAX ROLLS, MICROFICHE P PERM Y**

DONEE AND DONOR GIFT TAX ROLLS WERE PREPARED EACH YEAR PER SS 72.84(4). EACH ROLL CONTAINS THE DONEE AND DONOR NAMES, THE DONEE ADDRESS, AMOUNT OF THE GIFT, YEAR OF THE GIFT, VALIDATION NUMBER AND DATE, AND THE AMOUNT PAID WITH THE DONEE REPORT.

Dept #: /1140/ Department Name: AUDIT-FIELD

RDA # RDA Title Retention Disposition PII

EVENT = PERMANENT

**00194000. INHERITANCE TAX RETURNS - CLOSED ESTATES EVT+5 DEST Y**

Inheritance Tax Returns Must Be Filed On Behalf Of All Persons Who Die Having An Interest In Property Subject To Wisconsin Jurisdiction. The Inheritance Tax File May Include Wisconsin Fiduciary Income Tax Returns, A Copy Of The Federal Estate Tax Return (Form 706) Plus Related Schedules, Life Insurance Reports, Copies Of Probate Court Papers, Correspondence, Consents To Transfer Property Forms And Releases Of Inheritance Tax Liens, 401T'S (Advance Payments Of Inheritance Tax), Decedent'S Will, Etc.

The Inheritance Tax Return Is Required Per: S. 72.30(1).

Reporting Forms or their equivalents:

- Form W706 (HT-005, HT-009, and HT-009a)
- Form 101S(HT-008) Wisconsin Spousal Inheritance Tax Return
- Form 101A(HT-004) Wisconsin Inheritance Tax Return - Resident Return
- Form 101(HT-001) Wisconsin Inheritance Tax Return - Resident Or Non-Resident.
- Schedules To Form 101...
- Schedule A (HT-015) Real Estate
- Schedule B (HB-016) Stocks And Bonds
- Schedule C (HT-017) Mortgages, Notes, & Cash
- Schedule D (HT-018) Insurance on decedent's Life
- Schedule E1 (HT-028) Jointly Owned Property - Fractional Basis
- Schedule E2 (HT-029) Joining Owned Property - Contribution Basis
- Schedule F (HT-020) Other Miscellaneous Property
- Schedule G (HT-021) Transfers During Decedent's Life
- Schedule H (HT-022) Powers of Appointment
- Schedule I (HT-023) Annuities & Employee Death Benefits
- Schedule J (HT-024) Funeral & Administration Expenses
- Schedule K (HT-025) Debts of Decedent & Mortgage and Liens
- Schedule MK (HT-031) Marital Property Declaration

- Form 401T (HT-401) Report of Inheritance Tax Payment
- Application for consent to transfer property or release of inheritance lien (HT-106)
- Consent to transfer property (HT-206)
- Release of Inheritance Tax lien (HT-210)
- Life Insurance Report (HT-205)
- Employee Death Benefit Report (HT-209)
- Application for: Transfer of property to Surviving Joint Tenant, Life Tenant, or Remainderman and / or Summary Confirmation of interest in Property (HT-110)

Retention: Retain 5 years after closed and destroy confidential.

**00196000. INHERITANCE TAX ROLLS OF CLOSED ESTATES P PERM Y**

AN INHERITANCE TAX ROLL IS PREPARED ANNUALLY LISTING THE CLOSED ESTATES PURGED FROM THE CURRENT MASTER INHERITANCE TAX FILE. THE FOLLOWING INFORMATION APPEARS ON THE ROLL FOR EACH CLOSED ESTATE:

LOCATOR NUMBER, ESTATE NAME, SOCIAL SECURITY NUMBER, AUDITOR'S INITIALS, DATE OF DEATH, COUNTY NUMBER, TYPE OF INHERITANCE RETURN, SIZE OF ESTATE, INHERITANCE TAX, INTEREST, VALIDATION NUMBER, VALIDATION DATE, INHERITANCE CERTIFICATE DATE, INCOME CERTIFICATE DATE, FILE DISPOSITION CODE, AND HEIR DISTRIBUTION CODE.

EVENT = PERMANENT

Dept #: /1160/ Department Name: AUDIT-1160

RDA # RDA Title Retention Disposition PII

**00420000. I-200 Information Release Authorization-TUF EVT+0/2 DEST Y**

This form is used as a release of information from the taxpayer who is trying to qualify for the Lifeline Link-up Program through their phone company. DOR verifies eligibility based on the taxpayer applying for and receiving Homestead Credit. We then use this form as our authorization to notify the telephone companies of the taxpayer's eligibility. For the paper copy of this form we would just need to keep for 8-weeks, just to ensure the document was properly scanned into the system.

**00420A00. I-200 Information Release Authorization-TUF-Electronic CR+5 DEST Y**

Dept #: /1160/ Department Name: AUDIT-1160

RDA # RDA Title Retention Disposition PII

This form is used as a release of information from the taxpayer who is trying to qualify for the Lifeline Link-up Program through their phone company. DOR verifies eligibility based on the taxpayer applying for and receiving Homestead Credit. We then use this form as our authorization to notify the telephone companies of the taxpayer's eligibility. For the electronic copy of this form we would just need to keep for 5 years.

Dept #: /1220/ Department Name: COMPLIANCE-BUSINESS TAX SERVICES

RDA # RDA Title Retention Disposition PII

00158A00. CONSUMER USE TAX FILE-INACTIVE ACCOUNTS EVT+3 DEST

The Consumer Use Tax Master File May Include A-101 Application For Permits, Su-050 Consumer Use Tax Returns Or Their Equivalents, And Any Related Notices And Correspondence Filed By Consumers Who Purchase Tangible Personal Property Or Taxable Services For Storage, Use Or Consumption In Wisconsin, With The Department Of Revenue Under Section 77.53 Of The Wisconsin Statutes.

These Accounts Are Subject To Review And Audit Before Inactivation.

Retain 3 Years After Closed And Destroy.

00169000. CONCESSIONAIRES AND TEMPORARY SELLERS PERMIT FOR SELLER'S PE CR+10 DEST Y

This Record Series Is Comprised Of S-174 Of The Seller'S Application For Occasional Temporary Sale, S-014 Seller'S Permit Tax Return For Concessionaire & Temporary Sales Or Their Equivalents, And Any Miscellaneous Correspondence Filed With The Department Of Revenue Under Subchapter Iii And V Of Chapter 77 Of The Wisconsin Statutes. The Permittees Are Itinerant Retailers Who Sell, Lease, Or Rent Tangible Personal Property Of Taxable Services In Wisconsin.

Retain 10 Years And Destroy.

00234A00. Withholding Tax Statements - Employers CR+5 DEST Y

This record series is comprised of Withholding Tax Statements (Federal Form W-2) or its equivalent, filed by employers on magnetic media with the Wisconsin Department of Revenue pursuant to S 71.65 of the Wisconsin Statutes. These statements for each individual employee include the employer's identification number, identify the employer and employee, and the employee Social Security Number. The statements provide the amount of wages paid to and tax withheld from each employee as well as other related information.

Dept #: /1230/ Department Name: COMPLIANCE-CENTRAL COLLECTION

RDA # RDA Title Retention Disposition PII

00170000. TAX PAYMENTS RECEIPT BOOKS EVT+2 DEST Y

THIS RECORD SERIES CONTAINS THE RECEIPT OF TAX PAYMENT BOOKLETS WHICH ARE THE PRE-NUMBERED, YELLOW COPIES OF RECEIPTS ISSUED WHEN ACCEPTING PAYMENTS FROM CUSTOMERS FOR CASH PAYMENTS, SECURITY DEPOSITS, DELINQUENT TAX LIABILITIES, AMOUNTS ASSESSED BUT NOT YET DELINQUENT, PERMIT FEES, AND PAYMENTS FOR LATE RETURNS. THE GOLDENROD COPY IS GIVEN TO THE CUSTOMER, THE WHITE ORIGINAL ACCOMPANIES THE PAYMENT AND RELATED DOCUMENTS THROUGH PROCESSING, THE PINK COPY IS FOR AUDIT AND CONTROL, AND THE YELLOW COPY REMAINS IN THE RECEIPT BOOK. THE DATA ON THE RECEIPT INCLUDES DATE OF PAYMENT, NAME AND ADDRESS OF PAYEE, DOLLAR AMOUNT PAID, PERIOD OF LIABILITY, TAX PROGRAM, AND RECEIVER'S SIGNATURE.

RETENTION = STATE AUDIT (DOR) + 5 YEARS AND DESTROY CONFIDENTIAL

00218000. CASHIER RECORDS AND REPORTS EVT+5 DEST Y

RDA #	RDA Title	Retention	Disposition	PII
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THIS RECORD SERIES MAY INCLUDE ANY OF THE FOLLOWING THAT PERTAIN TO COLLECTION OF TAXES: BANK STATEMENTS, CANCELED CHECKS, CHECK STUBS, RECONCILIATION SHEETS, NSF CHECKS, DEPOSIT DELINQUENT SHEETS, COLLECTION SHEETS, DEPOSIT REGISTER, CERTIFIED MAIL CARDS, DELINQUENT WITHHOLDING CERTIFICATE RECORDS, VALIDATION TAPES, AND CASHIER LISTING SHEETS. THESE RECORDS MAY BE KEPT BY APPLETON, EAU CLAIRE, MADISON, AND MILWAUKEE DISTRICT OFFICES OR THE CENTRAL COLLECTION SECTION.

RETENTION = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL

<b>00219000.</b>	<b><u>DELINQUENT TAX SYSTEM (DTS) REGISTERS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
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This Record Series Includes The history of accounts on the Delinquent Tax Control System. It Includes Records Of Payments And Adjustments, New Delinquent Accounts, Warrant Fee Postings, Write-Off Transactions, And Refund Offset Postings and file maintenance. The following registers are included in this record series:  
 -status reports for deleted accounts (form A-727, or its equivalent)  
 -delinquent tax statement  
 -transaction posting register  
 -monthly transaction summary by source  
 -DTS payments by account number  
 -file maintenance  
 -DTS file (alpha list of accounts)  
 -validation register

<b>00221A00.</b>	<b><u>DELINQUENT TAX SYSTEM (DTS) DELINQUENT TAX WARRANT LISTING</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
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This Record Series Is Comprised Of Computer Output On Microfilm Or Paper Listings Of Delinquent Tax Warrants (A-209W) Or Their Equivalents Issued Under Sections 77.91 (5), 72.30 (7), And (4), 77.62, 77.30 (7), 78.70 (1), And 806.115 Of The Wisconsin Statutes.

Updated Medium To Include Paper  
 Department Of Revenue Under Sections 71.13, 71.20(7), 72.86(2) And (4),  
 77.62, 77.30(7), 78.68(4), 78.70(1), And 806.115 Of The Wisconsin Statutes.

Retain 20 Years And Destroy.

<b>00332000.</b>	<b><u>BANKRUPTCY CONTROL CARDS</u></b>	<b><u>EVT+20</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THE BANKRUPTCY CONTROL CARD P-781 OR ITS EQUIVALENT IS USED TO RECORD THE NAME, ADDRESS, IDENTIFICATION NUMBERS, DOR ACCOUNT NUMBERS, BANKRUPTCY TYPE, LIABILITY AND DEPARTMENT ACTIONS. THESE CARDS MAY ALSO CONTAIN ADDRESSES FOR OUT-OF STATE COURTS, TRUSTEES, AND ATTORNEYS AS WELL AS BRIEF CASE AND PAYMENT HISTORIES.

RETENTION = DATE SENT TO RECORDS CENTER + 20 YEARS AND DESTROY CONFIDENTIAL

<b>00380000.</b>	<b><u>RECEIPT OF TAX PAYMENT RECEIPT ENVELOPES</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS RECORD SERIES CONTAINS THE PRE-NUMBERED, WHITE AND PINK COPIES OF THE RECEIPT OF TAX PAYMENT WHICH ARE ISSUED WHEN ACCEPTING PAYMENTS FROM CUSTOMERS FOR CASH PAYMENTS, SECURITY DEPOSITS, DELINQUENT TAX LIABILITIES, AMOUNTS ASSESSED BUT NOT YET DELINQUENT, PERMIT FEES, AND PAYMENTS FOR LATE RETURNS. THE GOLDENROD COPY IS GIVEN TO THE CUSTOMER, THE WHITE ORIGINAL ACCOMPANIES THE PAYMENT AND RELATED DOCUMENTS THROUGH PROCESSING, THE PINK COPY IS FOR AUDIT AND CONTROL, AND THE YELLOW COPY REMAINS IN THE RECEIPT BOOK. THE DATA ON THE RECEIPT INCLUDES DATE OF PAYMENT, NAME AND ADDRESS OF PAYEE, DOLLAR AMOUNT PAID, PERIOD OF LIABILITY, TAX PROGRAM, AND RECEIVER'S SIGNATURE. WHEN MICROFILMED, THE WHITE AND PINK COPIES CAN BE DESTROYED AT THAT TIME.

RETENTION = STATE AUDIT(DOR) + 5 YEARS AND DESTROY CONFIDENTIAL

<b>00425000.</b>	<b><u>AGENCY SETOFF PROGRAM DATA</u></b>	<b><u>EVT+20</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS RECORD SERIES CONTAINS AGENCY SETOFF PROGRAM TRANSACTION AS AUTHORIZED BY SECS. 71.93, 71.935, 73.03(52) AND 565.30(5), WIS. STATS.. THIS RECORD SERIES CONTAINS TAXPAYER NAMES, SOCIAL SECURITY NUMBERS, FEDERAL EMPLOYER IDENTIFICATION NUMBERS, DRIVER'S LICENSE NUMBERS AND VARIOUS FINANCIAL TRANSACTIONS.

<b>00445000.</b>	<b><u>TOP LETTER MAINFEST SHEETS</u></b>	<b><u>CR+0/2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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TOP MANIFEST, WHICH CONTAINS THE NAME AND ADDRESS OF EACH DELINQUENT TAXPAYER WHO WILL RECEIVE A CERTIFIED MAIL DELIVERY LETTER ADVISING OF REFERRAL OF DEBT TO TOP FOR TREASURY OFFSET COLLECTION.

EVENT = DESTROY CONFIDENTIAL

RDA #	RDA Title	Retention	Disposition	PII
<u>00000424.</u>	<u>FORM PW-1--WISCONSIN NON-RESIDENT INCOME OR FRANCHISE TAX WITH</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>This is a tax form submitted by tax-option (S) corporations, partnerships, limited liability companies, estates and trusts which have Wisconsin income that passes through the entity to nonresidents. DOR is requiring electronic filing of this form except in case of undue hardship. As such, the volume of paper forms is expected to be insignificant.</p> <p>Paper Form PW-1's will be maintained at the DOR's office building by the Processing Bureau of the Taxpayer Services Division. These forms will be scanned and will remain in the Processing Bureau until a processing system is developed for the Form PW-1-a time period not to exceed 3 years. (IC-004)</p>			
<u>00011000.</u>	<u>INDIVIDUAL INCOME TAX RETURNS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
	<p>INDIVIDUAL INCOME TAX RETURNS (FORMS 1, 1NPR, 1A, WIZ OR THEIR EQUIVALENTS) FILED BY TAXPAYERS WITH THE WISCONSIN DEPARTMENT OF REVENUE UNDER THE PROVISIONS OF CHAPTER 71 OF THE WISCONSIN STATUTES. INCLUDED ARE COPIES OF THE FEDERAL TAX RETURN AND WITHHOLDING TAX STATEMENTS, RELATED SCHEDULES, WORKPAPERS, NOTICES, AND CORRESPONDENCE. THESE RECORDS HAVE NOT BEEN CONVERTED TO OTHER MICROFORM MEDIA FOR STORAGE AND RETRIEVAL.</p> <p>CHAPTER 71 OF THE WISCONSIN STATUTES PROVIDES THAT REFUNDS MAY BE MADE IF A CLAIM IS FILED WITHIN FOUR YEARS OF THE UNEXTENDED DUE DATE OF A TAX RETURN. CHAPTER 71 OF THE WISCONSIN STATUTES ALSO PROVIDES THAT ASSESSMENTS MAY BE MADE WITHIN FOUR YEARS OF THE DATE THE INCOME TAX RETURN IS FILED. BECAUSE OF THE STATUTES OF LIMITATIONS, THE DEPARTMENT HAS LITTLE NEED TO ACCESS THESE RETURNS AFTER FOUR YEARS.</p> <p>RETENTION = SCANNED + 0/1 AND DESTROY CONFIDENTIAL</p>			
<u>00011D00.</u>	<u>INDIVIDUAL INCOME TAX RETURN - ELECTRONICALLY FILED</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	<p>INCLUDES BUT IS NOT LIMITED TO INCOME TAX FORMS (FORMS 1, 1A, WIZ, OR ITS EQUIVALENTS) FILED BY TAXPAYERS WITH THE WISCONSIN DEPARTMENT OF REVENUE UNDER PROVISIONS OF CHAPTER 71 OF THE WISCONSIN STATUTES. INCLUDES WITHHOLDING STATEMENTS, RELATED SCHEDULES INCLUDING CLAIMS FOR CREDITS, WORKPAPERS, AND RELATED DOCUMENTS.</p> <p>SECTION 71.75(2) OF THE WISCONSIN STATUTES, PROVIDES THAT REFUNDS MAY BE MADE IF A CLAIM IS FILED WITHIN FOUR YEARS OF THE UNEXTENDED DUE DATE OF TAX RETURNS. SECTION 71.77(2) OF THE WISCONSIN STATUTES PROVIDES THAT ASSESSMENTS MAYBE MADE WITHIN FOUR YEARS OF THE DATE THE INCOME TAX RETURN IS FILED.</p> <p>IT IS NECESSARY TO RETAIN CLAIMS FOR CERTAIN CREDITS AS CHAPTER TAX 14.01(5)(b) WISCONSIN ADMINISTRATIVE CODE ALLOWS 4 YEARS FROM THE EXTENDED DUE DATE FOR AMENDING THESE CLAIMS.</p>			
<u>00012A00.</u>	<u>PARTNERSHIP RETURNS - MICROFILM</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
	<p>Wisconsin partnership returns include Forms 3 and related 3K-1's and the copy of Federal form 1065 with other supporting schedules. While these returns have a 4-year statute of limitations per Section 71.77 Wisconsin Statutes, they are now being used for corporations filing as limited liability companies to file on. Due to other factors on corporate returns, e.g. net operating losses (NOL), the retention period of partnership returns needs to be consistent with the length of time NOL corporate returns are retained.</p>			
<u>000133000.</u>	<u>HOMESTEAD CREDIT CLAIMS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD SERIES IS COMPRISED OF HOMESTEAD CREDIT CLAIM SCHEDULE H, SCHEDULE H-EZ OR ITS EQUIVALENT WHICH IS FILED UNDER CHAPTER 71 OF THE STATUTES BY TAXPAYERS WHO ARE NOT REQUIRED TO FILE WISCONSIN INCOME TAX RETURNS OR WHO ARE REQUIRED TO FILE THE WISCONSIN FORMS 1, 1A OR WIZ. INCLUDES COPIES OF TAX RETURNS, CORRESPONDENCE, AND RELATED SCHEDULES USED TO SUPPORT THE CLAIM.</p> <p>1991 WISCONSIN ACT 39 HAS EXTENDED FILING DEADLINES FOR CLAIMING HOMESTEAD CREDITS. THIS ALLOWS TAXPAYERS UP TO 4 YEARS TO FILE OR AMEND CLAIMS.</p> <p>THE DEPARTMENT OF REVENUE MAINTAINS THE ABILITY TO ADJUST CLAIMS UP TO 4 YEARS AFTER THE FILING DATE ACCORDING TO SECTION 71.77(2) OF THE WISCONSIN STATUTES.</p> <p>RETENTION = SCANNED + 0/1 AND DESTROY CONFIDENTIAL</p>			
<u>000153000.</u>	<u>REQUESTS TO EXAMINE WISCONSIN TAX RETURNS</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD SERIES IS COMPRISED OF REQUESTS BY PUBLIC OFFICIALS AND LEGISLATORS REQUESTING TO EXAMINE WISCONSIN INCOME, FRANCHISE, GIFT, OR SALES/USE TAX RETURNS UNDER SS SS 71.78, 72.06, 77.23, 77.61(5), 77.76(3), 77.79, 78.80(3), 130.11(4), 139.38(6), AND 139.82(6) OF THE WISCONSIN STATUTES.</p> <p>EVENT = CR + 1 YEAR AND DESTROY CONFIDENTIAL</p>			
<u>000154000.</u>	<u>LETTERS TO TAXPAYERS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>

RDA #	RDA Title	Retention	Disposition	PII
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LETTERS TO INDIVIDUALS WHO FILED UNDER SS 71.78(2) REQUESTING NET TAX INFORMATION FOR A CORPORATION OR AN INDIVIDUAL TAXPAYER. THE APPLICATION FOR OBTAINING THAT INFORMATION SHOULD BE ATTACHED. THE LETTER TO THE PERSON OR ENTITY INFORMING THEM THAT THEIR NET TAX INFORMATION (YEAR AND AMOUNT SHOWN) WAS REQUESTED IS ATTACHED TO THEIR WINPAS ACCOUNT.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00208000.</u>	<u>CHECK CORRESPONDENCE; FORGERY, DUPLICATE, AND REPLACEMENT</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES INCLUDES NOTES AND ATTACHMENTS IN WINPAS OF DUPLICATE CHECKS, REPLACEMENT CHECKS, AND ALLEGED FORGED CHECKS, PLUS FORGERY AFFIDAVITS AND ASSOCIATED CORRESPONDENCE.

EVENT = ENTERED INTO DATASYSTEM (WINPAS) + 3 YEARS AND DESTROY CONFIDENTIAL

<u>00209000.</u>	<u>MANUAL REFUND ROLL</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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THE COMPUTER PRINTED MANUAL REFUND ROLL IS PREPARED BY THE DEPARTMENT OF REVENUE THREE TIMES PER MONTH AND CAN BE DESTROYED UPON RECEIPT OF THE ANNUAL ROLL. THE ROLLS SHOW VOUCHER NUMBER, NAME, ADDRESS, IDENTIFICATION NUMBER, HOMESTED CREDIT AMOUNT, REFUND AFTER SETOFF, AND TYPE OF TAX.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL

<u>00210000.</u>	<u>MANUAL REFUND WARRANT REGISTER</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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THE WARRANT REGISTERS ARE PRODUCED BY THE DEPARTMENT OF ADMINISTRATION THREE TIMES PER MONTH. THE REGISTERS SHOW VOUCHER NUMBER, NAME, IDENTIFICATION NUMBER, AMOUNT OF REFUND, AND CHECK NUMBER.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL

<u>00231A00.</u>	<u>WITHHOLDING TAX ANNUAL RECONCILIATION FORM - (OTHER THAN CURR</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
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This record series consists of paper withholding tax annual reconciliation forms (Form WT-7) which are filed a year or later after the year they were due. The paper documents show withholding tax account number, taxpayer's name, the amount paid with the WT-7, and summarizes the withholding account and other related information. These are filed in the taxpayer's withholdig file in ERDM. The volume of these is relatively small.

<u>00231B00.</u>	<u>WITHHOLDING TAX ANNUAL RECONCILIATION FORM-WT-7 CURRENT YEAR</u>	<u>EVT+0/6</u>	<u>DEST</u>	<u>Y</u>
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This record series consists of paper withholding tax annual reconciliation forms (Form WT-7) which are filed annually and reflect all employers who timely file a WT-7. The paper documents show withholding tax account number, taxpayer's name, the amount paid with the WT-7, and summarizes the withholding account and other related information. These returns will remain in the Business Tax Section after they are scanned until it is OK to destroy them.

<u>00232000.</u>	<u>TAX CORRESPONDENCE OTHER THAN TAX ACCOUNT INFO</u>	<u>CR+3</u>	<u>DEST</u>	<u>Y</u>
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This record series includes general correspondence related to the withholding provisions of the individual income tax law, to and from persons other than registered employers. The general file is periodically compared to the master file to determine if subsequent registration has occurred.

Revised #3 and #4 due to creation of new division

<u>00235000.</u>	<u>WITHHOLDING TAX PAYMENT FICHE AND ELECTRONIC</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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THIS SERIES CONSISTS OF WITHHOLDING TAX PAYMENT FICHE (WT-6 OR ITS EQUIVALENT) PRODUCED MONTHLY AND ANNUALLY REFLECTING ALL WITHHOLDING TAX DEPOSIT REORTS FILED. THE FICHE SHOWS WITHHOLDING TAX ACCOUNT NUMBER, TAXPAYERS NAME, VALIDATION NUMBER, AMOUNT PAID, AND OTHER RELATED INFORMATION.

THE MONTHLY FICHE IS DESTROYED UPON RECEIPT OF THE YEAR TO DATE OR ANNUAL FICHE.

RETENTION: EVENT (CALENDAR YEARS FOR THE ANNUAL REPORT) + 10 YEARS AND DESTROY CONFIDENTIAL.

<u>00302A00.</u>	<u>SALES AND USE TAX RETURN, MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
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Sales and Use tax returns are filed by retailers on forms provided by the Department of Revenue under Subchapter III of Chapter 77 of the Wisconsin Statutes. The form provides the permit identification number, name, address, Period covered, and the due date of the return. The permit holder reports the gross receipts, deductions, taxable receipts, purchases subject to use tax and computes the sales tax, discount, use tax, and total tax due. The return is signed and dated. The documents are validated by the department, microfilmed, data entry keyed in validation batch sequence, and destroyed.

Destroy provided a microfilm copy is prepared in accordance with section 16.61 of the Wisconsin in Statutes and verified.

Revision to #3, #4, and #16 due to creating a new division.



Dept #: /1310/ Department Name: TAX PROCESSING BUREAU

RDA #	RDA Title	Retention	Disposition	PII
<u>00303A00.</u>	<u>CASHIER RECORDS-BANK PROCESSED TAX PAYMENT ON CD ROM</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	This record series is comprised of bank processed tax deposits stored on CD Rom for the following tax types: Withholding tax (WT-6) or its equivalent filed by employers in accordance with Sec. 71.65 Wis. Stats., Corporate Estimated tax (4-ES), and individual estimated tax (1-ES). This series also includes all combined Remittance Processing Lock Box deposits for delinquent tax collections, BTR, and other tax types including all bank processed additional tax payments. Two sets of CD ROM's are received daily. The "Master" copy will be retained by ERDM (with storage in State Records Center) and the 10 year retention is to be applied to that set. The second set will be considered the working copy, and will be retained as long as storage space is available with the work unit.			
<u>00314A00.</u>	<u>WITHHOLDING WT-7'S, MICROFILM</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	Wt-7 Employer's Annual reconciliation reports are filed by employers on forms provided by the Department of Revenue. The form provided employer adds identification number, name, address, and year covered. The employer adds the amounts withheld by quarter, total withheld per w-2 wage statements, the data and signature. The WT-7 is the transmittal form for the employee wage statements (Form w-2) or its equivalent.			
	The documents are validated by the department, data entry keyed in batch sequence, microfilmed in validation date and batch number order.			
	A microfilmed copy is prepared in accordance with Sec. 16.61, stats., and Chapter PR1 of the Administrative Code and verified.			
	Revised #3, #4, and #16 due to creation of new division.			
<u>00334000.</u>	<u>TAX RETURNS RELATED TO INDIVIDUAL &amp; CLASS ACTION SUIT CASE</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
	Files Content: Includes But Not Limited To Individual Income, Partnership, Limited Liability Company, Withholding, Corporate Franchise Or Income, Temporary Recycling Surcharge, Sales And Use Tax, Stadium Tax, County Sales Tax, Local Exposition District, Gift, Estate, Fiduciary, Motor Vehicle Fuel, Alternate Fuel, General Aviation Fuel, Fermented Malt Beverage And Distilled Spirits And Wine, Tobacco Products And Cigarette Returns, Farmland Preservation Credit Claims, Homestead Credit Claims That Are Part Of An Individual Or Class Action Law Suit Of Which The Department Of Revenue Is A Party.			
	Evt=Closed. For Purposes Of This Rda, "Closed" Means After Final Action Is Taken By The Department As A Result Of A Ruling On The Case'S Disposition By A State Or Federal Court Or By The Tax Appeals Commission Or The Normal Retention Period Of The Tax Returns Whichever Is Longer.			
<u>00405000.</u>	<u>MANUAL REFUND SYSTEM REFUND CONTROL SLIP</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
	The refund control slip is generated as an internal control and is stored separately by date. The slips show the taxpayer name, social security number, address, amount of refund, and type of tax refunded. Documents that generate the refunds are retained for 4 years so the retention of the refund data is changed to 4 years also.			
	This is now done electronically.			
<u>00421000.</u>	<u>Sales Tax System Documentation</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	Sales Tax System files contain records related to the Department of Revenue's Sales Tax System (STS). STS was the computer system used to administer state and county sales and use taxes, professional baseball stadium sales and use tax, and professional football sales and use tax. STS was replaced in November 2002 by DOR's Integrated Tax System (ITS). STS files may include screen descriptions, process descriptions, test protocols, test results, data fix audit trails related to sales tax accounts, problem histories, reports, and project manager subject files.			
<u>00426000.</u>	<u>SCANNED PAPER DOCUMENTS AND RETURNS</u>	<u>EVT+0/3</u>	<u>DEST</u>	<u>Y</u>
	ALL RETURNS, DOCUMENTS AND CORRESPONDENCE THAT ARE SCANNED THROUGH THE DOR SCANNING SYSTEM. AFTER THESE ITEMS ARE SCANNED, DATA VERIFIED AND EXTRACTED INTO BOTH A LEGACY PROCESSING SYSTEM AND AN IMAGE STORAGE APPLICATION. WE HOLD THE PAPER FOR 3 WEEKS AFTER EXTRACTION AND THEN CONFIDENTIAL WASTE/SHRED THE PAPER DOCUMENTS.			

Dept #: /1320/ Department Name: REVENUE ACCOUNTING SECTION

RDA #	RDA Title	Retention	Disposition	PII
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RDA #	RDA Title	Retention	Disposition	PII
<u>00149000.</u>	<u>CASHIER RECORDS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	THIS RECORD SERIES CONTAINS VALIDATION REGISTERS FOR ALL TAX PROGRAMS, PERMITS, FEES, SERVICES, MISCELLANEOUS COLLECTIONS, AND RECORDS CONCERNING THE REDEPOSIT OF REFUND CHECKS. THIS SERIES ALSO INCLUDES INFORMATION OF MONIES PAID ON APPEALED ASSESSMENTS AND DEPOSITED WITH THE STATE TREASURER UNDER SS.71.90(2) OF THE WISCONSIN STATUTES. MAY INCLUDE ADDITIONAL ANNUAL TAX ROLLS, CORRECTION TRANSFER REQUESTS, REMITTANCE ADVICE FORMS, CANCELED CHECKS, CHECK STUBS, AND ANY RELATED CORRESPONDENCE FOR EXCHANGE FUND, REFUND VOUCHERS, CREDIT MEMOS, TRANSFER RECORDS, AND ANY CORRESPONDENCE RELATED TO THESE RECORDS.			
<u>00174000.</u>	<u>CASHIER RECORDS-APPEALED ASSESSMENTS</u>	<u>CR+6</u>	<u>DEST</u>	
	THIS RECORD SERIES CONTAIN INFORMATION OF MONIES PAID ON APPEALED ASSESSMENTS AND DEPOSITED WITH THE STATE TREASURER UNDER SECTION 71.90(2) OF THE WISCONSIN STATUTES.  RETAIN 6 YEARS AND DESTROY.			
<u>00175000.</u>	<u>CASHIER RECORDS-DEPOSITS AND TRANSFERS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	THIS RECORD SERIES CONTAINS THE NCR TAPES, THE DAILY DEPOSIT REPORTS, THE RETURN CHECK CARD FILE (INCLUDING RELATED CORRESPONDENCE) AND THE INITIAL AND ADDITIONAL VALIDATION REGISTERS FOR TAX PROGRAMS. THE SERIES ALSO CONTAINS REMITTANCE ADVICE FORMS FOR ALL RETURNED ITEMS (CHECKS AND ETF) AND THE EXCHANGE CHECK FUND'S CANCELED CHECKS, CHECK STUBS, AND EXCHANGE CHECK FUND CORRESPONDENCE.			
<u>00214000.</u>	<u>INCOME TAX SHORT BILLS-INDIVIDUAL AND CORPORATE</u>	<u>CR+6</u>	<u>DEST</u>	
	INCOME TAX SHORT BILLS FOR INDIVIDUAL INCOME AND CORPORATION TAX ADDITIONAL TAX PAYMENTS (FORM I-438), OR ITS EQUIVALENT.  RETAIN 6 YEARS AND DESTROY.			
<u>00227000.</u>	<u>CIGARETTE AND TOBACCO PRODUCTS REPORTS/RETURNS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	<p>Reports Must Be Filed By All Persons Holding A Permit At The Wholesale Level To Handle Cigarettes And/Or Tobacco Products In Wisconsin. These Reports Are Filed Together In Our Office In Numeric Order.</p> <p style="padding-left: 100px;">. (Cont)</p> <p>Cigarette Tax -----</p> <p>Cigarette Tax Reports Are Required Per Sec.139.38(2) Other reports required are for the cigarette use tax Sec.139.33(3) and inventory tax Per Sec.139.315(1).</p> <p>Reporting Forms And Filing Periods Or Their Equivalents. Cigarette Manufacturer'S Reports-No Specific Form. Report Must Have Excise Approval.(Filed Monthly).</p> <p>Tobacco Products Tax -----</p> <p>Tobacco products tax reports are required per Sec. 139.82(2). Tobacco products use tax returns are required by Sec. 139.78(2).</p> <p>Revised #10 per the Complimentary master Settlement Agreement per section 895.12(4)(a).</p>			
<u>00228000.</u>	<u>DISTILLED SPIRITS &amp; WINE TAX REPORTS AND VOUCHERS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
	<p>Reports Must Be Filed By All Persons Holding A Permit To Handle Distilled Spirits And/Or Wine At The Wholesale Level In Wisconsin. All Wholesalers Responsible For Paying The Distilled Spirits Tax Must Compute And Submit The Tax On A Quarterly Basis Using A Liquor Tax Voucher. Tax Reports Are Required Per:Monthly Report Sec.139.11(2)</p> <p style="padding-left: 100px;">. Liquor Voucher Sec.139.06(1)(A)</p> <p style="padding-left: 100px;">. Floor Tax Sec.139.08(2X)(A)</p> <p>Reporting Forms Or Their Equivalents And Filing Periods:</p> <p style="padding-left: 100px;">. Ab-130 Wisconsin Distilled Spirits And Wine Tax Report(Filed Monthly), Schedules:Ab-131 Wisconsin Liquor Tax Multiple Schedule,</p> <p style="padding-left: 100px;">. Ab-138 Bonded Winery Report</p> <p style="padding-left: 100px;">. Ab-150 Wisconsin Alcoholic Beverage Wholesaler'S Sales Into Other States.</p>			

Dept #: /1320/ Department Name: REVENUE ACCOUNTING SECTION

RDA # RDA Title Retention Disposition PII

. Ab-001 Form L-Es Wisconsin Liquor Tax Voucher (Filed Quarterly), And Floor Tax Return- No Specific Reporting Form (Filed Only When The Tax Rate Increases).

Retain 4 Years And Destroy.

**00303A00.** **CASHIER RECORDS - BANK PROCESSED TAX PAYMENTS ON CD ROM** **CR+10** **DEST** **Y**

This record series is comprised of bank processed tax deposits stored on CD-ROM for the following tax types: withholding tax (WT-6) or its equivalent filed by employers in accordance with Sec. 71.65 Wis. Stats., corporate estimated tax (4-ES), and individual estimated tax (1-ES). This series also includes all Combined Remittance Processing Lock Box deposits for delinquent tax collections, BTR, and other tax types including all bank processed additional tax payments.

Revision to #3, #4, #7, #8, #9, #13, and #16 due to reorganization and moving media to CD-ROM.

**00447000.** **NATIVE AMERICAN REFUND CLAIMS FOR CIGARETTE AND TOBACCO PROD** **EVT+6** **DEST** **N**

NATIVE AMERICAN TRIBAL COUNCILS WHO HAVE ENTERED INTO AGREEMENTS WITH THE STATE OF WISCONSIN ARE ELIGIBLE FOR TWO REFUNDS:

- 30% OF THE CIGARETTE TAX PAID ON CIGARETTES SOLD ON RESERVATIONS TO ENROLLED MEMBERS OF THE TRIBE RESIDING ON THE RESERVATION. THE REFUND CLAIM IS SENT BY THE DEPARTMENT TO TRIBES AT THE END OF EACH QUARTER [ SEC. 139.325, WIS. STATS., AND SEC TAX 9.08, WIS ADMIN.CODE].

- 70% OF THE CIGARETTE TAX PAID ON CIGARETTES SOLD BY AUTHORIZED NATIVE AMERICAN RETAILERS ON RESERVATION TRUST LAND OVER WHICH A TRIBE HAS JURISDICTION. THE LAND MUST HAVE BEEN DESIGNATED A RESERVATION OR TRUST LAND ON OR BEFORE JANUARY 1, 1983, OR ON A LATER DATE AS DETERMINED BY AN AGREEMENT BETWEEN THE DEPARTMENT AND THE TRIBAL COUNCIL. NO MORE THAN TWO REFUND CLAIMS (FORM CT-001) MAY BE FILED WITHIN A CALENDAR MONTH [ SEC. 139.323, WIS. STATS., AND SEC TAX 9.08, WIS. ADM. CODE]

- NATIVE AMERICAN REFUNDS [EFFECTIVE DECEMBER 1, 1999, PER 1999 WIS. ACT 9] INDIAN TRIBAL COUNCILS WHO HAVE ENTERED INTO AGREEMENTS WITH THE STATE OF WISCONSIN ARE ELIGIBLE FOR TWO REFUNDS:

- 50% OF THE TOBACCO PRODUCTS TAX PAID ON TOBACCO PRODUCTS SOLD ON RESERVATIONS TO ENROLLED MEMBERS OF THE TRIBE RESIDING ON THE RESERVATION. THE REFUND CLAIM IS SENT BY THE DEPARTMENT TO TRIBES AT THE END OF EACH QUARTER [ SECS. 139.803 AND 139.805, WIS. STATS.].

- 50% OF THE TOBACCO PRODUCTS TAX PAID ON TOBACCO PRODUCTS SOLD BY AUTHORIZED NATIVE AMERICAN RETAILERS ON RESERVATION TRUST LAND OVER WHICH A TRIBE HAS JURISDICTION. THE LAND MUST HAVE BEEN DESIGNATED A RESERVATION OR TRUST LAND ON OR BEFORE JANUARY 1

EVENT = AFTER RECEIPT

EVENT = CONFIDENTIAL

Dept #: /1330/ Department Name: TAX PROCESSING-DOCUMENT REVIEW

RDA # RDA Title Retention Disposition PII

**00030100.** **FEES FOR INSPECTION OF INCOME TAX RETURNS** **CR+5** **DEST** **Y**

This series is comprised of copies of paid invoices for fees assessed under Wis Stat. 71.78 for inspection of income tax returns showing name and address of person billed, name of file inspected and the amount paid. The data contained in these documents are stored in electronic manner in a database. They can be retrieved by taxpayer name or SSI, date issued, or invoice number. Exact copies of the original documents can be reprinted on demand and the entries can be purged after the 3 year retention period.

Dept #: /1335/ Department Name: TAX PROCESSING-UNCLAIMED PROPERTY

RDA # RDA Title Retention Disposition PII

**00001000.** **ESCHEATED ESTATE RECORDS** **EVT+5** **DEST** **Y**

Original Copy Of Acknowledgement/Report Of Escheated Estate, Form St/77 Or Its Equivalent, Required Under S. 852.01(3)

RDA # RDA Title Retention Disposition PII

And 863.39, Wi. Stats., Indicating: Name Of Deceased; Amount Of Estate; Individual To Whom Assets Are Payable; Date And Place Of Death; Personal Representative; Treasurer'S Receipt Number And Date. Copy Of Final Judgment And/Or Proof Of Heirship. Copy Of Newspaper (Estate Notification) Publication. Sec.863.39(3), Wi. Stats Requires That These Assets Be Held For 10 Years For Possible Refund To Heirs. After That Time Further Claim Is Barred.  
The Department Of Justice Maintains Similar Files Covered By Their Rda 48/71/001 Which Permits Transfer Of The Files To Record Center And After 20 Years To The Shs For Preservation With Authority To Weed. Similar Files Are Also Maintained By The County Register In Probate Either On Paper Or Microfilm.

Retain 10 Years And Destroy Provided Closed.

**00002000.** **UNCLAIMED PROPERTY REPORT** **EVT+50** **DEST** **Y**

ORIGINAL COPY OF UNCLAIMED PROPERTY REPORTCONSISTING OF:  
-FORM ST/100 - UNCLAIMED PROPERTY REPORT  
-FORM ST/101 - UNCLAIMED PROPERTY LISTING  
-FORM ST/111 - UNCLAIMED PROPERTY CHECKLIST

THESE FORMS ARE FILED AS A GROUP AS REQUIRED BY CHAPTER 177, WIS.STATS. INFORMATION INCLUDES HOLDER IDENTIFICATION, DETAILED LISTING OF OWNERS, TOGETHER WITH THEIR LAST KNOWN ADDRESS, PROPERTY DESCRIPTION AND VALUE.

REPORT INFORMATION IS MAINTAINED ON UNCLAIMED PROPERTY TRACKING SOFTWARE PROGRAM ON PERSONAL COMPUTERS.

**00002A00.** **UNCLAIMED PROPERTY REPORT-MICROFILM** **P** **PERM**

Original Copy Of Unclaimed Property Report Consisting Of:  
-Form St/100(Or Its Equivalent) Unclaimed Property Report  
-Form St/101(Or Its Equivalent)Unclaimed Property Listing  
-Form St/111(Or Its Equivalent) Unclaimed Property Checklist  
These Forms Are Filed As A Group As Required By Ch.177, Wis.Stats. Information Includes Holder Identification,Detailed Listing Of Owners,Together With Their Last Known Address,Property Description And Value.

The Information On These Forms Is Entered Key-To-Disk Onto Computer.

Retain Permanently

**00003000.** **UNCLAIMED PROPERTY CLAIM FORMS** **CR+50** **DEST** **Y**

Unclaimed property claim forms Including Original Copy Of Form St/103, Claim To State Of Wisconsin For Property Presumed Abandoned, Or It'S Equivalent Including:

Claimants Name And Address;  
Description And Amount Of Property claimed  
date property was paid to claimant

File Also Includes Documentary Evidence Of Ownership (I.E., Original Passbook, Birth Certificate, stock certificate, probate court records, affidavits of heirship).

Claimant information is maintained on unclaimed property tracking software program on personal computers.

Retention: Destroy 50 years after creation.

**00003A00.** **UNCLAIMED PROPERTY CLAIMS-MICROFILM** **P** **PERM**

Unclaimed Property Claims Including Original Copy Of Form St/103, Claim To State Of Wisconsin For Property Presumed Abandoned, Or It'S Equivalent Indicating: Claimants Name And Address; Description And Amount Of Property; Microfilm Locator Number. File Also Includes Documentary Evidence Of Ownership(I.E.,Original Passbook,Birth Certificate,Death Certificate,Final Judgement,Affadavits Of Heirship,etc.).

The Information On The Cover For (St/103) Is Entered Key-To-Disk Onto Personal Computer,

RDA #	RDA Title	Retention	Disposition	PII
	Retain Permanently.			
<u>00004000.</u>	<u>UNCLAIMED PROPERTY RELATED CORRESPONDENCE &amp; REPORTS</u>  CORRESPONDENCE INCLUDING: LETTERS OF INQUIRY REGARDING DORMANT ACCOUNTS; REQUESTS FOR INFORMATION; MISCELLANEOUS LETTERS AND REPORTS.  RETAIN 2 YEARS AND DESTROY PROVIDED STATE AUDIT.	<u>CR+2</u>	<u>DEST</u>	
<u>00005000.</u>	<u>UNCLAIMED PROPERTY AUDITS</u>  ORIGINAL COPIES OF UNCLAIMED PROPERTY AUDITS INCLUDING: AUDITOR WORK PAPERS; MISCELLANEOUS CORRESPONDENCE; FINAL AUDIT REPORT.  RETAIN 3 YEARS AND DESTROY PROVIDED CLOSED AND MICROFILMED.	<u>CR+3</u>	<u>DEST</u>	
<u>00006000.</u>	<u>UNCLAIMED PROPERTY MASTER HISTORY FILE</u>  A Machine Readable Master Data File Containing A Complete Record Of : 1. All Owners Of Unclaimed Property Including: Owners Name And Last Known Address; Descriptioj And Value Of Property; Date Of Last Activity And Social Security Number; Microfilm Access Number. 2. All Holders Of Unclaimed Property Including: Corporations Name And Address; Contact Person; Business Code, Year, Date And Amount Of Report (Holder Status). 3. All Claims Against Unclaimed Property Including: Date And Amount Of Claim Or Sale; Microfilm Access Number. Current Master Data File Is Backed Up By 3 Previous Master Floppy Disk Generations.	<u>EVT</u>	<u>DEST</u>	
<u>00007000.</u>	<u>UNCLAIMED PROPERTY SYSTEM PRINTOUTS</u>  COMPUTER PRINTOUTS ARE GENERATED ON AN 'AS NEEDED' BASIS AND ARE USED FOR PROCESSING AND ADMINISTRATIVE VERIFICATION, STATISTICAL ANALYSIS AND ERROR CORRECTION.	<u>EVT</u>	<u>DEST</u>	
<u>00011000.</u>	<u>SECURITIES RECORDS</u>  Security Records Relating To Daily Investment Transactions For All State Holdings Including Stock, Bonds And Real Estate.  1. Ledgers (St-41 Or Equivalent) Detailing Daily Activity By Fund And Issue.  2. Stock And Bond Tickets, Receipt For Purchase And Sale Of Securities Attached To Receipt Remittance Advices And Filed In Safekeeping Envelope (St-76 Or Equivalent).  3. Monthly Reconciliation Of Securities Transactions (St-20 Or Equivalent) By Fund.  4. Miscellaneous Computer Generated Reports And Listings As Requested As Needed.  Note: Provided State Audit.	<u>EVT+3</u>	<u>DEST</u>	
<u>00017000.</u>	<u>RECORDS RELATING TO WIRE TRANSFER OF FUNDS.</u>  1. Form St-25A, Notice To Wire Transfer Funds Or Its Equivalent, Is A Transmittal Notice Instructing The State'S Working Bank To Transfer Funds By Wire. This Form Is Sent To The Bank On A Daily Basis And Tells The Bank The Destination, Description, Date To Transfer, The Dollar Amount And Authorizing Signatures. Copies Sent To Doa Finance And To State'S Working Bank.  2. Computer Generated Daily Wire Activity Reports Listing Wires Transmitted. This Listing Serves As Acknowledgement That All Transfers Were Completed As Requested. Copy Is Forwarded To Doa Finance.	<u>CR+3</u>	<u>DEST</u>	

RDA #	RDA Title	Retention	Disposition	PII
	Provided State Audit.			
<u>00018000.</u>	<u>DISBURSEMENT RECORDS</u>	<u>CR+3</u>	<u>DEST</u>	
	<p>1.Worksheet Form St-72 Or Its Equivalent Used For Calculating Daily Report Of Funds Available To Be Invested By The State Investment Board.</p> <p>2.Disbursement Register Is Computer Generated And Shows Disbursements From Funds As Determined By Daily Warrant Registers.This Register Lists The Bank, Fund,Fund Name,Amount Of Register,Check Series,Check Numbers And Count Of Checks.</p> <p>3.Monthly Disbursement Ledger Summarizing Disbursements For All Funds During The Month.The Ledger Shows Date Of Disbursement,Check Series Used, Check Numbers Issued And Register Totals For Each Fund.</p>			
	Provided State Audit.			
<u>00019000.</u>	<u>DISBURSEMENT RECORDS-MACHINE READABLE</u>	<u>CR+3</u>	<u>DEST</u>	
	<p>A Machine Readable Master Data File Containing A Complete Record Of Daily And Monthly Disbursement Activity.</p> <p>These Records Show Disbursements On A Daily Basis And Show A Monthly Disbursement Summary. The Disbursement Register Lists The Fund Namer And Name,Amount Of Warrant Registers,Check Series, Check Numbers Issued And Count Of Checks.The Purpose Of This Computer Program Is To Provide Control Over General Ledger Disbursements.</p> <p>Current Daily Data Are Backed Up By Five Previous Daily Master File Generations.Each Generation Equals One Day Of Transactions.</p> <p>Calender And Fiscal Year-End Masters Are Retained For 3 Years And Destroyed If Audit Is Completed.</p>			
	Provided State Audit.			
<u>00034000.</u>	<u>BANK ESCHEAT FILES AND RELATED CORRESPONDENCE</u>	<u>EVT</u>	<u>DEST</u>	
	<p>Reports And Related Correspondence Received Under Chapter 220.25,Stats. Detailing The Name,Last Known Address,Type Of Property And The Amount Due The Owner Of Funds Left Unclaimed For 20 Years In Banking Institutions. Chapter 220.25 Was Repealed With The Enactment Of Chapter 177 (Uniform Disposition Of Unclaimed Property Law) In 1969;However, No Time Limit Was Established For The Recovery Of These Funds And Claims Continue To Be Made.</p>			
<u>00034A00.</u>	<u>BANK ESCHEAT FILES AND RELATED CORRESPONDENCE-MICROFILM</u>	<u>P</u>	<u>PERM</u>	
	<p>Reports And Related Correspondence Received Under Chapter 220.25,Stats. Detailing The Name,Last Known Address,Type Of Property And The Amount Due The Owner Of Funds Left Unclaimed For 20 Years In Banking Institutions. Chapter 220.25 Was Repealed With The Enactment Of Chapter 177 ( Uniform Disposition Of Unclaimed Property Law ) In 1969;However,No Time Limit Was Established For The Recovery Of Thes Funds And Claims Continue To Be Made.</p>			
<u>00035000.</u>	<u>SAFE DEPOSIT BOX CONTENTS/NON-SALEABLE</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
	<p>CONTENTS OF SAFE DEPOSIT BOXES REMITTED TO THE STATE TREASURER UNDER CHAPTER 177.16 WIS.STATS. AS "ABANDONED" WHEN THE RENT HAS REMAINED UNPAID FOR A PERIOD OF 5 YEARS.</p> <p>NON SALEABLE ITEMS (CORRESPONDENCE,PICTURES,BIRTH CERTIFICATES,CANCELLED CHECKS,ETC.) ARE HELD IN SEPARATE SAFEKEEPING ENVELOPES FOR OWNER.</p>			
<u>00036000.</u>	<u>UNCLAIMED PROPERTY SECURITY FILES</u>	<u>CR+3</u>	<u>DEST</u>	
	<p>1. Individual File For Every Stock, Bond, And Mutual Fund Issue Maintained In The State Of Wisconsin'S Name Under The Unclaimed Property Program. Files Include Notification Of Stock Splits, Stock Tender Offers, Transfer And Claim Requests, Dividend Information And Related Correspondence. Information Is Necessary To Track A Security Issue For</p>			

Dept #: /1335/ Department Name: TAX PROCESSING-UNCLAIMED PROPERTY

RDA # RDA Title Retention Disposition PII

3 Years As Required By S.177.22 Stats.

2. Monthly Audit Inventories Detailing By Issue, The Owners And Their Share Ownership. Used To Verify The Accuracy Of Securities Issued In The State Of Wisconsin'S Name Under The Unclaimed Property Program.

00037000. POLICY RELATED CORRESPONDENCE EVT+6 SHSW N

CORRESPONDENCE RELATED TO POLICY ISSUES INCLUDING SPEECHES; BOARDS OR COMMISSIONS THE TREASURER MAY SERVE ON; NEWS RELEASES; LEGISLATIVE ISSUES, ETC.

EVT=CLOSED

00038000. STATE TREASURY GENERAL CORRESPONDENCE EVT+1 DEST N

GENERAL MISCELLANEOUS CORRESPONDENCE OF THE STATE TREASURER'S OFFICE INCLUDING CONSTITUENT LETTERS, MEDIA AND GENERAL REQUESTS FOR INFORMATION, ETC.

EVT=CLOSED

Dept #: /1340/ Department Name: Processing and Customer Service Division

RDA # RDA Title Retention Disposition PII

00158000. CONSUMER USE TAX MASTER FILE - ACTIVE ACCOUNTS EVT+10 DEST Y

THE CONSUMER USE TAX MASTER FILE MAY INCLUDE A-101 APPLICATION FOR PERMIT, SU-050 CONSUMER USE TAX RETURN OR THEIR EQUIVALENTS AND RELATED NOTICES AND CORRESPONDENCE FILED BY CONSUMERS WHO PURCHASE TANGIBLE PERSONAL PROPERTY OR TAXABLE SERVICES FOR STORAGE, USE, OR CONSUMPTION IN WISCONSIN, WITH THE DEPARTMENT OF REVENUE UNDER 77.53 OF THE WISCONSIN STATUTES.

THE MASTER FILE IS A WORKING RECORD UNTIL THE ACCOUNT IS INACTIVATED. NON-ORIGINAL COPIES OF TAX RETURNS AND ANY RELATED NOTICES AND CORRESPONDENCE MAY BE REMOVED FROM THE FILE AND DESTROYED. ORIGINAL DOCUMENTS ARE MAINTAINED UNDER SEPARATE RDA'S.

EVENT = ACCOUNT INACTIVE + 10 YEARS AND DESTROY CONFIDENTIAL.

00159000. CONSUMER USE TAX - PAYMENT REGISTER EVT+10 DEST Y

THE CONSUMER USE TAX PAYMENT REGISTER LIST, PRODUCED QUARTERLY AND ANNUALLY, INCLUDES CONSUMER USES TAX RETURNS FILED. THE REGISTER SHOWS ACCOUNT NUMBER, TAXPAYER'S NAME, VALIDATION NUMBER, DOLLAR AMOUNT PAID, AND ANY OTHER RELATED INFORMATION.

THE QUARTERLY REGISTER IS SUPERSEDED UPON RECEIPT OF THE ANNUAL REGISTER.

EVENT = CALENDAR YEAR + 10 YEARS AND DESTROY CONFIDENTIAL.

00160000. USE TAX MASTER FILE - ACTIVE ACCOUNTS EVT+5 DEST Y

THE USE TAX MASTER FILE MAY INCLUDE A-101 APPLICATION FOR PERMIT, SU-050 CONSUMER USE TAX RETURN OR THEIR EQUIVALENTS, AND ANY RELATED NOTICES AND CORRESPONDENCE FILED BY OUT-OF-STATE RETAILERS WHO SELL, LEASE, OR RENT TANGIBLE PERSONAL PROPERTY TO WISCONSIN CUSTOMERS, WITH THE WISCONSIN DEPARTMENT OF REVENUE UNDER SUBCHAPTERS III AND V OF CHAPTER 77 OF THE WISCONSIN STATUTES.

THE MASTER FILE IS A WORKING RECORD UNTIL THE ACCOUNT IS INACTIVATED. HOWEVER, NON-ORIGINAL COPIES OF TAX RETURNS AND RELATED INFORMATION MAY BE REMOVED FROM THE FILE AND DESTROYED. ORIGINAL DOCUMENTS ARE MAINTAINED UNDER SEPARATE RDA'S.

THE FILE CAN BE DESTROYED 5 YEARS AFTER IT HAS BEEN INACTIVATED.

THE FILE IS CONSIDERED INACTIVED, ONCE WE ARE NOTIFIED THEY HAVE GONE OUT OF BUSINESS.

EVENT = ACCOUNT INACTIVE + 5 YEARS AND DESTROY CONFIDENTIAL.

00161000. SALES & USE MASTER FILE - ACTIVE ACCOUNTS EVT+5 DEST Y

Dept #: /1340/ Department Name: Processing and Customer Service Division

RDA # RDA Title Retention Disposition PII

THE SALES AND USE TAX MASTER FILE MAY INCLUDE A-101 APPLICATION FOR PERMIT, S-012 USE TAX RETURNS, AND ANY RELATED NOTICES AND CORRESPONDENCE FILED BY RETAILERS WHO SELL, LEASE, OR RENT TANGIBLE PERSONAL PROPERTY OR TAXABLE SERVICES AT RETAIL WITH THE WISCONSIN DEPARTMENT OF REVENUE UNDER SUBCHAPTERS III AND V OF CHAPTER 77 OF THE WISCONSIN STATUTES.

ACCOUNTS ARE SUBJECT TO REVIEW AND AUDIT BEFORE INACTIVATION.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL.

00161A00. SALES & USE TAX MASTER FILE - INACTIVE ACCOUNTS EVT+5 DEST Y

THIS RECORD SERIES IS COMPRISED OF THE RECORDS DENYING THE PURCHASER'S EXEMPT STATUS FROM THE PROVISION OF CHAPTER 77, SUB. III.

THE SALES AND USE TAX MASTER FILE MAY INCLUDE A-101 APPLICATION FOR PERMIT, S-012 SALES AND USE TAX RETURNS, AND ANY RELATED NOTICES OR CORRESPONDENCE FILED BY THE RETAILERS WHO SELL, LEASE, OR RENT TANGIBLE PERSONAL PROPERTY OR TAXABLE SERVICES AT RETAIL WITH THE WISCONSIN DEPARTMENT OF REVENUE UNDER SUBCHAPTERS III AND V OF CHAPTER 77 OF THE WISCONSIN STATUTES.

ACCOUNTS ARE SUBJECT TO REVIEW AND AUDIT BEFORE INACTIVATION.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL.

00165000. SALES & USE TAX - EXEMPT SALES P PERM Y

This record series is comprised of the records acknowledging the purchaser's exempt status from the provision of Chapter 77, Sub. III.

This file includes S-204 Certificate of Exemption Status and S-103 Application for Certificate of Exempt Status or their equivalents.

Revision to #3, #4, and #16 due to creation of new division. Revised #9 to include microfiche.

00165A00. SALES & USE TAX - DENIED EXEMPT CERTIFICATES EVT+2 DEST Y

THIS RECORD SERIES IS COMPRISED OF THE RECORDS DENYING THE PURCHASER'S EXEMPT STATUS FROM THE PROVISION OF CHAPTER 77, SUB. III.

THIS FILE INCLUDES S-103 APPLICATION OR ITS EQUIVALENT FOR CERTIFICATE OF EXEMPT STATUS OR THEIR EQUIVALENTS, ORGANIZATIONAL DESCRIPTIONS, OTHER RELATED DOCUMENTS, AND DEPARTMENTAL CORRESPONDENCE DENYING EXEMPT STATUS.

EVENT = CALENDAR YEAR + 2 YEARS AND DESTROY CONFIDENTIAL.

00166000. SALES & USE TAX - GENERAL CORRESPONDENCE EVT+3 DEST Y

GENERAL CORRESPONDENCE, RELATED TO THE PROVISIONS OF CHAPTER 77, SUBS. III AND IV OF THE SALES AND USE TAX LAW, TO AND FROM OTHER PERSONS OTHER THAN REGISTERED SELLERS. THE GENERAL FILE IS PERIODICALLY COMPARED TO THE MASTER FILE OF REGISTERED SELLERS TO DETERMINE IF SUBSEQUENT REGISTRATION HAS BEEN MADE.

EVENT = CALENDAR YEAR + 3 YEARS AND DESTROY CONFIDENTIAL.

00230A00. WITHHOLDING TAX MASTER FILE, INACTIVE ACCOUNTS EVT+5 DEST Y

THE WITHHOLDING MASTER FILE INCLUDES THE EMPLOYER'S APPLICATION FOR REGISTRATION, WITHHOLDING TAX DEPOSIT REPORT FORMS, ANNUAL RECONCILIATIONS OF TAXES WITHHELD, AND RELATED NOTICES AND CORRESPONDENCE FILED BY EMPLOYERS WHO WITHHOLD INCOME TAXES FROM THE WAGES OF EMPLOYEES PURSUANT TO 71.64, STATS.

THESE ACCOUNTS ARE SUBJECT TO REVIEW AND AUDIT BEFORE INACTIVATION.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /1370/ Department Name: TAX PROCESSING-MOTOR FUEL

RDA # RDA Title Retention Disposition PII

00063000. FUEL TAX - BONDS CR+4 DEST Y



RDA #	RDA Title	Retention	Disposition	PII
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CERTAIN MOTOR VEHICLE FUEL, ALTERNATE FUEL AND AVIATION LICENSES REQUIRE BONDS TO PROTECT THE COLLECTION OF STATE TAX REVENUES. THIS FILE MAY CONTAIN FOR MF-202 OR ITS EQUIVALENT.

BONDS REQUIRED UNDER SS 78.11 - MOTOR VEHICLE FUEL, SS 78.48(9) - ALTERNATE FUEL, AND SS 78.57(9) - AVIATION.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00063A00.</u>	<u>FUEL TAX - APPLICATIONS AND LICENSES</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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MOTOR VEHICLE FUEL SUPPLIER, ALTERNATE FUEL DEALERS AND USERS, GENERAL AVIATION DEALERS AND USERS MUST OBTAIN A FUEL TAX LICENSE FROM THE DEPARTMENT OF REVENUE. LICENSES ARE PERMANENT UNTIL REVOKED OR CANCELLED. THESE FILES MAY CONTAIN THE FORM MF-100 OR ITS EQUIVALENT.

LICENSES ISSUED UNDER SS 78.09 - MOTOR VEHICLE FUEL AND INDUSTRIAL, SS 78.47 - SPECIAL FUEL, AND SS 78.56 - AVIATION.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00064000.</u>	<u>TRANSPORTER AND VEHICLE REGISTRATION</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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ALL PERSONS WHO TRANSPORT MOTOR VEHICLE FUEL, ALTERNATE FUEL, OR GENERAL AVIATION FUEL IN WISCONSIN MUST BE REGISTERED WITH THE DEPARTMENT OF REVENUE. TRANSPORTERS MUST DISPLAY THE REGISTRATION NUMBER FURNISHED BY THE DEPARTMENT PRECEDED BY THE LETTERS "W.D.R." ON ALL VEHICLES. THESE REGISTRATIONS EXPIRE ANNUALLY AND MUST BE RENEWED.

REGISTRATION IS REQUIRED UNDER SS 78.77.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00135000.</u>	<u>MOTOR FUEL FLOOR TAX - RETURNS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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THIS FILE CONTAINS INFORMATION ON THE MOTOR VEHICLE FUEL FLOOR TAX RETURN WHICH MUST BE FILED WHERE THERE IS A CHANGE IN MOTOR VEHICLE FUEL TAX RATE. A TAX PAYMENT OR REFUND SITUATION COULD RESULT BECAUSE OF THE CHANGE. PER SS 78.015, THE MOTOR FUEL TAX RATE MUST BE REVIEWED ANNUALLY, AND ANY NEW RATE IS EFFECTIVE APRIL 1; THE FLOOR TAX RETURN IS THEN DUE APRIL 15.

THE MOTOR FUEL FLOOR TAX IS REQUIRED PER SS 78.22.

THIS FILE MAY INCLUDE MF-013, MOTOR FUEL INVENTORY TAX RETURN OR ITS EQUIVALENT AND ANY RELATED CORRESPONDENCE AND/OR SCHEDULES.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00136000.</u>	<u>MOTOR VEHICLE TAX - REFUND CLAIMS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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THIS FILE CONTAINS INFORMATION ON TAXICAB COMPANIES, MOTOR FUEL RETAILERS, AND PERSONS WHO USE MOTOR VEHICLE FUEL FOR NON-HIGHWAY PURPOSES. THEY ARE ELIGIBLE TO FILE A CLAIM WITH THE DEPARTMENT OF REVENUE FOR A REFUND OF THE WISCONSIN FUEL TAX PAID WHEN PURCHASING FUEL. THE REFUND CLAIM MUST BE FILED WITHIN ONE YEAR OF THE FUEL PURCHASE PER SS 78.75, 78.20, AND 78.75. THE FILE MAY INCLUDE THE MF-001 CLAIM FOR MOTOR FUEL TAX REFUND-TAXICABS, MF-003 CLAIM FOR MOTOR FUEL TAX REFUND - NON-HIGHWAY USE, AND MF-004 RETAILERS CLAIM FOR MOTOR FUEL TAX REFUND OR THEIR EQUIVALENTS. ANY CORRESPONDENCE, INVOICES, AND/OR A LIST SUPPORTING THE FUEL PURCHASED AND PAYMENT OF THE WISCONSIN MOTOR VEHICLE FUEL TAX.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00137000.</u>	<u>AVIATION FUEL TAX REPORTS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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THIS FILE CONTAINS INFORMATION ON LICENSED GENERAL AVIATION FUEL DEALERS/USER WHO MUST FILE REPORTS WITH THE DEPARTMENT OF REVENUE LISTING THEIR AVIATION FUEL TRANSACTIONS. LICENSEES WHOSE TAX LIABILITY IS LESS THAN \$500 PER QUARTER MAY BE ALLOWED TO FILE ON A QUARTERLY BASIS INSTEAD OF MONTHLY.

AVIATION FUEL TAX REPORTS ARE REQUIRED PER SS 78.58(1).

THIS FILE MAY INCLUDE THE MF-011, REPORT OF LICENSED GENERAL AVIATION FUEL DEALER OR USER OR ITS EQUIVALENT AND ANY RELATED CORRESPONDENCE AND/OR SCHEDULES.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00138000.</u>	<u>FUEL TAX GENERAL CORRESPONDENCE</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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THIS FILE CONTAINS ANY CORRESPONDENCE WITH THE PUBLIC ON FUEL TAX MATTERS THAT CAN'T BE PLACED IN A RELATED FUEL TAX REPORT, REFUND CLAIM, OR APPLICATION. THIS IS SEPARATELY FILED IN OUR OFFICE.

Dept #: /1370/ Department Name: TAX PROCESSING-MOTOR FUEL

RDA # RDA Title Retention Disposition PII

CHAPTER 78 PERTAINS TO MOTOR VEHICLE FUEL, ALTERNATIVE FUELD AND GENERAL AVIATION FUEL TAXES.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

**00144000.** **BEVERAGE, CIGARETTE & TOBACCO PRODUCT APPLICATIONS & PERMITS** **CR+4** **DEST** **Y**

This file contains information on persons who want to sell alcoholic beverages, cigarettes, and tobacco products at the wholesale level in Wisconsin. Persons must obtain a permit from the Department of Revenue. This series covers various permits required by law, the authorizing statutes, renewal dates, and application forms.

Copies of permits issued are part of the application file and will not be purged with the applications. Our volume of permittees is not large, and it would be cost effective to purge and separately box for Records Center each type of permit issued and application.

Retention: Permits renewed annually - Retain applications and copies of permits for four years and then destroy.  
Permanent permits - Retain applications and copies of permits for four years after cancellation and then destroy.  
AB-157: (Permittees Statement of Brand Franchise and Sales Area Designation) or its equivalent filed by in-state liquor wholesalers - Retain for four years after permit cancellation and then destroy.

**00145000.** **BEVERAGE AND CIGARETTE TAX BONDS** **CR+4** **DEST** **Y**

THIS RECORD SERIES CONTAINS BONDS WHICH ARE REQUIRED FROM OUT-OF-SATE LIQUOR, BEER, AND WINERY PERMITTEES, IN-STATE WINERY AND BEER PERMITTEES IF THE PRODUCTS ARE FROM A FOREIGN COUNTRY, AND/OR CIGARETTE DISTRIBUTORS WHO BUY ON CREDIT. THIS PROTECTS THE COLLECTION OF STATE TAX REVENUES. BONDS ARE REQUIRED PER WIS. STATS. SS SS 139.05(4), 139.06(B), AND 139.32(B).

THIS FILE MAY INCLUDE BT-138 MALT BEVERAGE SURETY BOND, CT-124 APPLICATIONS TO PURCHASE CIGARETTE STAMPS ON CREDIT, AND CT-133 TOBACCO PRODUCTS DISTRIBUTORS TAX CREDIT BOND, OR THEIR EQUIVALENT.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

**00147000.** **SPORTS CLUBS, AIRPORT & VESSEL APPLICATIONS AND PERMITS** **CR+4** **DEST** **Y**

THIS FILE CONTAINS INFORMATION OF PERSONS WHO OPERATE SPORTS CLUBS, AIRPORTS, AND OTHER PUBLIC FACILITIES, AND VESSELS WHO WANT TO SELL LIQUOR/BEER AT RETAIL. A PERMIT FROM THE WISCONSIN DEPARTMENT OF REVENUE MUST BE OBTAINED. THESE PERMITS ARE RENEWED ANNUALLY.

PERMITS ARE REQUIRED UNDER WIS. STATS. SS SS 125.27(1)(2) AND 125.51(5)(A)(B)(C).

THIS FILE MAY INCLUDE AT-105 APPLICATION FOR AIRPORT/ARENA LICENSE, AT-107 COUNTRY CLUB APPLICATION, AT-107A AGENTS SCHEDULE X, AT-211 INVESTIGATORS REPORTING-COUNTRY CLUB APPLICANT, AND AT-212 APPLICATION OF VESSEL OR PERMIT OR THEIR EQUIVALENTS.

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

**00199000.** **ALCOHOL FUEL TAX REPORT** **CR+4** **DEST** **Y**

ALL PERSONS WHO MANUFACTURE AND USE ETHYL ALCOHOL AS FUEL IN A LICENSED MOTOR VEHICLE MUST FILE AN ANNUAL REPORT WITH THE DEPARTMENT, COMPUTING AND PAYING THE MOTOR VEHICLE FUEL TAX ON THE ETHYL ALCOHOL USED IN LICENSED MOTOR VEHICLES.

REPORTING FORM: MF-205 ALCOHOL FUEL TAX REPORT OR ITS EQUIVALENT.

TAX REPORTS ARE REQUIRED PER SS 78.12(3).

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

Dept #: /1611/ Department Name: ISE- ADMINISTRATION

RDA # RDA Title Retention Disposition PII

**00262000.** **DIVISION ADMINISTRATOR'S SUBJECT FILES** **CR+3** **SHSW**

These Files Contain The Administrative Subject File Of The Division Administrator, Including General Correspondence, Budget, Policy Studies, Reports And Related Material From The Each Of The Four Bureaus In The Division On Income, Sales, Inheritance And Excise.

Dept #: /1611/ Department Name: ISE- ADMINISTRATION

RDA # RDA Title Retention Disposition PII

Retain 3 Years And Transfer To Shs.

Dept #: /1612/ Department Name: ISE ADMINISTRATION-INTELLIGENCE

RDA # RDA Title Retention Disposition PII

**00060000.** **INVESTIGATION RECORDS** **EVT+10** **DEST** **Y**

INVESTIGATION RECORDS CREATED BY AUDITORS AND THE SPECIAL AGENTS OF THE DEPARTMENT OF REVENUE UNDER SECTION 71.74 OF THE WISCONSIN STATUTES, INCLUDING WORKPAPERS, DATA PRELIMINARY REPORTS, SUMMARY OF TAX RETURNS, AUTHORITY TO EXAMINE RECORDS, CONFERENCE NOTES, MEMORANDA AND RELATED CORRESPONDENCE AND MATERIALS.

THE SPECIAL INVESTIGATIONS SECTION WAS CREATED IN 1960 TO PERFORM AUDITS AND INVESTIGATIONS FOR THE PURPOSE OF GATHERING EVIDENCE TO BE USED IN CRIMINAL PROSECUTIONS OF TAXPAYERS WHO VIOLATE THE TAX LAWS WITH FRAUDULENT INTENT. IT ALSO MAKES BACKGROUND INVESTIGATIONS OF EMPLOYEES HIRED FOR THE PROFESSIONAL AND TECHNICAL AUDIT AND THE COMPLIANCE EMPLOYEES STAFF.

EVENT = CLOSED/TERMINATED/DEATH + 10 YEARS AND DESTROY CONFIDENTIAL

Dept #: /1614/ Department Name: ISE ADMINISTRATION-A&T ENFORCEMENT

RDA # RDA Title Retention Disposition PII

**00141000.** **BEER PRODUCTION AND SALES STATISTICS REPORTS** **CR+4** **SHSW** **Y**

THE DEPARTMENT OF REVENUE IS REQUIRED PER 139.11(4) TO PUBLISH BREWERY PRODUCTION AND SALES STATISTICS. THIS FILE MAY INCLUDE BT-100 WISCONSIN BREWERY FERMENTED MALT BEVERAGE TAX RETURN, BT-106 FERMENTED MALT BEVERAGE REPORT, OR THEIR EQUIVALENT WHICH ARE USED TO PREPARE THE BEER STATISTICAL REPORTS. THESE STATISTICAL REPORTS ARE AVAILABLE TO THE PUBLIC ON A SUBSCRIPTION BASIS. THESE MONTHLY REPORTS ARE SENT TO THE WISCONSIN STATE HISTORICAL SOCIETY.

RETENTION = CR + 4 YEARS AND TRANSFER TO STATE ARCHIVES(WHS)

**00150000.** **CIGARETTE USE TAX COLLECTIONS** **FIS+5** **SHSW** **Y**

CIGARETTE USE TAX COLLECTIONS ARE MADE UNDER 139.30 OF THE WISCONSIN STATUTES. THIS RECORD SERIES IS COMPROMISED OF THE RECORDS OF USE TAX COLLECTED, COPIES OF TAX NOTICES, SHIPMENTS TO INDIVIDUALS IN WISCONSIN, AND ANY RELATED CORRESPONDENCE.

RETENTION = FIS + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

**00215000.** **RETURNED CIGARETTE TAX STAMPS REFUND AND COPY OF REFUND WOR** **EVT+3** **DEST** **Y**

CIGARETTE TAX REFUND CLAIMS ARE MADE ON FORM CT-624, OR ITS EQUIVALENT AND ARE ACCOMPANIED BY DAMAGED OR CANCELLED STAMPS AND WORKPAPERS. THE ORIGINAL REFUND WORKSHEETS IS COVERED BY RDA 00224. A COPY OF THE REFUND WORKSHEET IS ATTACHED TO THE RETURN TAX STAMPS.

RETENTION = CALENDAR YEAR + 3 YEARS AND DESTROY CONFIDENTIAL

**00224000.** **EXCISE TAX REFUND CLAIMS-ALCOHOL BEVERAGES & CIGARETTES** **CR+4** **DEST** **Y**

(see records series description hard copy for break down)

The Wisconsin excise tax paid on beer sold to the US Armed Forces and spoiled/ unsalable alcohol beverages and cigarettes will be refunded by the Department of Revenue upon the filing of a refund claim.

**00225000.** **EXCISE TAX REFUND CLAIMS-INDIANS** **CR+4** **DEST** **Y**

(see Records Series Description hard copy for breakdown)

Indian Tribes are entitled to a refund of 70% of the Wisconsin cigarette tax paid on cigarettes purchased for resale and 30% of the Wisconsin cigarette tax paid on cigarette sold to reservation Indians.

Dept #: /1614/ Department Name: ISE ADMINISTRATION-A&T ENFORCEMENT

RDA # RDA Title Retention Disposition PII

00226000. FERMENTED MALT BEVERAGE TAX REPORTS/RETURNS CR+4 DEST Y

Reports must be filed by all persons holding a fermented malt beverage permit at the wholesale level to brew beer in Wisconsin, to import beer into Wisconsin from a foreign county, to purchase beer from wholesalers in other state, and to ship beer into Wisconsin Tax reports are required per ss 139.05(2) and 139.11(2).  
Reporting Forms and Filing Periods: (see Records Series Description hard copy for Filing Periods breakdown)

00304000. LIQUOR, BEER, CIGARETTE INSPECTION REPORTS EVT+10 DEST Y

This records series contains AT-129 Field report or its equivalent and copies of inspection reports of inspections conducted by Alcohol and Tobacco Enforcement Section agents showing pertinent information about the premises inspected. It is administered under section 66.054, chapters 139 and 125 of the Wisconsin Statutes.

00305000. CASE FILES OF INVESTIGATIONS LIQUOR BEER CIGARETTE VIOLATIONS CR+20 DEST Y

FILES CONTAINING INFORMATION ON INVESTIGATIONS OF LIQUOR, BEER, AND CIGARETTE VIOLATIONS ADMINISTERED UNDER SECTION 66.054 AND CHAPTERS 139 AND 125 OF THE WISCONSIN STATUTES.

INCLUDES THE FOLLOWING FORMS: AT-220, AT-221, AT-222, AT-223, AT-224, AND AT-225 OR THEIR EQUIVALENTS.

AS OF 2008, CASE FILES ARE STORED ELECTRONICALLY. PAPER CAN BE DESTROYED ONCE FILE ENTERED INTO THE SYSTEM.

EVENT = CREATION + 20 YEARS AND DESTROY CONFIDENTIAL

Dept #: /1700/ Department Name: ISE INTEGRATED TAX SYSTEM

RDA # RDA Title Retention Disposition PII

00336000. INTEGRATED TAX SYSTEM PROJECT FILES EVT+5 DEST N

INTEGRATED TAX SYSTEM FILES CONTAIN ALL RECORDS FOR THE PLANNING, DESIGN AND IMPLEMENTATION OF THE DEPARTMENT OF REVENUE INTEGRATED TAX SYSTEM. (ITS). MAY INCLUDE CHARTERS, BUDGETS, ACTION PLANS, MINUTES, REPORTS, AND VENDOR DELIVERABLES INCLUDING PROJECT MANAGER SUBJECT FILES. WE ANTICIPATE THE FULL SYSTEM SHOULD BE FULLY FUNCTIONAL IN FIVE YEARS.

EVENT = SYSTEM IS TERMINATED + 5 YEARS AND DESTROY

Dept #: /2100/ Department Name: LOCAL FINANCIAL ASSISTANCE

RDA # RDA Title Retention Disposition PII

00016000. CORRESPONDENCE EVT+1 DEST Y

These Records Consist Of (1) Internal Department Of Revenue Correspondence Such As Bureau Memorandums, Memorandums To And From Other Units Within The Department, And (2) External Corre- Spondence Such As Memorandums Or Letters To And From Local Governmental Officials, Other Public Officials, The General Public And Bureau Copies Of Departmental Press Releases. This Series May Include Documentation Of The Departmental Or Bureau Policy.

Retain Each Year'S Correspondence At Office Location For Three Full Calendar Years After Close Of A Calendar Year. Review For Discard Material At The Beginning Of Fourth Calendar Year. Such Material Is Subject To Review By Bureau Director Or Designate Prior To Destruction From The Office Location. Destruction May Be By Recycling.

Amended To Change Retention From Cr+3 Years To Cr+1 Year.

2/21/00 Approved By Prb.

00019000. DISTRIBUTION OF SHARED REVENUE/TAXES-PRINTOUTS/NOTICES EVT+3 DEST N

THESE RECORDS CONSIST OF (1) DETAILED BACK-UP TABLES, (2) DISTRIBUTION ROLLS OF AMOUNTS PAID, AND (3) ESTIMATES OF AIDS TO BE PAID. THIS SERIES ALSO INCLUDES COMPUTER PRINTED NOTICES TO TAX DISTRICT AND COUNTY CLERKS DETAILING PAYMENTS. ANNUALLY THE LOCAL GOVERNMENT SERVICES SECTION DETERMINES AIDS

RDA #	RDA Title	Retention	Disposition	PII
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PURSUANT TO SUBCHAPTER 1, CHAPTER 79, WISCONSIN STATUTES, WHICH ARE PAID TO TOWNS, VILLAGES, CITIES AND COUNTIES QUALIFYING FOR SHARED REVENUES.

THE STATE SHARED REVENUE PROGRAM PROVIDES NO-STRINGS-ATTACHED REVENUES TO COUNTIES AND TAX DISTRICTS AND COUNTIES AS PROVIDED BY STATUTE.

EVENT = CONVERTED ELECTRONIC + 3 YEARS AND DESTROY

<u>00019A00.</u>	<u>DISTRIBUTION OF SHARED REVENUE-MICROFORMS AND/OR PDF</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OF PRINTOUTS AND NOTICES OR COMPUTER OUTPUT OF BOTH ON MICROFICHE OR PDF FILES THAT DISPLAYS THE DATA USED TO CALCULATE THE ESTIMATED AND ACTUAL PAYMENTS TO LOCAL UNITS OF GOVERNMENT UNDER THE REQUIREMENTS OF SUBCHAPTER I, CHAPTER 79, WISCONSIN STATUTES.

ADMINISTRATIVE NOTE: COPIES TO DOR MADISON OFFICE, AND DOA RECORD CENTER.

EVENT = CR + 25 YEARS AND DESTROY

<u>00019B00.</u>	<u>DISTR. OF SHARED REV./TAXES-WORKPAPERS, CORRESP., WARRANT REG</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF MATERIAL RELATED TO PAYMENT OF AID PURSUANT TO SUBCHAPTER 1, CHAPTER 79, WISCONSIN STATUTES, (1) A COPY OF THE WARRANT REGISTERS PRODUCED BY DOA, (2) OCCASIONAL CORRESPONDENCE SUCH AS LETTERS TO LOCAL UNITS OF GOVERNMENT, INTERNAL MEMOS AND REQUESTS FOR DATA PROCESSING SERVICES, AND (3) WORKPAPERS SUCH AS TYPED LISTINGS OF PENALTIES, CORRECTIONS OF DATA ELEMENTS, DETERMINATIONS FOR SPLIT MUNICIPALITIES AND DETERMINATIONS FOR NEW INCORPORATIONS.

EVENT = ENTERED ELECTRONIC + 3 YEARS AND DESTROY

<u>00020000.</u>	<u>ASSESSMENT LEVELS: REAL, PERSONAL AND AGGREGATE; PRINTOUTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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ANNUALLY THE LOCAL GOVERNMENT SERVICES SECTION PREPARES A COMPUTER PRINTOUT TITLED, (YEAR) EQUALIZED AND ASSESSED VALUE REPORT. DISPLAYED ARE TAX DISTRICT NAME AND NUMBER, AGGREGATE FULL VALUE, AGGREGATE ASSESSED VALUE, FULL VALUE PERSONAL PROPERTY, ASSESSED VALUE PERSONAL PROPERTY, REAL ESTATE RATIO, PERSONAL PROPERTY RATIO, AGGREGATE RATIO, FOR EACH TAX DISTRICT IN WISCONSIN. ALSO SHOWN ARE APPROPRIATE TOTALS. THE PRINTOUT IS GENERATED SEVERAL TIMES PER YEAR UNTIL ALL DISTRICTS ARE ACCOUNTED FOR AND ALL INPUT DATA ARE FINALLY CORRECTED. THESE RECORDS CONSIST OF SUCH PRINTOUTS AS DESCRIBED ABOVE.

EVENT = CONVERTED ELECTRONIC + 3 YEARS AND DESTROY.

<u>00020A00.</u>	<u>ASSESSMENT LEVELS: REAL, PERSONAL AND AGGREGATE; MICROFORMS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM, MICROFICHE, PDF FILES OR COMPUTER PRINTOUTS TITLED, (YEAR) 'EQUALIZED AND ASSESSED VALUE REPORT'.

ADMINISTRATIVE NOTE: COPIES TO MADISON DOR OFFICE

EVENT = CR + 10 YEARS AND DESTROY

<u>00021000.</u>	<u>TAX DISTRICTS MASTER LISTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF COMPUTER GENERATED LISTINGS (PRINTOUTS) OF TAXING DISTRICTS '19\_\_ MASTER LIST OF TAX DISTRICTS.' SUCH LISTINGS EXIST IN THREE FORMATS. THE INITIAL FORMAT DISPLAYED 'DECK YEAR,' 'DISTRICT TYPE,' 'DISTRICT NAME,' 'SPLIT DISTRICT,' 'YEAR EFFECT,' 'COUNTY CODE' AND 'DISTRICT CODE.' THE SECOND FORMAT BEGAN WITH A COUNTY LIST FOLLOWED BY TAX DISTRICTS DISPLAYING 'DISTRICT NAME,' 'SPLIT,' 'CODE - COUNTY, MUNICIPALITY,' AND ABBREVIATIONS FOR SELECTED DOCUMENTS. THE THIRD FORMAT CONSISTS OF THREE SECTIONS; WISCONSIN COUNTIES, SPLIT DISTRICTS AND ALPHABETICAL LISTING OF WISCONSIN TAXATION DISTRICTS.

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

<u>00026000.</u>	<u>DISTRIBUTION OF GENERAL &amp; PERSONAL PROPERTY TAX RELIEF - PRINTC</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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THESE RECORDS CONSIST OF DETAILED PRINTOUTS WHICH DISPLAY DATA ELEMENTS USED IN THE DETERMINATIONS AND THE RESULTING AMOUNTS OF RELIEFS CALCULATED FOR EACH TAXATION DISTRICT. THESE RECORDS ALSO CONSIST OF COPIES OF COMPUTER PREPARED NOTICES MAILED TO THE TAXATION DISTRICT CLERKS.

THE DETERMINATION OF THE DISTRIBUTION OF THE INDIVIDUAL AMOUNTS OF GENERAL AND PERSONAL PROPERTY TAX RELIEF TO TAXATION DISTRICTS PER SUBCHAPTER II, CHAPTER 79, STATUTES, IS MADE BY THE BUREAU OF LOCAL FINANCIAL ASSISTANCE.

EVENT = CONVERTED ELECTRONIC + 3 YEARS AND DESTROY

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00026A00.</u>	<u>DISTRIBUTION OF SCHOOL LEVY TAX CREDIT - MICROFORMS AND/OR PDF</u>	<u>CR+20</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF MICROFICHE AND/OR PDF FILES OF BACK UP TABLES AND NOTICES FOR CERTIFICATION AND PAYMENT.			
	PREVIOUSLY KNOWN AS: DISTRIBUTION OF GENERAL AND PERSONAL PROPERTY TAX RELIEF.			
	COPIES TO: MADISON DOR OFFICE, AND DOA RECORDS CENTER.			
	EVENT = CR + 20 YEARS AND DESTROY			
<u>00026B00.</u>	<u>DISTR. OF GEN. &amp; PERS. PROPERTY TAX RELIEF-WORKPAPERS, CORRES.,</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) MATERIAL RELATED OF RELIEFS PURSUANT TO SUBCHAPTER II, CHAPTER 79 WISCONSIN STATUTES, (2) COPIES OF THE WARRANT REGISTERS PRODUCED BY DOA, (3) OCCASIONAL CORRESPONDENCE SUCH AS LETTERS TO INDIVIDUALS OR LOCAL UNITS OF GOVERNMENT, INTERNAL MEMOS AND REQUESTS FOR DATA PROCESSING SERVICES, AND (4) MISCELLANEOUS WORKPAPERS.			
	EVENT = END OF FISCAL YEAR + 3 YEARS AND DESTROY			
<u>00028000.</u>	<u>CLERKS MANUAL; WORKPAPERS/CORRESPONDENCE/PROOFS/CAMERA R</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF THE WORKPAPERS, CORRESPONDENCE, PROOF COPY, CAMERA READY COPY AND REVISION MATERIALS RELATING TO A MANUAL DEVELOPED BY THE DEPARTMENT OF REVENUE TO AID MUNICIPAL CLERKS IN THEIR ASSESSMENT AND TAX ROLL WORK. OBSOLETE MATERIAL IS REVIEWED PRIOR TO DESTRUCTION, THEN DESTROYED BY RECYCLING OR OTHER SUITABLE METHOD.			
	EVENT = SUPERSEDED + 1 YEAR AND DESTROY			
<u>00029000.</u>	<u>CLERK TRAINING MATERIAL</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THE DEPARTMENT OF REVENUE IS AUTHORIZED TO TRAIN TAX DISTRICT CLERKS PURSUANT TO S. 73.06(1), WIS. STATS. THIS TRAINING IS ACCOMPLISHED IN A VARIETY OF WAYS--SEMINARS, WORKSHOPS, CLASSES DESIGNED AND CONDUCTED THROUGH THE VOCATIONAL, TECHNICAL AND ADULT EDUCATION SYSTEM AS WELL AS THE EDUCATIONAL TELEPHONE NETWORK (ETN). THESE RECORDS CONSIST OF COPIES OF TRAINING MATERIALS, SCHEDULES, EVALUATIONS AND THE ANALYSIS OF THEM, INTERAGENCY AGREEMENTS, CORRESPONDENCE, INSTRUCTOR LISTINGS, ASSESSMENTS OF TRAINING NEEDS, NOTES. AND OTHER TRAINING RELATED MATERIAL.			
	EVENT = SUPERSEDED + 3 YEARS AND DESTROY			
<u>00031000.</u>	<u>ASSESSMENT ROLL/TAX ROLL CORRESPONDENCE</u>	<u>CY+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF CORRESPONDENCE PERTAINING TO ASSESSMENT AND TAX ROLL FORMS AND IS USED AS A REFERENCE FILE. RETAIN FOR THREE FULL CALENDAR YEARS AFTER THE CLOSE OF A YEAR. REVIEW FOR DISCARD MATERIAL AT THE BEGINNING OF THE FOURTH CALENDAR YEAR. DESTRUCTION MAY BE BY ANY SUITABLE METHOD.			
	EVENT = CALENDAR YEAR + 3 YEARS AND DESTROY			
<u>00032000.</u>	<u>VENDORS OF DATA PROCESSING SERVICES</u>	<u>CY+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF CORRESPONDENCE AND SAMPLE FORMS OBTAINED FROM PRIVATE VENDORS OF DATA PROCESSING SERVICES. THIS INFORMATION IS OBTAINED TO DOCUMENT THE METHODS AND FORMS USED BY PRIVATE VENDORS OF DATA PROCESSING SERVICES FOR PREPARING AND PROVIDING ASSESSMENT AND TAX ROLLS TO TAX DISTRICTS.			
	OUTDATED MATERIAL AND FORM SAMPLES ARE REMOVED AFTER THREE YEARS AND MAY BE DESTROYED AFTER REVIEW BY SECTION CHIEF OR DESIGNEE.			
	EVENT = CALENDAR YEAR + 3 YEARS AND DESTROY			
<u>00033000.</u>	<u>COUNTY FORMS-CORRESPONDENCE</u>	<u>CY+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF ASSESSMENT/TAX FORMS AND CORRESPONDENCE FOR EACH OF THE 72 COUNTIES. THEY ARE ASSEMBLED FOR THE PURPOSE OF DOCUMENTING THE METHODS AND FORMAT USED BY EACH COUNTY IN PREPARING AND PROVIDING ASSESSMENT/TAX ROLLS TO TAX DISTRICTS. THIS MATERIAL IS MAINTAINED AND USED FOR INFORMATIONAL PURPOSES. OUTDATED MATERIAL AND FORMS ARE REMOVED AFTER THREE YEARS AND MAY BE DESTROYED AFTER REVIEW BY BUREAU DIRECTOR OR DESIGNEE.			
	EVENT = CALENDAR YEAR + 3 YEARS AND DESTROY			
<u>00035000.</u>	<u>DISTR. OF EXEMPT MANUFACTURERS MACHINERY &amp; EQUIP. AIDS-MICROFC</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>

THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OF PRINTOUTS AND NOTICES OR COMPUTER OUTPUT OF BOTH ON MICROFICHE OR PDF FILE THAT DISPLAYS THE DATA USED TO CALCULATE THE ESTIMATED AND ACTUAL PAYMENTS TO LOCAL UNITS OF GOVERNMENT UNDER THE REQUIREMENTS OF SECTION 70.996 OF THE WISCONSIN STATUTES.

EVENT = CR + 25 YEARS AND DESTROY

**00040000.** **DISTRIBUTION OF SHARED REVENUE SUPPLEMENT PER S. 79.16(3)-MICROFILM** **CR+20** **SHSW** **N**

THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OF PRINTOUTS AND NOTICES OR COMPUTER OUTPUT OF BOTH ON MICROFICHE THAT DISPLAYS THE DATA USED TO CALCULATE THE ESTIMATED AND ACTUAL PAYMENTS TO LOCAL UNITS OF GOVERNMENT UNDER THE REQUIREMENTS OF S. 79.16(3) WIS STAT.

EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

**00041000.** **DISTR. OF PERS. PROPERTY TAX RELIEF-TAX BASE LOSS SUPPL.-MICROFILM** **CR+20** **SHSW** **N**

THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OF PRINTOUTS AND NOTICES OR COMPUTER OUTPUT OF BOTH ON MICROFICHE THAT DISPLAYS THE DATA USED TO CALCULATE THE ESTIMATED AND ACTUAL PAYMENTS TO TAX DISTRICTS UNDER THE REQUIREMENTS OF S. 79.20 OF THE WISCONSIN STATUTES.

EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

**00042000.** **CERTIFICATION OF SCHOOL DISTRICT VALUES-PRINTOUTS** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF SCHOOL DISTRICT VALUATIONS WHICH ARE REQUIRED OF DEPARTMENT OF REVENUE (DOR) PER 121.06 AND 38.16 WIS STAT. THE EQUALIZED VALUATION OF A SCHOOL DISTRICT IS THE EQUALIZED VALUE OF ALL TAXABLE PROPERTY IN A SCHOOL DISTRICT. THERE ARE TWO TYPES OF EQUALIZED VALUES AND EACH SERVES A DIFFERENT PURPOSE. ONE FOR TAX APPORTIONMENT PURPOSES AND ONE FOR SCHOOL AID PURPOSES. THERE ARE SEVERAL VERSIONS OF EACH TYPE (TID IN, TID OUT, ELIGIBLE TID OUT). THEY ARE SORTED IN ALPHABETICAL, CESA AND OTHER ORDERS.

EVENTS = CONVERTED ELECTRONIC + 3 YEARS AND DESTROY

**00042A00.** **CERTIFICATION OF SCHOOL DISTRICT VALUES-MICROFORMS AND/OR PDF** **CR+20** **SHSW** **N**

THESE RECORDS CONSIST OF SCHOOL DISTRICT VALUATIONS WHICH ARE REQUIRED OF DEPARTMENT OF REVENUE (DOR) PER 121.06 AND 38.16 WIS STAT. THE EQUALIZED VALUATION OF A SCHOOL DISTRICT IS THE EQUALIZED VALUE OF ALL TAXABLE PROPERTY IN A SCHOOL DISTRICT. THERE ARE TWO TYPES OF EQUALIZED VALUES AND EACH SERVES A DIFFERENT PURPOSE. ONE FOR TAX APPORTIONMENT PURPOSES AND ONE FOR SCHOOL AID PURPOSES. THERE ARE SEVERAL VERSIONS OF EACH TYPE (TID IN, TID OUT, ELIGIBLE TID OUT). THEY ARE SORTED IN ALPHABETICAL, CESA AND OTHER ORDERS.

COPIES TO: MADISON DOR OFFICE, AND DOA RECORD CENTER.

EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

**00042B00.** **CERTIFICATIONS OF SCH. DIST. VALUES-WORKPAPERS, CORRESPONDENCE** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF (1) COMPLETED SCHOOL DISTRICT ESTIMATES (FORMS SL-702 AND SL-702A) OR THEIR EQUIVALENTS, (2) STATEMENTS OF ASSESSMENT (PA-521C) COMPLETED BY OFFICE STAFF CONTAINING THE NONMANUFACTURING EQUALIZED VALUE OF A TAX DISTRICT AND ITS UNDERLYING SCHOOL DISTRICT PIECES, (3) WORKPAPERS SUCH AS PRINTOUTS DISPLAYING PROJECTIONS OF SCHOOL DISTRICT PIECES, PRINTOUTS DISPLAYING COMPARISONS OF VALUES OF SCHOOL DISTRICT PIECES, PRINTOUTS DISPLAYING PARTIAL AGGREGATE RATIOS (PRE 70.57 NONMANUFACTURING) AND FILE MAINTENANCE FORMS USED TO UPDATE DP FILE, AND (4) CORRESPONDENCE SUCH AS CERTIFICATES, ORDERS AFFECTING BOUNDARIES, AND LETTERS TO AND FROM SCHOOL DISTRICT ADMINISTRATORS. BEGINNING IN 1987, FORMS SL-702 AND SL-02A ARE ELIMINATED.

EVENT = CLOSED/TERMINATED/DEATH + 3 YEARS AND DESTROY

**00044000.** **CERT. OF SPECIAL DISTRICT VALUES-WORKPAPERS, CORRESPONDENCE,** **FIS+3** **DEST** **N**

THESE RECORDS CONSIST OF (1) WORKPAPERS; (2) CORRESPONDENCE SUCH AS LETTERS TO AND FROM DISTRICT OFFICIALS AND INTERNAL MEMOS; AND (3) FORMS SUCH AS COMPLETED CERTIFICATES OF EQUALIZED FULL VALUE.

THE DEPARTMENT OF REVENUE, PURSUANT TO SS. 60.77(6), 66.25(2), 66.91(6), 33.30(3) DETERMINES THE EQUALIZED VALUE OF TOWN SANITARY DISTRICTS, METROPOLITAN SEWERAGE DISTRICTS, AND PUBLIC INLAND LAKE PROTECTION AND REHABILITATION DISTRICTS, RESPECTIVELY.

EQUALIZED VALUES ARE CERTIFIED TO OFFICIALS OF THESE SPECIAL PURPOSE DISTRICTS TO ENABLE THEM TO

RDA # RDA Title Retention Disposition PII

APPORTION THE GENERAL PROPERTY TAX (IF ANY) AMONG THE TAX DISTRICTS HAVING PROPERTY WITHIN THEIR BOUNDARIES. THE EQUALIZED VALUE IS ALSO USED TO LIMIT THE AMOUNT OF TAX WHICH CAN BE LEVIED ON EACH DOLLAR OF EQUALIZED VALUE. IT IS ALSO USED WHEN BORROWING MONEY.

EVENT = FISCAL YEARS + 3 YEARS AND DESTROY

**00044A00. CERTIFICATIONS OF SPECIAL DISTRICT VALUES-PRINTOUTS EVT+3 DEST N**

THESE RECORDS CONSIST OF PRINTOUTS, MULTIPLE DISTRICT TO A PAGE IN ALPHA ORDER AND IN COUNTY ORDER DISPLAYING EQUALIZED VALUES AND PERCENTS TO TOTAL. THEY INCLUDE A TID IN TYPE AND TID OUT TYPE.

THE DEPARTMENT OF REVENUE PURSUANT TO SS. 60.77(6), 66.25(2), 66.91(6), 33.30(3) DETERMINES THE EQUALIZED VALUE OF TOWN SANITARY DISTRICTS, METROPOLITAN SEWERAGE DISTRICTS, AND PUBLIC INLAND LAKE PROTECTION AND REHABILITATION DISTRICTS, RESPECTIVELY.

EQUALIZED VALUES ARE CERTIFIED TO OFFICIALS OF THESE SPECIAL PURPOSE DISTRICTS TO ENABLE THEM TO APPORTION THE GENERAL PROPERTY TAX (IF ANY) AMONG THE TAX DISTRICTS HAVING PROPERTY WITHIN THEIR BOUNDARIES. THE EQUALIZED VALUE IS ALSO USED TO LIMIT THE AMOUNT OF TAX WHICH CAN BE LEVIED ON EACH DOLLAR OF EQUALIZED VALUE. IT IS ALSO USED WHEN BORROWING MONEY.

EVENT = CONVERTED ELECTRONIC + 3 YEARS AND DESTROY

**00044B00. CERTIFICATION OF SPECIAL DISTRICT VALUES-MICROFORMS AND/OR PDF CR+20 SHSW N**

THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OR COMPUTER OUTPUT ON MICROFICHE OR PDF FILES OR PRINTOUTS DISPLAYING EQUALIZED VALUES AND PERCENTS TO TOTAL. THEY INCLUDE A TID IN TYPE AND TID OUT TYPE.

THE DEPARTMENT OF REVENUE PURSUANT TO SS. 60.77(6), 66.25(2), 66.91(6), 33.30(3) DETERMINES THE EQUALIZED VALUE OF TOWN SANITARY DISTRICTS, METROPOLITAN SEWERAGE DISTRICTS, AND PUBLIC INLAND LAKE PROTECTION AND REHABILITATION DISTRICTS RESPECTIVELY.

EQUALIZED VALUE ARE CERTIFIED TO OFFICIALS OF THESE SPECIAL PURPOSE DISTRICTS TO ENABLE THEM TO APPORTION THE GENERAL PROPERTY TAX (IF ANY) AMONG THE TAX DISTRICTS HAVING PROPERTY WITHIN THEIR BOUNDARIES. THE EQUALIZED VALUE IS ALSO USED TO LIMIT THE AMOUNT OF TAX WHICH CAN BE LEVIED ON EACH DOLLAR OF EQUALIZED VALUE. IT IS ALSO USED WHEN BORROWING MONEY.

COPIES TO: MADISON DOR OFFICE, AND DOA RECORD CENTER.

EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

**00045000. PRIVATE FOREST CROPLAND WITHDRAWAL-WORKPAPERS, CORRESPOND EVT+1 DEST N**

THESE RECORDS CONSIST OF (1) COMPLETED FORMS 'FOREST CROP WITHDRAWAL WORKSHEET;' (2) CORRESPONDENCE SUCH AS LETTERS TO AND FROM THE STATE AGENCY (E.G., DNR, CONSERV. COMM. ET.AL) WHICH ADMINISTERS THE PROGRAM, LETTERS TO AND FROM TAX DISTRICT OFFICIALS AND OWNERS (E.G., NOTICES OF HEARING, DETERMINATIONS), AND (3) FORMS SUCH AS COPIES OF 'ORDER OF WITHDRAWAL.'

S. 70.10 PROVIDES FOR DISCONTINUATION (WITHDRAWAL/DECLASSIFICATION) OF LANDS IN THE PRIVATE FOREST CROPLAND PROGRAM. AS PART OF THE DECLASSIFICATION PROCESS, THE DEPARTMENT OF REVENUE IS REQUIRED TO DETERMINE THE AMOUNT OF GENERAL PROPERTY TAX THAT WOULD HAVE BEEN LEVIED AGAINST SUCH PROPERTY HAD IT NOT BEEN ENTERED (ORDERED BY PROPER AGENCY) INTO THIS PROGRAM. THE DEPARTMENT OF REVENUE USED INFORMATION OBTAINED FROM TAX DISTRICT CLERKS AND INFORMATION CONTAINED ON ITS COPIES OF TAX DISTRICT STATEMENTS OF ASSESSMENT AND STATEMENTS OF TAXES TO DETERMINE THE TAX DUE.

EVENT = CLOSED/TERMINATED/DEATH + 1 YEAR AND DESTROY

**00045A00. PRIVATE FOREST CROPLAND WITHDRAWAL-LEDGER EVT+3 DEST N**

THESE RECORDS CONSIST OF A LEDGER (EXCEL LIST OF EVENTS) FOR RECORDING DATES RELATED TO FOREST CROP WITHDRAWAL REQUESTS.

EVENT = WITHDRAWAL COMPLETE + 3 YEARS AND DESTROY

**00046000. MANAGED FOREST LANDS WITHDRAWAL-WORKPAPERS, CORRESPONDEN FIS+1 DEST N**

THESE RECORDS CONSIST OF (1) CORRESPONDENCE SUCH AS LETTERS TO AND FROM THE AGENCY (DNR) WHICH ADMINISTERS THE PROGRAM, LETTERS TO AND FROM TAX DISTRICT OFFICIALS AND OWNERS, (2) COMPUTER GENERATED WORKSHEET (MFL-1, MFL-2) OR THEIR EQUIVALENTS, AND (3) ORDERS OF ENTRY AND ORDERS OF WITHDRAWAL ISSUED BY DNR. (4) REQUEST FOR WITHDRAWAL ESTIMATES.

S. 77.88 PROVIDES FOR THE WITHDRAWAL OF LANDS IN THE MANAGED FOREST LAND PROGRAM. AS PART OF THE PROCESS, THE DEPARTMENT OF REVENUE IS REQUIRED TO DETERMINE A WITHDRAWAL TAX



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	EVENT = FISCAL YEAR + 1 YEAR AND DESTROY			
<u>00046A00.</u>	<u>MANAGED FOREST LANDS WITHDRAWAL-LEDGER</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF A LEDGER (EXCEL LIST OF EVENTS) FOR RECORDING DATES RELATED TO MANAGED FOREST LANDS WITHDRAWAL REQUESTS.			
	EVENT = WITHDRAWAL COMPLETE + 3 YEARS AND DESTROY			
<u>00047000.</u>	<u>CERTIFICATION OF THE AVERAGE RATE OF TAXATION-PRINTOUTS, WORKI</u>	<u>FIS+11</u>	<u>SHSW</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) PRINTOUTS DISPLAYING STATEMENT OF TAXES DATA FOR EACH AND EVERY TAX DISTRICT AND THE APPROPRIATE YEAR, COUNTY AND STATE TOTALS, AND (2) WORKPAPERS SUCH AS THE 'PROOF' OF THE RATE CALCULATIONS.			
	THE DEPARTMENT OF REVNEU IS REQUIRED BY S. 70.57 TO DETERMINE THE VALUE OF ALL PROPERTY SUBJECT TO GENERAL PROPERTY TAXATION, BY S. 76.11 TO DETERMINE THE AGGREGATE TAX IN THE WHOLE STATE, BY S. 76.126 TO DETERMINE THE AVERAGE NET RATE OF TAXATION AND BY S. 76.125 TO DETERMINE THE NET TAX RATE FOR COMMERCIAL AND MANUFACTURING PROPERTY. THESE CERTIFICATIONS ARE MADE IN LATE SPRING.			
	EVENT = FISCAL YEAR + 11 YEARS AND TRANSFER TO HISTORICAL SOCIETY			
<u>00047A00.</u>	<u>CERTIFICATION OF THE AVERAGE RATE OF TAXATION-MICROFORMS</u>	<u>CR+20</u>	<u>SHSW</u>	<u>N</u>
	THESE RECORDS CONSIST OF STEP AND REPEAT MICROFILM OF THE CERTIFICATES AND BACKUP PRINTOUTS.			
	COPIES TO: MADISON DOR OFFICE AND DOA RECORD CENTER.			
	EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY			
<u>00047B00.</u>	<u>CERTIFICATION OF THE AVERAGE RATE OF TAXATION-CERTIFICATES</u>	<u>CR+20</u>	<u>SHSW</u>	<u>N</u>
	THESE RECORDS CONSIST OF THE CERTIFICATES SIGNED BY THE SECRETARY OF REVENUE (OR DESIGNEE).			
	THE DEPARTMENT OF REVENUE IS REQUIRED BY S. 76.126 TO DETERMINE THE AVERAGE NET RATE OF TAXATION, AND BY S. 76.125 TO DETERMINE THE NET TAX RATE FOR COMMERCIAL AND MANUFACTURING PROPERTY.			
	THE CERTIFICATION OF THE AVERAGE RATE OF TAXATION IS 'BACKED UP' BY A PRINTOUT OF TAX INFORMATION FROM EACH TAX DISTRICT IN THE STATE. THE CERTIFICATION IS MADE IN LATE SPRING. BEGINNING WITH THE 1969 RATE (CERTIFIED IN 1970 THROUGH 2007), THE CERTIFICATE HAS BEEN MICROFILMED ALONG WITH THE PRINTOUT.			
	EVENT = CR + 20 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY			
<u>00050000.</u>	<u>MUNICIPAL FINANCIAL REPORTING-FINANCIAL REPORTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THESE FORMS/RECORDS ARE RECEIVED IN PAPER FORM OR ELECTRONICALLY. THOSE RECEIVED BY PAPER ARE KEYED AND STORED ELECTRONICALLY.			
	THESE RECORDS CONSIST OF DATA FILED BY THE MUNICIPAL OR COUNTY GOVERNMENTS ON THE MUNICIPAL FINANCIAL REPORT (MFR) FORMS SL-001, SL-003 AND SL-003T (OR THEIR EQUIVALENTS)			
	EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY			
<u>00050A00.</u>	<u>MUNICIPAL FINANCIAL REPORTING-MICROFORMS OR COMPACT DISK</u>	<u>FY+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF DATA FILED BY THE MUNICIPAL OR COUNTY GOVERNMENTS ON THE MUNICIPAL FINANCIAL REPORT (MFR) FORMS SL-001, SL-003, AND SL-003T (OR THEIR EQUIVALENTS) UNDER RDA 00050. THE INFORMATION IS TRANSFERRED TO MICROFICHE OR COMPACT DISK.			
	EVENT = YEAR DATA COVERS + 10 YEARS AND DESTROY CONFIDENTIAL			
<u>00050B00.</u>	<u>MUNICIPAL FINANCIAL REPORTING-WORKPAPERS, AUDIT REPORTS, FINAN</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF AUDIT REPORTS AND OPINIONS; PRINTED FINANCIAL REPORTS; STATE PAYMENT REGISTERS; SUMMARY OF TAX ROLL ENTRIES FOR CITIES, VILLAGES AND TOWNS; WORKING PAPERS CREATED BY STAFF; COMPUTER GENERATED LASER COPIES OF FINANCIAL REPORTS; LETTERS FILED WITH THE FINANCIAL REPORT FORMS; AND AUDITOR OPINIONS FOR ADMINISTRATIVE RULE TAX 16.			
	THESE SUPPLEMENTARY MATERIALS WILL BE DESTROYED WITH THE FINANCIAL REPORT FORMS [S. 73.10(2)].			
	EVENT = CLOSED/TERMINATED/DEATH + 5 YEARS AND DESTROY			

RDA #	RDA Title	Retention	Disposition	PII
<u>00050C00.</u>	<u>MUNICIPAL FINANCIAL REPORTING-TRAINING MATERIALS, ATTENDANCE L</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF TRAINING MATERIALS, ATTENDANCE LIST, PROGRAM EVALUATIONS, SITE LIST, TRAINING ANNOUNCEMENT LETTERS AND PROGRAM OUTLINES.			
	THESE MATERIALS SHOULD BE DESTROYED WHEN THE FINAL REPORT TO SUPERVISOR HAS BEEN PREPARED AND APPROVED, AND OTHER ADMINISTRATIVE USE HAS PASSED.			
	EVENT = FINAL REPORT TO SUPERVISOR IS APPROVED + 1 MONTH AND DESTROY			
<u>00050D00.</u>	<u>MUNICIPAL FINANCIAL REPORTING - ON-LINE OUTPUTS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF COMPUTER OUTPUTS CREATED BY ON-LINE JOB SUBMITTED OF SPECIAL REPORTS BY OUR BUREAU. THEY ARE USED TO MEET SPECIFIC RESEARCH OR INTERNAL CONTROL PURPOSES. THESE PAPER REPORTS ARE: SUM OF SELECTED LINE AMOUNTS BY DISTRICT REPORTS; SELECTED LINE AMOUNTS BY DISTRICT; SELECTED DISTRICT DATA REPORTS; LINE USAGE IN DESCENDING ORDER AND LINE USAGE BY TOWN, VILLAGE, CITY AND COUNTY BY POPULATION GROUPING; PRINTED BOOKLET IMAGES BY BOOKLET TYPE FOR COMPOSITION MASTER; LIST/LOAD LINE DESCRIPTIONS; LIST/LOAD AUDIT RULES; AND AUDITING DATABASE.			
	THESE COMPUTER GENERATED OUTPUTS ARE DESTROYED WHEN ADMINISTRATIVE AND/OR RESEARCH USE HAVE PASSED. ALSO, THESE COMPUTER OUTPUTS CAN BE REGENERATED AT ANY TIME FOR NEW FOUND USES			
	EVENT = ADMINISTRATIVE USE PASSED + 1 MONTH AND DESTROY			
<u>00050E00.</u>	<u>MUNICIPAL FINANCIAL REPORTS</u>	<u>CR+10</u>	<u>SHSW</u>	<u>N</u>
	MUNICIPAL FINANCIAL REPORTS ARE RECEIVED ANNUAL FROM EACH TOWN, VILLAGE, CITY AND COUNTY. THE REPORTS ARE STORED ELECTRONICALLY. REPORTS FROM THE MOST CURRENT 5-YEARS ARE USED AID FORMULA CALCULATIONS.			
	EVENT = CR + 10 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY			
<u>00050F00.</u>	<u>MUNICIPAL FINANCIAL REPORTING-LINE USE &amp; LINE TOTAL REPORT PRINT</u>	<u>FIS+5</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF REPORTS USED: (1) TO IDENTIFY THE FREQUENCY OF USE OF THE LINES, AND (2) TO DISPLAY THE TOTAL DOLLAR AMOUNT CONTAINED ON EACH LINE OF THE FINANCIAL REPORTS BY LINE CODE. THESE REPORTS ARE USED FOR RESEARCH TO IDENTIFY LINES TO BE ELIMINATED FROM FUTURE FINANCIAL REPORTS. THESE RECORDS STARTED IN 1975 WITH COMPUTER GENERATED HARD COPY. PRESENTLY THESE REPORTS ARE GENERATED VIA ON-LINE REQUEST. THESE REPORTS, FROM 1980 THROUGH 2007, WERE MICROFICED (COM).			
	EVENT = FISCAL YEAR + 5 YEARS AND DESTROY			
<u>00050G00.</u>	<u>MUNICIPAL FINANCIAL REPORTING-LINE USE &amp; LINE TOTAL REPORT: MICR</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>N</u>
	THESE RECORDS CONSIST OF THE PRINTOUTS USED (1) TO IDENTIFY THE FREQUENCY OF USE OF THE LINES, AND (2) TO DISPLAY THE TOTAL DOLLAR AMOUNT CONTAINED ON EACH LINE OF THE FINANCIAL REPORTS BY LINE CODE. THESE REPORTS ARE USED FOR RESEARCH PURPOSES.			
	EVENT = MICROFILMED + 10 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY			
<u>00051000.</u>	<u>STATE PAYMENT REGISTER-WORKPAPERS</u>	<u>FIS+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF NUMERICAL ORDER VOUCHER LISTINGS, EDIT FILE MAINTENANCE RUNS, CHRONOLOGICAL LISTINGS OF STATE REMITTANCES BY VOUCHER, STATE PAYMENTS REGISTERS, ACCOUNTING CODE MANUAL, DATA BASE MERGE FILES, AUDIT TRAIL REPORT, FOREST CROP AID REPORT FROM DNR, SEVERANCE AND WITHDRAWAL DATA FROM DNR, WORKPAPERS AND OTHER VERIFICATION DOCUMENTS FROM OTHER STATE AGENCIES.			
	EVENT = FISCAL YEAR + 1 YEAR AND DESTROY			
<u>00051A00.</u>	<u>STATE PAYMENT REGISTER-PRINTED COPY</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF PRINOUTS OF THE STATE PAYMENT REGISTER.			
	ANNUALLY THE LOCAL GOVERNMENT SERVICES SECTION PRODUCES 4 COPIES OF THE STATE PAYMENT REGISTER PRINOUT ON LASER. THE COPIES ARE (1) FOR DISTRIBUTION TO AUDITORS ON REQUEST; (2) FOR USE BY STAFF IN EDITING THE FINANCIAL REPORT FORMS REQUIRED BY S. 73.10; (3) FOR OFFICE COPY TO BE USED BY RESEARCHERS, SINGLE AUDIT, ETC.; AND (4) COPY FOR 3 YEAR OFFICE RETENTION.			
	THE UNUSED COPIES OF THE REGISTER IN (1) AND (3) ABOVE ARE DESTROYED WHEN ADMINISTRATIVE USE HAS PASSED.			
	THE PRINTOUT COPY OF THE REGISTER DISPLAYS DISTRICT CODE, FUND, AGENCY AND APPROPRIATION, VOUCHER			

RDA #	RDA Title	Retention	Disposition	PII
	NUMBER, DATE, AMOUNT, PAYEE, SUBTOTAL AND TOTAL PAYMENTS TO THE DISTRICT. EVENT = MICROFILMED + 3 YEARS AND DESTROY			
<u>00051B00.</u>	<u>STATE PAYMENT REGISTER-MICROFORM (COM)</u>	<u>EVT+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS ARE CREATED TO PRESERVE THE STATE PAYMENT REGISTER DATA. EVENT = MICROFILMED + 25 YEARS			
<u>00051C00.</u>	<u>STATE PAYMENT REGISTER</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF STATE PAYMENT REGISTERS. REGISTERS ARE STORED ELECTRONICALLY. EVENT = CR + 10 YEARS AND DESTROY			
<u>00053000.</u>	<u>ALLOWABLE VS. ACTUAL DEBT-BY MUNICIPALITY-PRINTOUTS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF DISPLAYS OF FULL VALUE, ALLOWABLE DEBT LIMIT, ACTUAL DEBT AND MARGIN FOR FUTURE DEBT. POSTED TO DOR INTERNET. EVENT = SUPERSEDED + 1 YEAR AND DESTROY			
<u>00054000.</u>	<u>BULLETIN-MUNIC. RESOURCES PROV. &amp; EXPENDED-PRINTOUTS &amp; WORKP/</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF PRINTOUTS. THIS BULLETIN IS PREPARED ELECTRONICALLY EXCEPT FOR THE INTRODUCTION MATERIAL. THESE RECORDS INCLUDE THE FINAL RUN PRIOR TO CAMERA-READY COPY BEING PRODUCED. EVENT = SUPERSEDED + 1 MONTH AND DESTROY			
<u>00054A00.</u>	<u>BULLETIN - COUNTY AND MUNICIPAL REVENUES AND EXPENDITURES (CMF</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF MICROFILM, MICROFICHE, PAPER, OR A PDF FILE OF THE CMRE BULLETIN. COPIES TO: MADISON DOR OFFICE AND DOA RECORD CENTER. EVENT = CR + 25 YEARS AND DESTROY			
<u>00055000.</u>	<u>BULLETIN-RECEIPTS AND DISBURSEMENTS-MICROFORM</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF DIAZO DUPLICATES OF MICROFICHE OR MICROFILM OF FINISHED BULLETIN PUBLISHED/PREPARED UNDER THE AUTHORITY OF S. 73.10(2). ADMINISTRATIVE NOTE: STORE ONE COPY AT OFFICE LOCATION; SEND ONE COPY TO DOA RECORD CENTER. FROM 1973 DETAILED STATISTICAL DATA IS PROVIDED ON AN INDIVIDUAL MUNICIPALITY BASIS. SEE RDA 00054. EVENT = CR + 25 YEARS AND DESTROY			
<u>00056000.</u>	<u>BULLETIN - INDEBTEDNESS - MICROFORMS</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF DIAZO DUPLICATES OF MICROFILM OR MICROFICHE OF FINISHED BULLETINS PUBLISHED/PREPARED UNDER AUTHORITY OF S.73.03(17) AND 73.10(2). ADMINISTRATIVE NOTE: STORE ONE COPY AT OFFICE LOCATION; SEND ONE COPY TO DOA RECORD CENTER EVENT = CR + 25 YEARS AND DESTROY			
<u>00057000.</u>	<u>TAXES, AIDS AND SHARED TAXES-MICROFORMS</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF DIAZO DUPLICATES OF MICROFILM OR MICROFICHE OF FINISHED BULLETINS PREPARED UNDER THE AUTHORITY OF S. 73.03(17). ADMINISTRATIVE NOTE: STORE ONE COPY AT OFFICE LOCATION; SEND ONE COPY TO DOA RECORD CENTER. EVENT = CR + 25 YEARS AND DESTROY			
<u>00069000.</u>	<u>CERTIFICATION OF THE STATE ASSESSMENT-PRINTOUTS, WORKPAPERS, I</u>	<u>CY+5</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF A COPY OF (1) PRINTOUTS SUCH AS THOSE PREPARED BY EQUALIZATION TITLED, "(YEAR) STRATIFIED STATE ASSESSMENT, AND STATE ASSESSMENT - TWO YEAR HISTORY, (2) WORKPAPERS SUCH AS COMPLETED LEDGER CARDS, (3) LISTINGS SUCH AS TYPED OR MANUALLY PREPARED LISTINGS OF VALUES, AND (4)			

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COPIES OF CERTIFICATIONS SIGNED BY APPROPRIATE AUTHORITY (SECRETARY OF REVENUE, COMMISSIONER OF TAXATION, ETC.) THE TOTAL STATE ASSESSMENT APPEARS IN THE TOWN, VILLAGE AND CITY TAXES BULLETIN AND IN THE PROPERTY TAX BULLETIN.

ANNUALLY THE DEPARTMENT OF REVENUE IN ACCORDANCE WITH 2. 70.575 DETERMINES THE STATE ASSESSMENT WHICH IS TO BE THE FULL MARKET VALUE OF ALL GENERAL PROPERTY OF THE STATE, COUNTY AND LOCAL TAXES.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY

**00070000.** **DETERMINATION OF ESTIMATED MAJOR STATE AIDS-WORKPAPERS, CORR** **FIS+3** **DEST** **N**

THESE RECORDS CONSIST OF MATERIAL RELATED TO THE CALCULATION OF ESTIMATED MAJOR STATE AIDS PURSUANT TO SUBCHAPTER II, CHAPTER 74, WISCONSIN STATUTES, SUCH AS CORRESPONDENCE WITH LOCAL UNITS OF GOVERNMENT, INTERNAL MEMOS AND REQUESTS FOR INFORMATION FROM OTHER STATE AGENCIES.

EVENT = FISCAL YEAR + 3 YEARS AND DESTROY

**00070A00.** **DETERMINATION OF ESTIMATED MAJOR STATE AIDS-PRINTOUTS/NOTICES** **FIS+3** **DEST** **N**

THESE RECORDS CONSIST OF (1) DETAILED SUMMARY TABLES, (2) DISTRIBUTION ROLLS OF AMOUNTS, AND (3) NOTICES TO TAX DISTRICT CLERKS OF AID AMOUNTS.

ANNUALLY THE DEPARTMENT OF REVENUE DETERMINES ESTIMATED MAJOR STATE AIDS PURSUANT TO SUBCHAPTER II, CHAPTER 74, WISCONSIN STATUTES. NOTICES OF MAJOR STATE AIDS ARE SENT TO TAXATION DISTRICT CLERKS WHO USE THE AID NUMBERS IN PREPARING ANNUAL FULL DISCLOSURE PROPERTY TAX BILLS.

EVENT = FISCAL YEAR + 3 YEARS AND DESTROY

**00070B00.** **DETERMINATION OF ESTIMATED MAJOR STATE AIDS-MICROFORMS AND/O** **CR+3** **DEST** **N**

THESE RECORDS CONSIST OF PRINTOUTS AND NOTICES OR COMPUTER OUTPUT ON MICROFICHE AND/OR PDF FILES THAT DISPLAYS THE DATA USED TO CALCULATE THE ESTIMATED MAJOR STATE AIDS AMOUNTS USED TO PREPARE FULL DISCLOSURE PROPERTY TAX BILLS.

ADMINISTRATIVE NOTE: MADISON DOR OFFICE.

EVENT = CR + 3 YEARS AND DESTROY

**00071000.** **DATE OF RECEIPT REPORTS-WORKPAPERS, PRINTOUTS** **EVT+5** **DEST** **N**

THESE RECORDS CONSIST OF DATES OF RECEIPT PRODUCED FROM LOCAL GOVERNMENT SERVICES COMPUTERIZED DOCUMENT FILING STATUS SYSTEM. OTHER INFORMATION DISPLAYED ON THE SYSTEM INCLUDE NUMBER OF DAYS FILED LATE, A SUMMARY BY TOWNS, VILLAGES, CITIES AND COUNTIES SHOWING NUMBER OF DOCUMENTS RECEIVED EARLY, NUMBER RECEIVED ON TIME, NUMBER RECEIVED LATE AND HOW LATE, NUMBER NOT FILED.

EVENT = SUPERSEDED + 5 YEARS AND DESTROY

**00072000.** **MAILING LISTS-PRINTOUTS, WORKPAPERS** **EVT** **DEST** **N**

THESE RECORDS CONSIST OF THE MAILING LISTS FOR VARIOUS MUNICIPAL, COUNT, SCHOOL, VTAE AND SPECIAL DISTRICT OFFICIALS. THESE LISTS ARE MAINTAINED IN A DATABASE AND UPDATED VIA ONLINE AND ARE REQUESTED AS NEEDED.

EVENT = SUPERSEDED AND DESTROY

**00073000.** **ANNEXATIONS, DETACHMENTS, INCORPORATIONS-CORRESPONDENCE** **EVT+2** **DEST** **N**

THESE RECORDS CONSIST OF THE LOCAL GOVERNMENT SERVICES SECTION'S COPY OF CORRESPONDENCE REGARDING THE ANNEXATION, DETACHMENT, AND INCORPORATION OF TERRITORY IN MUNICIPALITIES.

THE INFORMATION IS USED TO UPDATE THE DATABASE REGARDING NEW TAX DISTRICTS OR BOUNDARY CHANGES TO EXISTING TAX DISTRICTS

EVENT = ENTERED IN DATA SYSTEM + 2 YEARS AND DESTROY

**00074000.** **STATEMENT OF ASSESSMENT-WORKPAPERS, PRINTOUTS, CORRESPONDE** **FIS+1** **DEST** **N**

THESE RECORDS CONSIST OF (1) WORKPAPERS SUCH AS COMPUTER-GENERATED EDIT RUNS, ERROR LISTINGS AND FACSIMILE FORMS, AND (2) CORRESPONDENCE SUCH AS LETTERS TO AND FROM TAX DISTRICT AND COUNTY OFFICIALS, REQUESTS FOR DATA PROCESSING SERVICES, ETC.

ANNUALLY THE DEPARTMENT OF REVENUE SOLICITS FROM TAX DISTRICT CLERKS INFORMATION REGARDING THE ASSESSMENT OF PROPERTY UNDER S. 70.53, STATUTES. UPON RECEIPT, THE DATA FROM THE COMPLETED FORMS

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(PA-521C), OR THEIR EQUIVALENTS, IS CAPTURED IN THE DATABASE.

EVENT = FISCAL YEAR + 1 YEAR AND DESTROY

<b>00074A00.</b>	<b>STATEMENT OF ASSESSMENT</b>	<b>CR+25</b>	<b>SHSW</b>	<b>N</b>
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These Records Consist Of Either Step And Repeat Microfilm Of Actual Statements Of Assessment, Or The Final Statements Of Assessment, Or Computer Output On Microfiche. These Statements Are Filed With The Department Of Revenue In Accordance With Chapters 68, 70 And 77, More Specifically S. 70.53 Of The Wisconsin Statutes.

Administrative Note: Original To The State Historical Society; One Copy At Office And One Copy To Doa Record Center.

2/21/00 Approved By Prb.

<b>00074B00.</b>	<b>STATEMENT OF ASSESSMENT-FORMS</b>	<b>EVT+3</b>	<b>DEST</b>	<b>N</b>
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THESE RECORDS CONSIST OF COMPLETED FORMS SUCH AS THE STATEMENT OF ASSESSMENT (PA-521C, PA-528) AND THE FINAL STATEMENT OF ASSESSMENT (PA-521C), OR THEIR EQUIVALENTS, WHICH IS COMPUTER LOADED WITH CORRECTED ASSESSMENT DATA.

THE STATEMENT OF ASSESSMENT SUMMARIES FOR EACH TAX DISTRICT THE AGGREGATE ASSESSED VALUE FOR EACH OF THE STATUTORY CLASSES OF REAL ESTATE AND PERSONAL PROPERTY, FOR ALL TAXABLE PROPERTY BY TYPE OF SCHOOL DISTRICT, AND THE ACREAGES OF EACH OF THE SEVERAL TYPES OF EXEMPT REAL PROPERTY. PARTIALLY PREPRINTED STATEMENTS OF ASSESSMENTS (SOA) ARE MAILED TO TAX DISTRICT CLERKS IN MAY AND ARE DUE BACK TO DOR ON OR BEFORE THE SECOND MONDAY IN JUNE PER S. 70.53, WIS. STATS. DEPARTMENT OF REVENUE PRODUCES FINAL EDITED SOAS BY THE FIRST WEEK IN THE FOLLOWING APRIL, ALTHOUGH MOST ARE COMPLETED BY EARLY OCTOBER UPON COMPLETION OF EQUATING OF MANUFACTURING PROPERTY.

EVENT = MICROFILMED + 3 YEARS AND DESTROY

<b>00075000.</b>	<b>SPECIAL DISTRICT SUPPLEMENT; STATEMENT OF ASSESSMENT-WORKPAI</b>	<b>EVT+3</b>	<b>DEST</b>	<b>N</b>
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THESE RECORDS CONSIST OF (1) WORKPAPERS SUCH AS COMPUTER GENERATED EDIT RUNS, ERROR LISTINGS, AND (2) CORRESPONDENCE SUCH AS LETTERS TO AND FROM TAX DISTRICT OFFICIALS, SPECIAL DISTRICT OFFICIALS, SUPERVISORS OF EQUALIZATION, REQUESTS FOR DATA PROCESSING SERVICES, ETC.

THESE RECORDS ALSO CONSIST OF FORMS USED IN PREPARATION OF SPECIAL PURPOSE DISTRICT VALUATIONS. THE FORMS ARE PARTIALLY PREPRINTED.

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

<b>00075A00.</b>	<b>SPECIAL DISTRICT SUPPLEMENT; STATEMENT OF ASSESSMENT-COMPLET</b>	<b>EVT+3</b>	<b>DEST</b>	<b>N</b>
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THESE RECORDS CONSIST OF COMPLETED FORMS SUCH AS THE SPECIAL DISTRICT SUPPLEMENT (PA-521D), OR ITS EQUIVALENT. ANNUALLY THE LOCAL GOVERNMENT SERVICES SECTION PER S. 73.03(5) AND S. 73.10(2) SOLICITS FROM TAX DISTRICT CLERKS INFORMATION REGARDING THE ASSESSMENT OF PROPERTY UNDER S. 70.53. SOME OF THIS INFORMATION RELATES TO SPECIAL PURPOSE DISTRICTS, PARTICULARLY TOWN SANITARY DISTRICTS CREATED PER SUBCHAPTER IX OF CHAPTER 60, PUBLIC INLAND LAKE PROTECTION AND REHABILITATION DISTRICTS CREATED PER SUBCHAPTER III OF CHAPTER 33, AND METROPOLITAN SEWERAGE DISTRICTS CREATED PER SECTION 66.882.

STARTING IN 2011, THIS FORM WILL BE COMBINED WITH THE STATEMENT OF ASSESSMENT FORM. THEREFORE, AS OF 2014 THIS RDA WILL NO LONGER BE NEEDED.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

<b>00076000.</b>	<b>STATEMENT OF TAXES-WORKPAPERS, PRINTOUTS, CORRESPONDENCE</b>	<b>EVT+3</b>	<b>DEST</b>	<b>N</b>
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THESE RECORDS CONSIST OF (1) PRINTOUTS SUCH AS COMPUTER-GENERATED EDIT RUNS, ERROR LISTINGS AND FACSIMILE FORMS; (2) WORKPAPERS; AND (3) CORRESPONDENCE SUCH AS LETTERS TO AND FROM TAX DISTRICT AND COUNTY OFFICIALS, REQUESTS FOR DATA PROCESSING SERVICES, ETC.

ANNUALLY PER S. 73.03(5) AND S. 73.10(2) STATE AND LOCAL FINANCE SOLICITS FROM TAX DISTRICT CLERKS INFORMATION REGARDING THE TAXATION OF PROPERTY UNDER S. 70.66 STATUTES. THE COMPLETED FORMS (PA-632A), OR THEIR EQUIVALENTS, ARE LOADED INTO THE DATABASE.

EVENT = ENTERED INTO DATASYSTEM + 3 YEARS AND DESTROY

<b>00076A00.</b>	<b>STATEMENT OF TAXES</b>	<b>CR+25</b>	<b>SHSW</b>	<b>N</b>
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These Records Consist Of Either Step And Repeat Microfilm Of Actual Statements Of Taxes, Or The Final Statement Of Taxes, Or Computer Output On Microfiche. These Statements Are Filed With The Department Of Revenue In Accordance With Chapters 69, 70 And 77, More Specifically S. 69.61 Of The Wisconsin Statutes.

RDA #	RDA Title	Retention	Disposition	PII
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Administrative Note: Original To State Historical Society, One Copy  
At Office And One Copy To Doa Record Center.

2/21/00 Approved By Prb.

<u>00076B00.</u>	<u>STATEMENT OF TAXES - FORMS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF COMPLETED FORMS SUCH AS THE STATEMENT OF TAXES (PA-632A) AND THE FINAL STATEMENT OF TAXES (PA-632A), OR THEIR EQUIVALENTS, WHICH IS COMPUTER LOADED WITH CORRECTED DATA.

THE PARTIALLY PREPRINTED STATEMENT OF TAXES (SOT) ARE DISTRIBUTED THE FIRST WEEK IN DECEMBER.

THE TAX ROLL IS SUMMARIZED BY THE TAX DISTRICT CLERK ON THE STATEMENT OF TAXES (PA-632) BOUND IN THE TAX ROLL. THIS SUMMARY INFORMATION IS TRANSFERRED BY THE TAX DISTRICT CLERK TO THE COPY OF THE STATEMENT OF TAXES (PA-632A) WHICH IS SUPPLIED TO TAX DISTRICT CLERKS EARLY IN DECEMBER BY DOR. THE STATUTORY DATE FOR RETURNING THE SOT TO LOCAL GOVERNMENT SERVICES SECTION IS THE THIRD MONDAY IN DECEMBER. THE TAX DISTRICT CLERK FILES THE STATEMENT OF TAXES PURSUANT TO S. 69.61, WIS. STATS.

EVENT = MICROFILMED + 3 YEARS AND DESTROY

<u>00077000.</u>	<u>MUNICIPAL TREASURER'S SETTLEMENTS-WORKPAPERS, CORRESPONDEN</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF WORKPAPERS SUCH AS COMPUTER-GENERATED EDIT RUNS, MANUAL OR COMPUTER COMPILED ERROR LISTINGS, FACSIMILE FORMS, CORRESPONDENCE SUCH AS LETTERS TO TAX DISTRICT AND COUNTY OFFICIALS, REQUESTS FOR DATA PROCESSING SERVICES, ETC.

ANNUALLY, PER S. 73.03(5) AND S. 73.10(2) STATE AND LOCAL FINANCE SOLICITS FROM COUNTY TREASURERS INFORMATION REGARDING THE SETTLEMENT OF TAXES UNDER S. 74.03 OR S. 74.25, STATUTES. SETTLEMENT FIXES THE COMPOSITION AND DISTRIBUTION OF TAXES AT THE CLOSE OF TAX DISTRICT COLLECTION. IT SHOWS COLLECTED, POSTPONED AND DELINQUENT TAXES AND THE DISTRIBUTION OF TAXES COLLECTED.

EVENT = ENTERED INTO DATASYSTEM + 3 YEARS AND DESTROY

<u>00077A00.</u>	<u>MUNICIPAL TREASURER'S SETTLEMENTS-FORMS</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>N</u>
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THESE RECORDS CONSIST OF COMPLETED MUNICIPAL TREASURERS SETTLEMENT SHEETS (PC-501).

ANNUALLY THE DEPARTMENT OF REVENUE PER S. 7303(5) AND 73.10(2) SOLICITS FROM COUNTY TREASURERS INFORMATION REGARDING THE SETTLEMENT OF TAXES UNDER S. 74.03, STATUTES. SETTLEMENT FIXES THE COMPOSITION AND DISTRIBUTION OF TAXES AT THE CLOSE OF TAX DISTRICT COLLECTION. IT SHOWS COLLECTED, POSTPONED AND DELINQUENT TAXES AND THE DISTRIBUTION OF TAXES COLLECTED. THE INFORMATION IS USED TO VERIFY INFORMATION REPORTED ON THE STATEMENT OF TAXES AND MUNICIPAL FINANCIAL REPORTS.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

<u>00078000.</u>	<u>COUNTY APPORTIONMENT OF TAXES-WORKPAPERS, CORRESPONDENCE</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF WORKPAPERS SUCH AS COMPUTER-GENERATED EDIT REPORTS, COMPUTER-GENERATED FACSIMILES OF THE COUNTY APPORTIONMENT SHEETS, CORRESPONDENCE SUCH AS LETTERS TO TAX DISTRICT AND COUNTY CLERKS, AND REQUESTS FOR DATA PROCESSING SERVICES.

ANNUALLY STATE AND LOCAL FINANCE COLLECTS DATA REGARDING THE APPORTIONMENT OF TAXES BY WISCONSIN COUNTIES PURSUANT TO S. 70.63, STATUTES.

EVENT = ENTERED INTO DATASYSTEM + 3 YEARS AND DESTROY

<u>00078A00.</u>	<u>COUNTY APPORTIONMENT OF TAXES - FORMS</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>N</u>
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THESE RECORDS CONSIST OF COMPLETED FORMS (PC-400).

ANNUALLY THE DEPARTMENT OF REVENUE COLLECTS DATA REGARDING THE APPORTIONMENT OF TAXES BY WISCONSIN COUNTIES PURSUANT TO S. 70.63, STATUTES. THIS INFORMATION IS THEN PREPRINTED ON THE STATEMENT OF TAXES.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND TRANSFER TO HISTORICAL SOCIETY

<u>00079000.</u>	<u>SCHOOL DISTRICT &amp; VOC. DIST. APPORTIONMENT OF TAXES-WORKPAPER</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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THESE RECORDS CONSIST OF WORKPAPERS SUCH AS COMPUTER EDIT RUNS, CORRESPONDENCE SUCH AS LETTERS TO AND FROM SCHOOL DISTRICT ADMINISTRATORS, AND REQUESTS FOR DATA PROCESSING SERVICES, ETC.

ANNUALLY STATE AND LOCAL FINANCE COLLECTS DATA REGARDING THE APPORTIONMENT OF TAXES BY SCHOOL

RDA # RDA Title Retention Disposition PII

DISTRICTS AND TECHNICAL COLLEGE DISTRICTS (VTAE).

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00079A00.** **SCHOOL DISTRICT & TECHNICAL COLLEGE DISTRICT APPORTIONMENT OF T** **CR+10** **SHSW** **N**

RECORDS FOR REGULAR AND UNION HIGH SCHOOLS DISPLAY COUNTY-MUNICIPAL CODE, SCHOOL CODE, SCHOOL TAX, TRUST-FUND LOAN (WHEN APPLICABLE), AND TOTAL LEVY. BEGINNING WITH 1979 DATA, THIS DATA WAS INCLUDED ON SCHOOL DISTRICT SUPERFICHE, TITLED SCHOOL VALUES, APPORTIONMENT, AND LEVY DATA.

RECORDS FOR TECHNICAL COLLEGE DISTRICTS DISPLAY COUNTY-MUNICIPAL CODE, TECH COLLEGE CODE, FULL VALUES AND PERCENT TO TOTAL. BEGINNING WITH 1979 DATA, THIS DATA WAS INCLUDED ON VTAE SUPERFICHE, TITLED VTAE SCHOOL VALUES, APPORTIONMENT AND LEVY DATA.

BEGINNING WITH 1984 DATA, SCHOOL DISTRICT AND VTAE SUPERFICHE WERE REPLACED BY COMPUTER OUTPUT ON MICROFICHE. IN 2010, DATA IS CONTAINED IN PDF FILES.

EVENT= CR + 10 YEARS AND TRANSFER TO WISCONSIN HISTORICAL SOCIETY

**00079B00.** **SCHOOL DISTRICT & VOC. TECH. DIST. APPORTIONMENT OF TAXES-FORMS** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF (1) COMPLETED FORMS PC-401, OR THEIR EQUIVALENTS, AND (2) TECH COLLEGE APPORTIONMENT.

ANNUALLY THE DEPARTMENT OF REVENUE RECEIVES INFORMATION VIA FORM PC-401 ( FOR REGULAR AND UNION HIGH SCHOOL DISTRICTS) AND FROM A COMPUTER PREPARED LISTING (FOR TECH COLLEGE DISTRICTS) REGARDING THE APPORTIONMENT OF TAXES. THIS INFORMATION IS THEN PREPRINTED ON THE STATEMENTS OF TAXES. IT IS ALSO DISPLAYED IN THE COMPUTER PRINTOUTS, ONE FOR REGULAR DISTRICTS AND UNION HIGH SCHOOL DISTRICTS AND ONE FOR TECH COLLEGE DISTRICTS. PRINTOUTS ARE PRODUCED ON MICROFORM OR PDF. FILES FORM PC-401 IS NOT MICROFILMED

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00081000.** **SPECIAL PURPOSE DISTRICT APPORTIONMENT OF TAXES-WORKPAPERS** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF WORKPAPERS SUCH AS COMPUTER LISTINGS, CORRESPONDENCE SUCH AS LETTERS TO AND FROM SPECIAL DISTRICT AND TAX DISTRICT OFFICIALS, MEMOS AND REQUESTS FOR DATA PROCESSING SERVICES.

ANNUALLY THE DEPARTMENT OF REVENUE COLLECTS INFORMATION REGARDING THE AMOUNTS OF TAXES, SPECIAL ASSESSMENTS AND OTHER CHARGES MADE BY SPECIAL PURPOSE DISTRICTS.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00081A00.** **SPECIAL PURPOSE DISTRICT APPORTIONMENT OF TAXES-FORMS** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF COMPLETED FORMS TITLED SPECIAL PURPOSE DISTRICT APPORTIONMENT OF TAXES \_\_\_\_\_ (YEAR), (PC-505) OR THEIR EQUIVALENTS.

ANNUALLY THE DEPARTMENT OF REVENUE COLLECTS INFORMATION REGARDING THE AMOUNTS OF TAXES, SPECIAL ASSESSMENTS AND OTHER CHARGES MADE BY SPECIAL PURPOSE DISTRICTS. BEGINNING WITH THE OCTOBER 1979 REVISION, NUMBER PC-505 HAS BEEN ASSIGNED TO THE FORM USED TO OBTAIN THIS INFORMATION.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00082000.** **STATE APPORT. OF TAXES & SPEC. CHARGES-CORRES., PRINTOUTS, WOR** **EVT+1** **DEST** **N**

THESE RECORDS CONSIST OF (1) PRINTOUTS SUCH AS THE STATEMENT OF VALUATION OF TAXABLE PROPERTY OF THE COUNTIES OF WISCONSIN, DETERMINED BY THE DEPARTMENT OF REVENUE FOR (YEAR), AND THE APPORTIONMENT OF TAXES AND SPECIAL CHARGES FOR (YEAR), COLLECTION IN (YEAR), (2) WORKPAPERS, AND (3) CORRESPONDENCE SUCH AS LETTERS TO AND FROM COUNTIES, TAX DISTRICTS AND STATE AGENCIES.

ANNUALLY PER S. 70.60 THE AMOUNT OF STATE TAXES AND ANY STATE SPECIAL CHARGES ARE DETERMINED BY THE DEPARTMENT OF ADMINISTRATION.

EVENT = ENTERED INTO DATA SYSTEM + 1 YEAR AND DESTROY

**00083000.** **TRUST FUND LOAN PAYMENTS-PRINTOUTS, LISTINGS** **CR+1** **DEST** **N**

THESE RECORDS CONSIST OF THE DEPARTMENT OF REVENUE'S COPY OF A COMPUTER PRINTOUT THAT DISPLAYS THE PRINCIPAL AND INTEREST DUE ON STATE TRUST FUND LOANS ISSUED BY AUTHORITY OF S. 24.61(3). THE PRINTOUTS ARE GENERALLY TITLED, SCHOOL DISTRICT LOAN PAYMENTS FOR (YEAR), FOR SCHOOL DISTRICTS, AND MUNICIPAL LOAN PAYMENTS FOR (YEAR), FOR TOWNS, VILLAGES, CITIES, SPECIAL DISTRICTS AND COUNTIES. THE RECORDS ALSO

RDA #	RDA Title	Retention	Disposition	PII
	INCLUDE TYPED LISTINGS DISPLAYING LOAN DATA. EVENT = CR + 1 YEAR AND DESTROY			
<u>00085000.</u>	<u>PRIVATE FOREST CROPLANDS-PRINTOUTS, WORKPAPERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) FORMS SUCH AS TRANSFER OF OWNERSHIP - FOREST CROP LAW, RECEIVED FROM THE DEPARTMENT OF NATURAL RESOURCES (DNR); (2) PRINTOUTS PROVIDED BY DNR; AND (3) WORKPAPERS SUCH AS COMPUTER LISTINGS AND EDIT REPORTS. PRIVATE FOREST CROPLANDS ARE ADMINISTERED BY THE DNR PER SUBCHAPTER I, CHAPTER 77, WISCONSIN STATUTES.  ANNUALLY THE DNR PROVIDES A LISTING OF THE PRIVATE FOREST CROPLANDS IN EACH TOWN, VILLAGE AND CITY FOR EACH COUNTY IN WISCONSIN TO DOR. THE INFORMATION IS ENTERED INTO THE IPAS DATABASE AND IS PART OF THE EDIT OF STATEMENTS OF ASSESSMENT.  EVENT = ENTERED INTO DATA SYSTEM + 1 YEAR AND DESTROY			
<u>00086000.</u>	<u>MANAGED FOREST LANDS-PRINTOUTS, WORKPAPERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) FORMS SUCH AS TRANSFER TO OWNERSHIP - MANAGED FOREST LANDS, RECEIVED FROM THE DEPARTMENT OF NATURAL RESOURCES (DNR); (2) PRINTOUTS PROVIDED BY DNR; AND (3) WORKPAPERS SUCH AS COMPUTER LISTINGS AND EDIT REPORTS. MANAGED FOREST LANDS ARE ADMINISTERED BY THE DNR PER SUBCHAPTER VI, CHAPTER 77, WISCONSIN STATUTES. THESE PRINTOUTS ARE FURNISHED BY THE FOREST TAX UNIT OF DNR THROUGH ADMINISTRATIVE ARRANGEMENT.  ANNUALLY THE DNR PROVIDES A LISTING OF THE MANAGED FOREST LANDS IN EACH TOWN, VILLAGE AND CITY FOR EACH COUNTY IN WISCONSIN TO DOR. THE INFORMATION IS ENTERED INTO THE IPAS DATABASE AND IS PART OF THE EDIT OF STATEMENTS OF ASSESSMENT.  EVENT = ENTERED INTO DATA SYSTEM + 1 YEAR AND DESTROY			
<u>00087000.</u>	<u>COUNTY OWNED FOREST CROPLANDS-PRINTOUTS, WORKPAPERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF WORKPAPERS COUNTY FOREST CROP ACRES, WHICH ARE BOUND WITH THE PRIVATE FOREST CROP AND WOODLAND TAX LAW LISTINGS AND COMPUTER LISTINGS AND EDIT REPORTS. FOREST CROPLANDS ARE ADMINISTERED BY THE DEPARTMENT OF NATURAL RESOURCES (DNR).  ANNUALLY THE DNR PROVIDES A LISTING OF THE NUMBER OF ACRES OF COUNTY-OWNED FOREST CROPLANDS. TO THE DEPARTMENT OF REVENUE. THE INFORMATION IS ENTERED INTO THE IPAS DATABASE AND IS PART OF THE EDIT OF STATEMENTS OF ASSESSMENT.  EVENT = ENTERED INTO DATA SYSTEM + 1 YEAR AND DESTROY			
<u>00088000.</u>	<u>REVIEW OF STATE'S ASSESSMENT OF MANUF. PROPERTY-WORKPAPERS,</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) CORRESPONDENCE SUCH AS COPIES OF LETTERS REGARDING CHANGES IN MANUFACTURING ASSESSMENTS BY THE WISCONSIN STATE BOARD OF ASSESSORS/WISCONSIN TAX APPEALS COMMISSION AND (2) WORKPAPERS SUCH AS COPIES OF DOCKETS, LISTINGS OF VALUES, ETC.  EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY			
<u>00089000.</u>	<u>STATEMENT OF MERGED EQUALIZED VALUES-PRINTOUTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF THE STATEMENT OF MERGED EQUALIZED VALUES. THIS IS A COMPUTER PRINTOUT DISPLAYING EQUALIZED VALUES BY CLASS OF PROPERTY. IT DISPLAYS REAL AND PERSONAL PROPERTY. THE PRINTOUTS ARE CREATED BY THE EQUALIZATION SECTION.  EVENT = SUPERSEDED + 3 YEARS AND DESTROY			
<u>00089A00.</u>	<u>STATEMENT OF MERGED EQUALIZED VALUES-MICROFORMS</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF LOCAL GOVERNMENT SERVICES' COPY OF MICROFICHE/PDF FILE DISPLAYING THE INFORMATION ON THE PRINTOUTS TITLED STATEMENT OF MERGED EQUALIZED VALUES. THE FILE IS GENERALLY TITLED:  _____(DATE) YR(YEAR)/_____(STRAT #1 EQUAL MRG)_____(ADMINISTRATIVE AREA AND COUNTY MUNICIPAL CODE).  EVENT = CR + 3 YEARS AND DESTROY			
<u>00092000.</u>	<u>STATEMENT OF MERGED STATE VALUES-MICROFORMS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>



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THESE RECORDS CONSIST OF MICROFICHE/PDF FILES DISPLAYING THE INFORMATION ON THE PRINTOUTS ENTITLED STATEMENT OF MERGED STATE VALUES. THE MICROFICHE ARE GENERALLY TITLED:

\_\_\_\_\_(DATE) YR(YEAR)/ \_\_\_\_\_ STRAT #1 STATE MRG\_\_\_\_\_ (ADMINISTRATIVE AREA AND COUNTY MUNICIPAL CODE.)

FOR 1978, 1979, AND 1980 THERE ARE TWO VERSIONS. ONE WITH LINE A AT 100%. ONE WITH THE PERCENTAGE OF TAXABLE VALUE AS REQUIRED BY S. 70.57(5).

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

**00093000.** **SECTION 70.57 CHANGES-WORKPAPERS, CORRESPONDENCE** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF WORKPAPERS SUCH AS COMPLETED STATE ASSESSED MANUFACTURING (SAM) SCHOOL DISTRICT CHANGES - PERSONAL PROPERTY, AND SAM SCHOOL DISTRICT CHANGES - REAL ESTATE, AND PRINTOUTS OF S. 70.57 CHANGES AND CORRESPONDENCE SUCH AS INTERNAL MEMOS.

ANNUALLY THE EQUALIZATION SECTION PREPARES A LISTING OF THE CHANGES TO THE VALUE OF PROPERTY PER S. 70.57. THESE VALUES ARE USED BY THE LOCAL GOVERNMENT SERVICES SECTION IN THE PREPARATION OF SCHOOL DISTRICT VALUE CERTIFICATIONS.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00094000.** **VALUES OF QUALIFYING UTIL. PROP-PRINTOUTS, WORKPAPERS, CORRES.** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF COMPUTER PRINTOUTS ENTITLED (1) ESTIMATED VALUE OF UTILITY PROPERTY FOR (COUNTY NAME), FOR PURPOSES OF PROJECTING DECEMBER 31 UTILITY VALUES, AND (2) UTILITY DATA FOR SHARED FUNDS DISTRIBUTION -- MUNICIPAL SEQUENCE, WHICH PROVIDES ACTUAL DECEMBER 31 UTILITY VALUES. ALSO INCLUDED IN THESE RECORDS ARE LISTINGS SHOWING (1) \$100,000,000/125,000,000 LIMITATION, (2) TAX DISTRICTS AND COUNTIES CONTAINING PLANTS OF 200 MEGAWATT CAPACITIES, AND (3) TAX DISTRICTS AND COUNTIES CONTAINING PLANTS OF 250 MEGAWATTS RATED CAPACITY WHICH ARE UNDER CONSTRUCTION. LETTERS, MEMOS, LISTINGS, AND WORKSHEETS SHOWING CORRECTIONS OF UTILITY VALUES ARE ALSO INCLUDED IN THESE RECORDS. EVENTUALLY, THESE DATA ARE REFLECTED IN SHARED REVENUE PRINTOUTS/TABLES.

LOCAL GOVERNMENT SERVICES ANNUALLY RECEIVES THESE VALUES AND OTHER DATA RELATED TO QUALIFYING UTILITY PROPERTY FOR PURPOSES OF ADMINISTERING ONE PORTION OF SHARED REVENUES/TAXES PER CHAPTER 79 (SPECIFICALLY S. 79.04, WISCONSIN STATUTES

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00095000.** **EQL. VAL. OF VAL. INC. IN TAX INC. DIST.-WKPR, CORR, FORM, LST, PRT** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF (1) CORRESPONDENCE TO OR FROM SUPERVISORS OF EQUALIZATION; (2) COMPLETED FORMS SUCH AS TAX INCREMENTAL DISTRICT (TID) VALUE INCREMENT, (PE-70) WHICH LISTS THE INCREMENTAL VALUE BY CLASS AND DESIGNATES THE COUNTY, MUNICIPALITY, AND SCHOOL DISTRICT; (3) WORKPAPERS SUCH AS CALCULATIONS OF SCHOOL VALUES REDUCED BY TID; (4) LISTINGS SUCH AS LISTINGS OF SCHOOL DISTRICT CODES WITH CORRESPONDING VALUE OF TID INCREMENTS; AND (5) PRINTOUTS DISPLAYING TID INCREMENTAL VALUES. THESE INCLUDE REPORT USED FOR APPORTIONMENT OF COUNTY LEVY, TAX INCREMENTAL DISTRICT STATEMENT OF CHANGES IN TID VALUES, AND TAX INCREMENTAL DISTRICT STATEMENT OF MERGED EQUALIZED VALUES.

ANNUALLY LOCAL GOVERNMENT SERVICES RECEIVES INFORMATION FROM EQUALIZATION REGARDING THE EQUALIZED VALUES OF VALUE INCREMENTS IN TAX INCREMENTAL DISTRICTS. THIS INFORMATION IS USED IN THE CERTIFICATION OF EQUALIZED VALUES FOR SCHOOL DISTRICTS AND TECHNICAL COLLEGE DISTRICTS AND ADULT EDUCATION DISTRICTS, TOWN SANITARY DISTRICTS, PUBLIC INLAND LAKE PROTECTION AND REHABILITATION DISTRICTS, AND METROPOLITAN SEWERAGE DISTRICTS.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00096000.** **ANNEXATION REPORTS - PRINTOUTS** **EVT+3** **DEST** **N**

THESE RECORDS CONSIST OF A COMPUTER PRINTOUT DISPLAYING COUNTY MUNICIPAL CODE, TAX DISTRICT NAME, AND CHANGES IN VALUE BY CLASS FOR LAND AND IMPROVEMENTS. THE PRINTOUT IS PREPARED BY THE EQUALIZATION SECTION.

THE DATA ARE USED TO AID IN ESTIMATING FULL VALUES OF PIECES OF SCHOOL DISTRICTS FOR WHICH NO STATEMENT OF ASSESSMENT HAS BEEN TIMELY FILED AND FOR ADJUSTMENTS IN THE CALCULATION OF STATE PROPERTY TAX CREDITS.

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

**00097000.** **TABULATION OF GENERAL PROPERTY ASSESSMENTS-PRINTOUTS, WORKI** **EVT** **DEST** **N**

THESE RECORDS CONSIST OF (1) WORKPAPERS SUCH AS COMPLETED LEDGER CARDS TITLED TABULATION OF

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	GENERAL PROPERTY ASSESSMENTS, AND (2) PRINTOUTS SUCH AS THOSE TITLED TABULATION OF GENERAL PROPERTY ASSESSMENTS, AND SHOWING LOCAL ASSESSMENT, COUNT ADOPTED VALUES, AND STATE DETERMINED VALUES.  EVERY THREE YEARS BEGINNING WITH 1971 THE DEPARTMENT OF REVENUE SUMMARIZED PROPERTY ASSESSMENT DATA. PRIOR TO 1971 (1925-1967 DATA) THE INFORMATION WAS RECORDED ON LEDGER CARDS. BEGINNING IN 1989 THE PRINTOUT WAS PRODUCED ANNUALLY.  EVENT = CD DISK AND DESTROY			
<u>00097A00.</u>	<u>TABULATION OF GENERAL PROPERTY ASSESSMENTS (TX42514B)-MICROFILM</u>	<u>CR+25</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF EITHER STEP AND REPEAT MICROFILM OF LEDGER CARDS OR PRINTOUTS, OR COMPUTER OUTPUT ON MICROFICHE AND/OR PDF FILE.  EVERY THREE YEARS BEGINNING WITH 1971 THE DEPARTMENT OF REVENUE SUMMARIZES PROPERTY ASSESSMENT DATA. PRIOR TO 1971 (1925-1967) THE INFORMATION WAS RECORDED ON LEDGER CARDS. BEGINNING IN 1989 THE PRINTOUT WAS PRODUCED ANNUALLY.  COPIES TO: MADISON DOR OFFICE AND DOA RECORD CENTER.  EVENT= CR + 25 YEARS AND DESTROY			
<u>00098000.</u>	<u>BULLETIN-TOWN, VILLAGE AND CITY TAXES-PRINTOUTS, WORKPAPERS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF PRINTOUTS CONTAINING ASSESSMENT AND TAX DATA USED IN PREPARING THE BULLETIN TITLED - TOWN, VILLAGE AND CITY TAXES.  PREPARED PURSUANT TO SECTIONS 73.03(5) AND (17), THESE RECORDS INCLDUE FINAL RUNS OF PRINTOUTS AND 'CHANGE' COPIES USED TO PREPARE SUCCEEDING BULLETINS. FINAL RUNS ARE USED AS REFERENCE COPIES ( UNTIL SUPPLY OF PRINTED BOOKS ARE AVAILABLE)  RETAIN AT OFFICE LOCATION UNTIL FINISHED BOOKS ARE RECEIVED. DESTROY FROM OFFICE LOCATION.  EVENT = SUPERSEDED + 1 MONTH AND DESTROY			
<u>00098A00.</u>	<u>BULLETIN: TOWN, VILLAGE AND CITY TAXES-MICROFORM AND/OR PAPER</u>	<u>CR+20</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF MICROFILM, PAPER OR A PDF FILE ON THE FINISHED BULLETIN.  COPIES TO: MADISON DOR OFFICE AND DOA RECORD CENTER  EVENT = CR + 20 YEARS AND DESTROY			
<u>00100000.</u>	<u>SUMMARY OF AGGREGATE RATIOS - PRINTOUTS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF PRINTOUTS SHOWING THE LEVEL OF ASSESSMENT (AGGREGATE RATIO) FOR EACH TOWN, VILLAGE, AND CITY IN A COUNTY. THE AGGREGATE RATIO IS USED TO CALCULATE THE ESTIMATED FAIR MARKET VALUE ON PROPERTY TAX BILLS.  EVENT = CONVERTED ELECTRONIC + 1 YEAR AND DESTROY			
<u>00100A00.</u>	<u>SUMMARY OF AGGREGATE RATIOS (TX42554A)-MICROFORMS AND/OR PAPER</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF COMPUTER OUTPUT ON MICROFICHE, PAPER OR A PDF FILE. REPORT SHOWS THE LEVEL OF ASSESSMENT (AGGREGATE RATIO) FOR EACH TOWN, VILLAGE AND CITY IN A COUNTY. THE AGGREGATE RATIO IS USED TO CALCULATE THE ESTIMATED FAIR MARKET VALUE ON PROPERTY TAX BILLS.  COPIES TO: MADISON DOR OFFICE AND DOA RECORD CENTER  EVENT = CR + 10 YEARS AND DESTROY			
<u>00312000.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT RELIEF-PRINTOUTS/NOTICES</u>	<u>FIS+4</u>	<u>DEST</u>	<u>N</u>
	These Records Consist Of (1) Reports Submitted By Taxation Districts Of Lottery Credits Claimed,(2) Notices With Instructions For Distribution To Taxation Districts Of The Lottery Credits,And(3) Printouts Which Display Amounts Paid And Other Calculations.			
<u>00312A00.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT RELIEF</u>	<u>CR+25</u>	<u>SHSW</u>	<u>N</u>
	THESE RECORDS CONSIST OF MICROFICHE OF NOTICES OF LOTTERY CREDIT CLAIMED AND PAYMENT.			

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
	ADMINISTRATIVE NOTE:ONE COPY AT OFFICE AND ONE COPY TO DOA RECORD CENTER.			
<u>00312B00.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT RELIEF-WORKPAPERS,CORRES,WARR</u>	<u>FIS+4</u>	<u>DEST</u>	<u>N</u>
	These Records Consist Of Material Related To Lottery Credit (1) A Copy Of The Warrant Register(S),(2) Occasional Correspondence Such As Letters To Local Units Of Government,Internal Memorandums,And Requests,And (3) Workpapers.			
<u>00322000.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT-NOTICES/PAYMENTS</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
	These Records Consist Of (1) Printed Notices To Taxation Districts Detailing The Equalized Value School Tax Rate And Credit Value Used To Calculate The Lottery Credit In Each Given School District, (2) Payment Edits Of The Number And Total Amount Of Lottery Credit Reported By Each County, Town, Village, And City.			
	Annually, The local government services section Determines Aid Pursuant To Subchapter II, Chapter 79, Wisconsin Statutes Which Are Paid To Towns, Villages, Cities, And Counties Reporting Lottery Credit Claims.			
<u>00322A00.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT - PAYMENT</u>	<u>EVT+2</u>	<u>SHSW</u>	<u>N</u>
	These Records Consist Of Computer Generated Listings Of Lottery and Gaming Credit Payment Summaries To Counties, Towns, Villages, Cities, And Other Pc Generated Payment Tables.			
	Annually, the local government services section determines aids pursuant To Subchapter II, Chapter 79, Wisconsin Statutes, Which Are Paid To Towns, Villages, Cities, And Counties Reporting Lottery And Gaming Credit Claims.			
	Updated and revised please revise sunset date			
<u>00322B00.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT-REPORTS/PAYMENTS</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
	These Records Consist Of (1) The March Report Of Lottery and Gaming Credit Claims From Counties, Towns, Villages, And Cities, (2) Unused Mobile Home Parking Fee Reports, And (3) Correction/Late Claim Reports.			
	Annually, the local government services section Determines Aids Pursuant To Subchapter II, Chapter 79, Wisconsin Statutes, Which Are Paid To Towns, Villages, Cities, And Counties Reporting Lottery and Gaming Credit Claims.			
<u>00322C00.</u>	<u>DISTRIBUTION OF LOTTERY-NOTICES</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	THESE RECORDS CONSIST OF (1) MARCH PAYMENT NOTICES AND (2) SEPTEMBER PAYMENT NOTICES SPECIFYING THE TOTAL AMOUNT OF LOTTERY CREDIT AID AND ADMINISTRATIVE REIMBURSEMENT PAID TO EACH TOWN, VILLAGE, AND CITY.			
	ANNUALLY, THE DEPARTMENT OF REVENUE DETERMINES AID PURSUANT TO SUBCHAPTER II, CHAPTER 7, WISCONSIN STATUTES WHICH ARE PAID TO TOWNS, VILLAGES, CITIES, AND COUNTIES REPORTING LOTTERY CREDIT CLAIMS.			
	EVENT = MICROFILMED + 1 YEAR AND DESTROY			
<u>00323000.</u>	<u>AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL MISC. WORKPAPERS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
	These Records Consist Of Individual Reimbursement Receipts Resulting From Lottery and gaming Credit Claims Refunded Or Claims Refunded By The Property Owner After Failing An Audit. This Series Includes Copies Of Checks, And Backup Documents.			
	Annually, The local government services section Verifies The Distribution Of Individual Amounts Pursuant To Subchapter II, Chapter 79, Wisconsin Statutes, which are paid to towns, villages, cities and counties reporting lottery and gaming credit claims.			
<u>00323A00.</u>	<u>AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL PRINTOUTS</u>	<u>CR+0/1</u>	<u>DEST</u>	<u>Y</u>
	These Records Consist Of Output Reports Resulting From Computer Upload Of County Tape/files Lottery Credit			

RDA #	RDA Title	Retention	Disposition	PII
	Claimant Data.  Annually, The local government services section Verifies The Distribution Of Individual Amounts Of Lottery and gaming Credit To Taxation Districts Pursuant Of Subchapter II, Chapter 79, Wisconsin Statutes.			
<u>00323B00.</u>	<u>AUDIT CLAIMS OF LOTTERY CREDIT - INDIVIDUAL AUDIT QUESTIONNAIRES</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
	These Records Consist Of (1) County Flagged For Audit Data, And (2) questionnaires or Letters Requesting Claimant To Verify Eligibility For Lottery and Gaming Credit.  Annually, The Bureau local government services section Verifies The Distribution Of Individual Amounts Of Lottery and gaming Credit To Taxation Districts Pursuant To Subchapter II, Chapter 79, Wisconsin Statutes.			
<u>00323C00.</u>	<u>AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL-GENERAL CORRESPON</u>	<u>CR+0/6</u>	<u>DEST</u>	<u>Y</u>
	These Records Consist Of Letters From Taxpayers Inquiring About Lottery and gaming Credit Claims Against Property Taxes. This Series Also Includes The Response Letters From The Department Of Revenue.  Annually, The local government services section Determines The Distribution Of The Individual Amounts Of Lottery and gaming Credit To Taxation Districts Pursuant To Subchapter II, Chapter 79, Wisconsin Statutes.			
<u>00324A00.</u>	<u>DISTRIBUTION OF SHARED REVENUES - PAYMENTS/PRINTOUTS</u>	<u>CR+25</u>	<u>SHSW</u>	<u>N</u>
	Microforms These Records Consist Of Either Step And Repeat Microfilm Of Printouts And Notices Or Computer Output Of Both On Microfiche That Displays The Data Used To Calculate The Estimated And Actual Payments To Local Units Of Government Under The Requirements Of Subchapter I, Chapter 79, Wisconsin Statutes.  Administrative Note: Original To The State Historical Society, One Copy At Office Location, One Copy At Doa Record Center.			
<u>00391000.</u>	<u>TAX EXEMPTION REPORTING</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	RECORDS CONSIST OF COMPLETED TAXATION DISTRICT SUMMARY OF TAX EXEMPTIONS FORMS (PC-226). THE FORMS ARE FILED BY WISCONSIN TAXATION DISTRICTS (TOWNS, VILLAGES, CITIES) IN EVEN NUMBERED YEARS. THE FORMS ARE REQUIRED TO BE FILED PER S. 70.337.			
<u>00392000.</u>	<u>MANAGED FOREST LAW RATE ADJUSTMENT</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	Records Consist Of Computer Printout Showing Calculation Of Rate To Be Used To Determine The Acreage Share Lived On Land Enrolled In The Managed Forest Land Program. Administrative Note: Printout Created Each Year. Rate Change Implemented Every 5 Years (1993, 1998, 2003, 2008, Etc.). Retain Printout From Every 5th Year Per Rda.			
<u>00393000.</u>	<u>TAX INCREMENT WORKSHEET</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	Records Consist Of Completed Tax Increment Work-Sheet Forms (Pc-202). The Forms Are Filed By Wisconsin Villages And Cities That Have Yax Incremental Finance Districts. Some Cities And Villages File By Using A Department Of Revenue Internet Site. The Records Include A Printed Version Of The Completed Form.			
<u>00394000.</u>	<u>74.41 MATERIALS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	Inquiry Regarding Charge Back Of Refunded Or Res-Cinded Taxes. Records Consist Of The Following Items: 1) Completed Inquiry Regarding Chargeback Of Refunded Or Rescinded Taxes Forms (Pc-200). The Forms Are Filed By Wisconsin Taxation Districys (Towns, Villages, Cities). The Authorization For The Process Is Found In S. 74.41.			

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- 2) Facsimile Forms Generated By The Mainframe Computer.
- 3) Copies Of Letters Informing The Taxing Jurisdictions Of The Amount Chargeback, Due Dates And Other Items. Copies Of Letters Denying Chargebacks.
- 4) Ledgers Showing The Steps In The Chargeback Process And The Taxation Districts Involved For Each Year.
- 5) Computer Printouts Showing Various Edits, Flag Status and So On.

Administrative Note: Transfer To Records Center After 2 Years.

<u>00438000.</u>	<u>FIRST DOLLAR CREDIT - WORKPAPERS AND CORRESPONDENCE</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>
THIS RECORDS CONSIST OF (1) WORKPAPERS, TO INCLUDE COMPUTER GENERATED REPORTS/FILES NOT OTHERWISE IDENTIFIED, AND (2) OCCASIONAL CORRESPONDENCE SUCH AS LETTERS TO LOCAL UNITS OF GOVERNMENT, INTERNAL MEMORANDUMS, AND REQUESTS FOR CLAIICATIONS/INFORMATION.				
<u>00439000.</u>	<u>DISTRIBUTION OF FIRST DOLLAR CREDIT - REPORTS/PRINTOUTS/NOTICES</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>
THESE RECORDS CONSIST OF (1) REPORTS SUBMITTED BY TAXATION DISTRICTS OF FIRST DOLLAR CREDITS CLAIMED (MARCH REPORT), (2) DISTRIBUTION NOTICES ISSUESD BY DOR TO TAXATION DISTRICTS OF FIRST DOLLAR CREDITS, AND (3) PRINTOUTS (SYSTEM REPORTS) WHICH DISPLAY AMOUNTS PAID AND OTHER CALCULATIONS				
<u>00440000.</u>	<u>MANDATE WAIVER REQUEST - REQUESTS AND DETERMINATIONS DOCUME</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
RECORDS CONSIST OF (1) REQUEST FOR WAIVER FROM A LOCAL UNIT OF GOVERNMENT, AND (2) APPROVAL OR DENIAL OF THE REQUEST BY THE STATE AGENCY RESPONSIBLE FOR THE APPLICABLE PROGRAM.				
<u>00441000.</u>	<u>AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009 - DATA C</u>	<u>CR+4</u>	<u>SHSW</u>	<u>N</u>
THESE RECORDS CONSIST OF (1) RESPONSES TO DOR QUESTIONNAIRE SENT TO LOCAL GOVERNMENTS, AND (2) DISTRIBUTION SUMMARY REPORT.				
<u>00442000.</u>	<u>FIRST DOLLAR CREDIT - SUMMARY REPORTS</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
THESE RECORDS CONSIST OF (1) FIRST DOLLAR CREDIT SETTLEMENT REPORT (TSHR536) (NUMERIC), AND (2) MAXIMUM CREDIT REPORT (TSHRB505) (ALPHA)				
<u>00443000.</u>	<u>REQUEST FOR DIRECT DISTRIBUTION OF FIRST DOLLAR, LOTTERY, GAMIN</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
RECORDS CONSIST OF REQUESTS FOR DIRECT PAYMENT OF THESE CREDITS TO A MUNICIPALITY INSTEAD OF TO THE COUNTY BASED ON THE \$3 MILLION QUALIFYING EXCEPTION UNDER SEC. 79.10, WIS. STATS.				
<u>00443A00.</u>	<u>REQUEST FOR DIRECT DISTRIBUTION OF FIRST DOLLAR, LOTTERY, GAMIN</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
RECORDS CONSIST OF REQUESTS FOR DIRECT PAYMENT OF THESE CREDITS TO A MUNICIPALITY INSTEAD OF TO THE COUNTY BASED ON THE 3 INSTALLMENT OR MORE QUALIFYING EXCEPTION UNDER SEC. 79.10, WIS. STATS.				
<u>00444000.</u>	<u>EXPENDITURES FOR EMERGENCY SERVICES BASE YEAR WORKSHEET (20</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
THESE RECORDS CONSIST OF WORKSHEETS RECEIVED FROM COUNTIES AND MUNICIPALITIES SHOWING 2009 EXPENDITURES FOR THESE TYPES OF SERVICES AND ARE USED TO SET THE 2009 BASE YEAR FOR THIS PROGRAM.				
<u>00474000.</u>	<u>ROOM TAX REPORT</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
New report created. Every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue, Form SL-304, Room Tax Report, for room taxes collected each year. Year consists of January 1 - December 31.				
Records consist of:				
<ul style="list-style-type: none"> <li>• municipality name</li> <li>• gross amount of room taxes collected each year</li> <li>• room tax rate imposed as of the end of the year</li> <li>• if the room tax rate changed during the year</li> <li>• the amount forwarded to a tourism entity/commission</li> <li>• name of the tourism entity/commission</li> <li>• first and last names of each member of the entity/commissions governing body</li> <li>• name of the business entity the member owns, operates, or is employed by if any</li> <li>• for expenditures greater than \$1,000, the date forwarded and the recipient name</li> <li>• if the municipality collected a room tax on May 13, 1994, a copy of their ordinance in effect on May 13, 1994, and a copy of the municipality's financial statement closest to May 13, 1994.</li> </ul>				

EVENT = Creation

Dept #: /2200/ Department Name: UTILITY & SPECIAL TAXES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00015000.</u>	<u>WASTE TREATMENT FILES</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<p>THIS RECORD SERIES CONSISTS OF A COPY OF THE EXEMPTION FORM UT-008 AND UT-009 OR THEIR EQUIVALENTS FOR WASTE TREATMENT SEC. 76.02(10) STATS. THESE FILES MAY CONTAIN MISCELLANEOUS CORRESPONDENCE, SCHEMATIC DRAWINGS, AND BLUE PRINTS OF THE WASTE TREATMENT FACILITY. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.</p> <p>EVENT = CR + 5 YEARS AND DESTROY</p>				
<u>00112000.</u>	<u>UTILITY TAX ROLLS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
<p>TAX ROLL OF PUBLIC UTILITIES REQUIRED BY CHAPTER 76 OF WISCONSIN STATUTES, SHOWING THE TYPE OF PUBLIC UTILITY, THE NAME OF EACH UTILITY COMPANY, DESCRIPTION OF PROPERTY TAX VALUATION AND TAXES LEVIED ON EACH COMPANY.</p> <p>EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL</p>				
<u>00113000.</u>	<u>ASSOCIATION OF MUNICIPAL ELECTRIC / CONSERVATION &amp; REGULATION /</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
<p>THIS RECORD SERIES IS COMPRISED OF THE WISCONSIN DEPARTMENT OF REVENUE'S COPY OF THE ANNUAL REPORTS OF MUNICIPAL UTILITIES AND CONSERVATION/REGULATION TO THE PUBLIC SERVICE COMMISSION. THE REPORTS DETAIL ORGANIZATIONAL OPERATIONS, FINANCES AND PHYSICAL DATA FOR POLITICAL SUBDIVISIONS SERVED. IT IS A CORRECT STATEMENT OF THE BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED BY THE RETURN. THE PUBLIC SERVICE COMMISSION HAS INCORPORATED SCHEDULES REQUIRED BY THE DEPARTMENT OF REVENUE, UNDER SECTIONS 76.07 AND 70.04, RELATING TO THE ASSESSMENT AND DISTRIBUTION OF UTILITY TAXES IN THEIR REQUIRED REPORT. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.</p> <p>EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL</p>				
<u>00114000.</u>	<u>MUNICIPAL &amp; PRIVATE UTILITY - ANNUAL REPORT</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<p>THIS RECORD SERIES IS COMPRISED OF THE WISCONSIN DEPARTMENT OF REVENUE'S COPY OF ANNUAL REPORTS (FORM LM-003, LP-003), OR THEIR EQUIVALENTS, TO THE PUBLIC SERVICE COMMISSION FOR PRIVATE AND MUNICIPAL LIGHT, HEAT AND POWER.</p> <p>REPORTS OF THE LARGER, PRIVATELY OWNED PUBLIC UTILITIES ARE CLASS A AND B AND THE SMALLER COMPANIES ARE CLASS C AND D. THE PUBLIC SERVICE COMMISSION REQUIRES COMPLETION OF THIS REPORT AND AN ADDITIONAL COPY IS FILED WITH THE DEPARTMENT OF REVENUE. ITEMS REPORTED BY CATEGORY INCLUDE A FINANCIAL SECTION, ELECTRIC OPERATING SECTION, WATER OPERATING SECTION AND A GAS OPERATING SECTION. THESE SCHEDULES DEPICT A CORRECT STATEMENT OF THE BUSINESS AND AFFAIRS OF SAID UTILITY FOR THE PERIOD COVERED. THE FINANCIAL SECTION FOR LIGHT, HEAT AND POWER UTILITIES REQUIRES MORE DETAIL REGARDING THE NUMBER OF SCHEDULES REQUIRED TO BE COMPLETED FOR CLASS A AND B UTILITIES. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.</p> <p>EVENT = CR + 5 YEARS AND DESTROY</p>				
<u>00116000.</u>	<u>PIPELINES AND NATURAL GAS COMPANIES, ANNUAL REPORTS &amp; TERMINA</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
<p>THIS RECORD SERIES IS COMPRISED OF THE WISCONSIN DEPARTMENT OF REVENUE'S COPY OF THE ANNUAL REPORTS (FORMS PI-001, PF-001) OR THEIR EQUIVALENTS. THESE REPORTS DEPICT A STATEMENT OF THE BUSINESS AND AFFAIRS OF PIPELINE COMMON CARRIERS AND NATURAL GAS COMPANIES FOR THE PERIOD COVERED BY THE RETURN AND ARE USED AS THE BASIS FOR DETERMINING PROPERTY VALUES. PIPELINE TERMINAL VALUATION RECORDS INCLUDING MEMOS AND APPRAISAL INVENTORY CONCERNING VALUATION AND APPRAISAL OF TERMINAL PROPERTIES, PURSUANT TO SECTION 76.16, AND RELATED CORRESPONDENCE AND MATERIAL. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION. STATUTORY REFERENCE: 76.04.</p> <p>EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY</p>				
<u>00117000.</u>	<u>METAL MINING APPORTIONMENTS</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
<p>RECORDS OF APPORTIONMENT FROM NET PROCEEDS TAX ON METAL MINING AND SUPPORTING DOCUMENTS AS REQUIRED BY SECTION 70.395(1) OF THE WISCONSIN STATUTES (FORM NUMBER MT001) OR THEIR EQUIVALENTS. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.</p> <p>EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY</p>				
<u>00118000.</u>	<u>POLICY CORRESPONDENCE, UTILITY &amp; SPECIAL TAXES</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
<p>CORRESPONDENCE, RELATING TO UTILITY PROGRAMS, INCLUDING LEGISLATIVE COUNCIL PROCEEDINGS, GENERAL CORRESPONDENCE, CIRCULAR LETTERS AND OTHER RELATED POLICY MATERIALS. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.</p>				

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EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

**00119000. AIR CARRIER ANNUAL REPORT CR+5 SHSW Y**  
 THIS RECORD SERIES IS COMPRISED OF THE WISCONSIN DEPARTMENT OF REVENUE ANNUAL REPORT (FORM AC-001), OR ITS EQUIVALENT..THIS REPORT REFLECTS THE ACCOUNTS AND RECORDS OF THE COMPANY INCLUDING STATEMENT OF THE OPERATING REVENUES AND EXPENSES, INCOME ITEMS, ASSETS, LIABILITIES, CAPITAL, SURPLUS, OPERATING STATISTICS AND RELATED INFORMATION. ALSO INCLUDED IS THE COMPANY'S STOCKHOLDER'S REPORT AND CORRESPONDENCE REGARDING ASSESSMENT DATA. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

THESE RECORDS ARE CONFIDENTIAL.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

**00120000. TAX COLLECTION DATA CR+5 DEST N**  
 THIS RECORD SERIES IS COMPRISED OF FORMS USED BY THE UTILITIES WHEN PAYING THEIR TAXES. RECEIPT OF THESE FORMS OCCURS IN MAY AND NOVEMBER OF EACH YEAR WHEN TAXES ARE DUE AND ARE COMPILED ON A YEARLY BASIS BY TYPE OF UTILITY.

FORMS COVERED:

- UT-300, OR ITS EQUIVALENT, ESTIMATED TAX PAYMENT FOR RAILROADS, AND UTILITIES (MAY)
- UT-310, OR ITS EQUIVALENT, FINAL TAX PAYMENT NOTICE FOR RAILROADS AND UTILITIES (NOVEMBER)
- GR-300, OR ITS EQUIVALENT, REA & LIGHT, HEAT & POWER TAX SCHEDULE (MAY)
- GR-310, OR ITS EQUIVALENT, REA & LIGHT, HEAT & POWER TAX SCHEDULE (NOVEMBER)
- TP-300, OR ITS EQUIVALENT, TELEPHONE TAX SCHEDULE (MAY)
- TP-310, OR ITS EQUIVALENT, TELEPHONE TAX SCHEDULE (NOVEMBER)

STATUTORY REFERENCES: CHAPTER 76, WISCONSIN STATS. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

EVENT = CR + 5 YEARS AND DESTROY

**00122000. LESSOR DATA REPORT CR+5 DEST N**  
 LESSOR DATA REPORT (FORM LS-001), OR ITS EQUIVALENT, IS WISCONSIN DEPARTMENT OF REVENUE REPORTS. THESE FORMS ARE USED TO REPORT PERSONAL PROPERTY EQUIPMENT LEASED TO UTILITIES AND ASSESSED BY THE MANUFACTURING & UTILITY SECTION. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

STATUTORY REFERENCE: 76.03

EVENT = CR + 5 YEARS AND DESTROY

**00123000. RURAL ELECTRIC COOPERATIVE ASSOCIATION ANNUAL REPORT CR+5 SHSW N**  
 WISCONSIN DEPARTMENT OR REVENUE ANNUAL REPORT (FORM RE-001), OR ITS EQUIVALENT, CONTAINS GROSS REVENUE AND ALLOCATION FOR LICENSE FEE, INCLUDING DISTRIBUTION INFORMATION. ALSO CONTAINS CORRESPONDENCE REGARDING LICENSE FEES AND DISTRIBUTION. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

STATUTORY REFERENCE: 76.48.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

**00125000. RAILROAD-ANNUAL REPORT OF TAXES WITHHELD FROM CAR LINE COMPA CR+5 DEST N**  
 THIS REPORT IS A STATEMENT OF GROSS EARNINGS AND TAXES WITHHELD AND DEPICT A TRUE AND ACCURATE STATEMENT OF ALL PAYMENTS MADE TO CAR LINE COMPANIES AND OTHERS FOR THE USE OF THEIR EQUIPMENT IN WISCONSIN FOR THE YEAR INDICATED AND IS REQUIRED BY THE WISCONSIN DEPARTMENT OF REVENUE UNDER SECTION 76.39. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

EVENT = CR + 5 YEARS AND DESTROY

**00126000. RAILROAD-ANNUAL REPORT, ICC REPORT & CORRESPONDENCE TO THE V CR+5 DEST Y**  
 CORRESPONDENCE, INTERSTATE COMMERCE COMMISSION (ICC) AND ANNUAL REPORT (RA-001) OR ITS EQUIVALENT REQUIRED BY WISCONSIN DEPARTMENT OF REVENUE, PURSUANT TO SECTION 76.04 CORRECTLY REFLECTING THE ACCOUNTS AND RECORDS OF THE RAILROAD, AND ARE COMPLETE AND ACCURATE STATEMENTS OF THE OPERATING REVENUES AND EXPENSES, INCOME ITEMS, ASSETS, LIABILITIES, CAPITAL, SURPLUS, AND OPERATING STATISTICS FOR THE PERIODS REPORTED IN THE SEVERAL SCHEDULES; AND THE VARIOUS ITEMS REPORTED HAVE BEEN DETERMINED IN ACCORDANCE WITH THE UNIFORM SYSTEM OF ACCOUNTS PRESCRIBED BY THE ICC. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

Dept #: /2200/ Department Name: UTILITY & SPECIAL TAXES

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EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL

**00128000.** **RAILROAD TERMINAL VALUATION** **CR+5** **SHSW** **Y**  
RAILROAD TERMINAL VALUATION RECORDS INCLUDING MEMOS AND APPRAISAL INVENTORY CONCERNING VALUATION AND APPRAISAL OF TERMINAL PROPERTIES, SHOWING UNIT QUANTITY, UNIT PRICE, LESS DEPRECIATION; RAILROAD TERMINAL VALUATIONS CONTAINING LOCATIONS, VALUATION TAXES, ALSO TERMINAL VALUATIONS AS REPORTED AS ADJUSTED BY THE WISCONSIN DEPARTMENT OF REVENUE PURSUANT TO SECTION 76.16; AND RELATED CORRESPONDENCE AND MATERIAL. THESE FILES GENERALLY WILL BE RETAINED IN THE OFFICE LOCATION.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

**00261000.** **REAL ESTATE TRANSFER FEE TRANSMITTAL** **FIS+4** **DEST** **N**  
This Record Series Contains Real Estate Transfer Fee Transmittal Reports (Form P-520) Or Its Equivalent, Filed Under Section 77.22 By The Register Of Deeds In Each County, And Shows Monthly Totals For Number Of Transfers, Fee Collections And Fee Remittances.

**00289000.** **REAL ESTATE TRANSFER AUDIT WORK PAPERS** **EVT+10** **DEST** **Y**  
THIS RECORD SERIES IS COMPRISED OF WORK PAPERS PREPARED BY A FIELD AUDITOR IN THE COURSE OF A WISCONSIN REAL ESTATE TRANSFER AUDIT OF THE CONVEYANCE OF PROPERTY INCLUDING, BUT NOT EXCLUSIVE TO; PARTNERSHIPS, CORPORATIONS/SHAREHOLDERS/SUBSIDIES, FINANCIAL INSTITUTIONS, PERSONAL OR FAMILY, AND CONTAINS COMPLETE AND DETAILED, CONFIDENTIAL INFORMATION DESCRIBING THE AUDIT; WHAT ACTION THE AUDITOR TOOK AND WHAT WAS DISCOVERED INCLUDING BACKGROUND INFORMATION IN SUPPORT OF THE FIELD AUDIT REPORT ITSELF.

STATUTE REFERENCES ARE 77.23 FOR CONFIDENTIALITY AND 77.26 FOR AUDIT AUTHORITY.

EVENT = AUDIT COMPLETE + 10 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /2310/ Department Name: EQUALIZATION-CENTRAL/TIF

RDA # RDA Title Retention Disposition PII

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**00130000.** **ASSESSOR REGISTRATION** **EVT+5** **DEST** **N**  
THIS RECORD SERIES COVERS THE ORIGINAL COPY OF THE ASSESSOR REGISTRATION FORMS COMPLETED BY LOCAL ASSESSORS ATTENDING THE ANNUAL SCHOOLS HELD BY THE DEPARTMENT OF REVENUE. THE DATA FROM THE REGISTRATIONS IS USED FOR OCCASIONAL STUDIES IN ADDITION TO ENTERING THE ASSESSOR'S NAME, ADDRESS AND TELEPHONE NUMBER IN THE DEPARTMENT'S RECORDS.

FORM(S) IN THIS FILE MAY INCLUDE PM-710 ASSESSOR REGISTRATION OR ITS EQUIVALENT.

THESE FILES ARE KEPT IN THE DISTRICT OFFICES.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY

**00181000.** **WISCONSIN REAL ESTATE TRANSFER RETURN** **CR+5** **DEST** **Y**  
THIS RECORD SERIES COMPRISED OF THE "SUPERVISOR OF EQUALIZATION" COPY OF FORM PE-500 THE WISCONSIN REAL ESTATE TRANSFER FEE RETURN OR ITS EQUIVALENT. THIS FILE IS USED AS AN AID TO DETERMINE GENERAL LEVELS OF ASSESSMENT OF PROPERTY. IT INCLUDES THE SALE PRICE, ASSESSMENT (LAND, IMPROVEMENT AND TOTAL), LEGAL DESCRIPTION AND RELATED INFORMATION.

EVENT = CREATION + 5 YEARS AND DESTROY CONFIDENTIAL

**00182000.** **REAL ESTATE WORKSHEET SUMMARY** **CR+3** **DEST** **N**  
THIS RECORD SERIES, THE REAL ESTATE WORKSHEET, IS THE SOURCE DOCUMENT FOR CHANGES TO THE REAL ESTATE PROPERTY TAX BASE AND SHOWS THE CODED REASONS FOR CHANGE BY THE SIX CLASSES OF REALTY. THE MAJOR CATEGORIES OF INCREASE OR DECREASES TO THE BASE ARE: SS. 70.57 ADJUSTMENTS; ECONOMIC; ANNEXATION; PROPERTY ADDED OR REMOVED; INCREASED OR DECREASED UTILITY; SHIFT IN CLASS; AND CHANGES RESULTING FROM FIELD REVIEW.

EVENT = CR + 3 YEARS AND DESTROY



RDA #	RDA Title	Retention	Disposition	PII
<u>00183000.</u>	<u>ASSESSOR'S FINAL REPORT</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
	<p>THIS RECORD SERIES AIDS THE DEPARTMENT IN DETERMINING THE VALUATION OF THE TAXING DISTRICTS AND IS COMPROMISED OR REPORTS SUBMITTED TO THE FIVE SEVEN PROPERTY ASSESSMENT OFFICES, SPECIFICALLY THE SUPERVISOR OF EQUALIZATION, BY THE LOCAL ASSESSORS. THE REPORT IS DUE BY THE FIRST MONDAY OF MAY AND CONSISTS OF 1) PA-100 OR ITS EQUIVALENT WHICH INDICATES THE TOTAL ACRES OF THE MUNICIPALITY; TOTAL NUMBER OF ACRES ASSESSED; PERCENT OF INCREASE IN EACH CLASS OF PROPERTY I.E. RESIDENTIAL, MERCANTILE, AGRICULTURAL, SWAMP AND WASTE AND FOREST LANDS; LAST YEAR'S ASSESSMENT ROLL TOTALS 2) PA101 AND PA110 OR THEIR EQUIVALENTS WHICH ARE UTILIZED TO REPORT CHANGES DISCOVERED WHILE PERFORMING ANNUAL ASSESSMENT; TO LIST NEW CONSTRUCTION BY CLASS AND LOCATION, AND TO ITEMIZE OTHER ASSESSMENT CHANGES AND 3) PA-102 OR ITS EQUIVALENTS THE PERSONAL PROPERTY WORKSHEET SUMMARY WHICH INCLUDES OWNER'S NAME, DATA FOR EACH OF THE FIVE CLASSES OR PERSONALTY.</p> <p>THE STATUTORY REFERENCES ARE 73.03(5) WHICH PRESCRIBES THE REPORT AND 70.09 UNDER WHICH THEY ARE DESIGNED AND PRESCRIBED.</p> <p>EVENT = CR + 5 YEARS AND DESTROY</p>			
<u>00184000.</u>	<u>ANNEXATION AND TERRITORY</u>	<u>CR+3</u>	<u>SHSW</u>	<u>N</u>
	<p>THIS RECORD SERIES IS COMPROMISED OF ONE OF THE FIVE (5) COPIES OF THE DATA RECEIVED BY THE OFFICE OF THE SECRETARY OF STATE UNDER SECTION 66, SUBCHAPTER II, OF THE WISCONSIN STATUTES. THE FILE CONCERNS LANDS ANNEXED BY CITIES AND VILLAGES AND INCLUDES THE CERTIFICATION OF ANNEXATION SHOWING THE LEGAL DESCRIPTION OF THE TERRITORY ANNEXED, NAME OF THE TOWN FROM WHICH DETACHED AND PLAT MAP SHOWING THE BOUNDARIES OF THE TERRITORY ANNEXED.</p> <p>THE ORIGINAL COPY OF THE ORDINANCE AND PLATTED BOUNDARIES IS RETAINED BY THE SECRETARY OF STATE; 2 COPIES ARE SENT TO THE HIGHWAY COMMISSION AND 1 COPY TO THE DEPARTMENT OF PUBLIC INSTRUCTION, 1 COPY TO THE DEPARTMENT OF REVENUE.</p> <p>EVENT = CR + 3 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY</p>			
<u>00185000.</u>	<u>FOREST CROP LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	<p>THIS RECORD SERIES IS COMPRISED OF THE DEPARTMENT OF REVENUE'S INFORMATIONAL COPIES OF THE PETITION AND ORDERS WHICH RESULT FROM THE PREVIOUS OF CHAPTER 77, SUBCHAPTER 1 OF THE WISCONSIN STATUTES. IT ALSO INCLUDES ANY COMPUTERIZED REPORTS RECEIVED FROM THE DEPARTMENT OF NATURAL RESOURCES. ORDERS MADE UNDER SECTION 77.02(3) CONSTITUTE A CONTRACT BETWEEN THE STATE AND THE OWNER FOR PERIODS OF 25 OR 50 YEARS. THE DEPARTMENT OF REVENUE DISCARDS PRINTOUTS AS NEW CUMULATIVE REPORTS ARE RECEIVED.</p> <p>EVENT = SUPERSEDED + 3 YEARS AND DESTROY</p>			
<u>00186000.</u>	<u>WOODLAND TAX LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	<p>THIS RECORD SERIES IS COMPRISED OF THE DEPARTMENT OF REVENUE'S SUPERVISOR OF EQUALIZATION INFORMATIONAL COPY OF THE ORDERS ISSUED BY THE DEPARTMENT OF NATURAL RESOURCES UNDER SECTION 77.16 OF THE WISCONSIN STATUTES AND INCLUDES COMPUTERIZED REPORTS. SUCH ORDERS CONSTITUTE A CONTRACT RUNNING WITH THE INVOLVED LAND FOR A PERIOD OF 15 YEARS. ANY DECLASSIFICATION ORDERS, RENEWALS, WITHDRAWALS OR WORK SHEETS RELEVANT TO THE TRACT OF LAND ARE INCLUDED IN THIS SERIES. THE DEPARTMETN OF REVENUE DISCARDS PRINTOUTS AS NEW CUMULATIVE REPORTS ARE RECEIVED.</p> <p>EVENT = SUPERSEDED + 3 YEARS AND DESTROY</p>			
<u>00187000.</u>	<u>MANAGED FOREST LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	<p>THIS RECORD SERIES IS COMPRISED OF THE DEPARTMENT OF REVENUE'S SUPERVISOR OF EQUALIZATION INFORMATIONAL COPY OF THE ORDERS ISSUED BY THE DEPARTMENT OF NATURAL RESOURCES UNDER SECTION 77.82 OF THE WISCONSIN STATUTES. SUCH ORDERS CONSTITUTE A CONTRACT RUNNING WITH THE INVOLVED LAND FOR A PERIOD OF 25 TO 50 YEARS. THE DEPARTMENT OF REVENUE DISCARDS PRINTOUTS AS NEW CUMULATIVE REPORTS ARE RECEIVED.</p> <p>EVENT = SUPERSEDED + 3 YEARS AND DESTROY</p>			
<u>00188000.</u>	<u>SALES ANALYSIS SYSTEM MASTER FILE</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
	<p>THE SALES ANALYSIS SYSTEM (SAS) MASTER FILE CONTAINS DATA ON APPROXIMATELY 200,000 REAL ESTATE TRANSACTIONS PER YEAR. THE DATA IS USED TO CALCULATE THE RATIO OF ASSESSED TO MARKET VALUE OF REAL PROPERTY. THE FILE CONTAINS DATA ON THE LOCATION OF THE PROPERTY, SIZE, INTENDED USE, THE ASSESSED AND SALES VALUE OF LAND AND IMPROVEMENTS AND THE TYPE OF CONVEYANCE.</p> <p>THE SOURCE DOCUMENT IS THE ELECTRONIC WISCONSIN REAL ESTATE TRANSFER RETURN (PE-500) OR ITS EQUIVALENT.</p>			

RDA #	RDA Title	Retention	Disposition	PII
	EVENT = MICROFILMED + 4 YEARS AND DESTROY			
<u>00251000.</u>	<u>SECTION 70.75 REASSESSMENTS</u>	<u>CR+8</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONTAINS ALL MATERIAL RELEVANT TO REASSESSMENTS AND SUPERVISED ASSESSMENTS MADE UNDER SECTION 70.75 OF THE WISCONSIN STATUTES. INCLUDED ARE PETITIONS AND APPLICATIONS; CORRESPONDENCE; PROPOSALS FOR REASSESSMENT CONTRACTS; CONTRACTS AND ALL SUPPORTING DOCUMENTATION.			
	EVENT = CR + 8 YEARS AND DESTROY			
<u>00265000.</u>	<u>SECTION 70.055 EXPERT ASSESSMENT HELP</u>	<u>EVT+8</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONTAINS ALL MATERIALS RELEVANT TO EXPERT ASSESSMENT HELP UNDER SECTION 70.055 OF THE WISCONSIN STATUTES. IF THE DEPARTMENT OF REVENUE ORDERS A REVALUATION WITH EXPERT HELP, THIS RECORD SERIES WILL INCLUDE ALL CORRESPONDENCE; COPIES OF THE CONTRACTS; CONTRACT APPROVALS AND MISCELLANEOUS FORMS.			
	IF THE GOVERNING BODY OF ANY TOWN, VILLAGE OR CITY NOT SUBJECT TO ASSESSMENT BY A COUNTY ASSESSOR OR UNDER S. 70.99 DETERMINES THAT IT IS IN THE PUBLIC INTEREST TO EMPLOY EXPERT HELP TO AID IN MAKING AN ASSESSMENT IN ORDER THAT THE ASSESSMENT MAY BE EQUITABLY MADE IN COMPLIANCE WITH LAW, THE GOVERNING BODY MAY EMPLOY SUCH NECESSARY HELP FROM PERSONS CURRENTLY CERTIFIED BY THE DEPARTMENT OF REVENUE AS EXPERT APPRAISERS.			
	EVENT = COMPLETION OF THE ASSESSMENT + 8 YEARS AND DESTROY.			
<u>00287000.</u>	<u>TAX INCREMENTAL FINANCE (TIF) - TERMINATED/DISSOLVED FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONTAINS TERMINATED/DISSOLVED SOURCE DOCUMENTS ARCHIVED BY THE DEPARTMENT OF REVENUE TO INSURE STATUTORY COMPLIANCE BY MUNICIPALITIES ADOPTING TAX INCREMENTAL FINANCING FOR REDEVELOPMENT AND REINDUSTRIALIZATION. THIS INFORMATION ASSISTS THE DEPARTMENT OF REVENUE IN THE VALUE CERTIFICATION PROCESS AND MONITORING MUNICIPALITIES INVOLVED. THIS RECORD SERIES CONSISTS OF VALUE INFORMATION, PROJECT PLANS, MISCELLANEOUS FORMS, AND CORRESPONDENCE.			
	EVENT = CLOSED/TERMINATED/DEATH + 7 YEARS AND DESTROY			
<u>00291000.</u>	<u>SECTION 70.85 MATERIALS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
	THIS RECORD SERIES CONTAINS ALL MATERIAL RELEVANT TO THE REVALUATION OF SPECIFIC PIECES OR PROPERTY AS A RESULT OF APPEALS UNDER SECTION 70.85 OF THE WISCONSIN STATUTES. INCLUDED ARE HARD THE ORIGINAL COPIES OF CORRESPONDENCE, FINDINGS OF THE INVESTIGATION, ORIGINAL COPY OF THE FINAL ORDER OF DISPOSITION, OTHER MISCELLANEOUS FORMS AND POSSIBLY THE ORIGINAL COPY OF THE HEARING. GENERALLY, THESE RECORDS ARE STORED IN-HOUSE FOR TWO YEARS AFTER COMPLETION AND THEN RETIRED TO THE RECORDS CENTER.			
	THIS RECORD SERIES WAS COMBINED WITH 00291A, 00291B AND 00291C.			
	EVENT = COMPLETION OF APPEAL + 7 YEARS AND DESTROY CONFIDENTIAL.			
<u>00292000.</u>	<u>FIELD REVIEW APPRAISAL FILES</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES INCLUDES APPRAISALS ON RESIDENTIAL, COMMERCIAL, AGRICULTURAL AND RESIDUAL LANDS. IT ALSO INCLUDES FIELD BOOKS, PLAT MAPS, SAMPLE APPRAISAL SUMMATIONS, COPIES OF PARTS OF THE ASSESSMENT ROLLS; ACQUISITION PROGRAM ORDERS FOR LAND CLASSIFIED AS MANAGED FOREST LAND, WOODLAND TAX LAND, PRIVATE FOREST CROP AND OUTDOOR RECREATIONAL; OTHER WORK PAPERS USED TO AID THE WISCONSIN DEPARTMENT OF REVENUE IN DETERMINING EQUALIZED VALUES PURSUANT TO SECTION 70.57 OF THE WISCONSIN STATUTES.			
	PURGE THE INDIVIDUAL MUNICIPAL FILE AT THE TIME A NEW FIELD REVIEW BEGINS.			
	EVENT + 5 YEARS AND DESTROY.			
<u>00293000.</u>	<u>STATISTICAL REPORT OF PROPERTY VALUATIONS</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>N</u>
	PER SEC. 73.06(5), WIS. STATS., THIS RECORD SERIES CONSISTS OF THE DEPARTMENT OF REVENUE, BUREAU OF PROPERTY TAX, THROUGH ITS SUPERVISORS OF EQUALIZATION TO MAKE A REPORT TO THE COUNTY BOARD OF EACH COUNTY SHOWING IN DETAIL THE WORK OF LOCAL ASSESSORS, REGARDING THE ASSESSED VALUED AND FULL VALUES OF PROPERTY IN EACH TAXATION DISTRICT. THIS INFORMATION SHALL BE FILED WITH THE COUNTY CLERK OF EACH COUNTY.			
	EVENT = CLOSED/TERMINATED/DEATH + 3 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY			

RDA #	RDA Title	Retention	Disposition	PII
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**00293A00. STATISTICAL REPORT OF PROPERTY VALUATIONS - MICROFICHE****P****PERM**

This Record Series Consists Of Department Of Revenue, Bureau Of Property Tax, Microfiche Copies Of A Special Project Began In 1982 And Discontinued Shortly Thereafter. The Series Consists Of Microfiche Of Statistical Reports Of Property Valuations Printed By County Boards Under Section 73.06 Of The Wisconsin Statutes.

The Following Statistical Reports Are Included In This Records Series:

Adams County - Grant County 1909 - 1981

Beginning In 1988, Revised Statutory Language Eliminated The Requirement For Counties To Print The Statistical Books.

Retain Permanently.

**00294000. SALES ANALYSIS REPORTS****CR+2****DEST****N**

ANNUALLY, ALL REAL ESTATE TRANSFER RETURNS ARE ENTERED INTO THE SALES ANALYSIS SYTEM, WHICH PRODUCE REPORTS THAT ARE USED AS INDICATORS OF ASSESSMENT PERFORMANCE AND MEASURING MARKET CHANGES USED IN THE DEVELOPMENT OF THE STATES EQUALIZED VALUE.

THIS RECORD SERIES CONTAINS THE MICROFICHE OF THE FOLLOWING FOUR REPORTS: SALES RATIO & DISPERSION ANALYSIS, ASSESSMENT/SALES RATIO ANALYSIS, SALES SAMPLE SIZE ANALYSSI, AND DETAILED SALES LISTING OR THEIR EQUIVALENTS.

BEGINNING WITH 2010 SALES, THESE SALES ARE NOW ELECTRONICALLY CONTAINED IN .PDF AT THE DEPARTMENT OF REVENUE.

THIS RECORDS SERIES CONTAINS THE FOLLOWING REPORTS: USEABLE SALES FOR RATIO PROJECTION, RATION REJECT/ARMS LENGTH USEABLE, ARMS LENGTH REJECT, ASSESSMENT/SALES RATION ANALYSIS, SALES RATIO ANALYSIS EXTRACT.

BOTH OF THESE RECORD SERIES, MICROFICHE AND .PDF, WILL BE KEPT AT THE DEPARTMENT OF REVENUE.

CR+2 YEARS AND DESTROY.

**00295000. FIELDLED SALES ANALYSIS REPORTS****CR+3****DEST****N**

THE FIELDLED SALES ANALYSIS PROCESS IS TO ANNUALLY DETERMINE THE AVERAGE MARKET VALUE PER ACRE OF VARIOUS TYPES OF LAND WITHIN A TAXATION DISTRICT. THE AVERAGE MARKET VALUE PER ACRE IS REFERRED TO AS THE MARKET UNTIL VALUE. LARGE ACRES SALES THAT OCCURRED IN THE TAXATION DISTRICT AND IN SIMILAR TAXATION DISTRICTS ARE ANALYZED AND USED AS A BASIS FOR DETERMINING THE MARKET VALUES. THE FIELDLED SALES ANALYSIS REPORT IS USED IN DETERMINING EQUALIZED VALUES STATEWIDE AS PROVIDED IN SECTION 70.57 OF THE WISCONSIN STATUTES.

THIS RECORD SERIES INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING REPORTS:

- \* SALES MIX REPORT: LAST PUBLISHED 2008 SALES
- \* DETAILED SALES LIST: AN UP-TO-DATE AND ACCURATE LIST OF ALL TEH DATA RECORDS ON FILE
- \* COMPOSITE AGRICULTURAL VALUE PER ACRE REPORT
- \* CONDENSED SALES SUMMARY REPORT
- \* FIELDLED SALES SUMMARY REPORT: SHOWS LARGE (38+) ACRE SALES PER ACRE VALUE FOR VARIOUS LADN CLASSIFICATIONS (AGRICULTURE, FOREST, SWAMP, RES..)

CR + 3 YEARS AND DESTROY.

**00295A00. FIELDLED SALES ANALYSIS SYSTEMS REPORTS, MICROFICHE****P****PERM****N**

THIS RECORD SERIES INCLUDES BUT IS NOT LIMITED TO THE MICROFICHE OF THE FOLLOWING REPORTS.

"SALES MIX REPORT" - SHOWS PERCENTAGE OF VARIOUS PARCEL INFORMATION TO THE TOAL NUMBER OF SALES FOR THE MUNICIPALITY OR TOTAL LEVEL.

"DETAILED SALES LIST" - AN UP-TO-DATE AND ACCURATE LIST OF ALL THE DATA RECORDS ON FILE.

"COMPOSITE AGRICULTURAL VALUE PER ACRE REPORT" - CALCULATIONS BY STRATA FOR VARIOUS REAL ESTATE CLASS WITHIN EACH MUNICIPALITY.

"CONDENSED SALES SUMMARY REPORT"

EVENT = PERMANENT

RDA # RDA Title Retention Disposition PII

00295B00. FIELDLED SALES ANALYSIS DOCUMENTS CR+3 DEST Y

THE FIELDLED SALES ANALYSIS PROCESS IS TO ANNUALLY DETERMINE THE AVERAGE MARKET VALUE PER ACRE OF VARIOUS TYPES OF LAND WITHIN A TAXATION DISTRICT. LARGE ACRE SALES THAT OCCURRED IN THE TAXATION DISTRICT AND IN SIMILAR TAXATION DISTRICTS ARE ANALYZED AND USED AS A BASIS FOR DETERMINING THE MARKET VALUES. THIS INFORMATION IS USED IN DETERMINING EQUALIZED VALUES STATEWIDE AS PROVIDED IN SECTION 70.57 OF THE WISCONSIN STATUTES.

THIS RECORD SERIES INCLUDES ALL THE DOCUMENTATION USED TO VERIFY THE SALES OF LARGE (38+) ACRES IN VARIOUS LAND CLASSIFICATIONS (RES., SWAMP, AG, FOREST...). SOME EXAMPLES OF DOCUMENTATION MAY BE BUT NOT LIMITED TO, REAL ESTATE TRANSFER RETURNS, PLAT MAPS AND FORM PE50E.

CR+3 YEARS AND DESTROY CONFIDENTIAL.

00295C00. FIELDLED SALES ANALYSIS REJECTION LISTING CR+1 DEST N

THE FIELDLED SALES ANALYSIS PROCESS IS TO ANNUALLY DETERMINE THE AVERAGE MARKET VALUE PER ACRE OF VARIOUS TYPES OF LAND WITHIN A TAXATION DISTRICT. LARGE ACRE SALES THAT OCCURRED IN THE TAXATION DISTRICT AND IN SIMILAR TAXATION DISTRICTS ARE ANALYZED AND USED AS A BASIS FOR DETERMINING THE MARKET VALUES.

THIS RECORD SERIES CONTAINS THE MULTIPLE DATA REQUIREMENTS OF THE SALES ANALYSIS PROGRAM WHICH REQUIRES EDIT ROUTINES TO RESTRICT ERRONEOUS DATA WHICH IS ENTERED INTO THE MASTER FILE. A BYPRODUCT OF THIS EDIT ROUTINE IS A REJECTION LISTING WHICH DISPLAYS SALES TRANSACTIONS UNABLE TO PASS THE CRITERIA OF A USABLE SALE. THIS LISTING IS GENERATED OUT OF IPAS AND IS CONTAINED AT THE DEPARTMENT OF REVENUE.

CR + 1 YEAR AND DESTROY.

00296000. EQUALIZED VALUES REPORTS CR+3 DEST N

UNDER CHAPTERS 70 AND 73 OF THE WISCONSIN STATUTES, THE DEPARTMENT OF REVENUE IS REQUIRED TO ESTABLISH THE EQUALIZED VALUE OF PROPERTY IN THE STATE. THE FULL VALUE OF SIX CLASSES OF REAL ESTATE AND FOUR CLASSES OF PERSONAL PROPERTY MUST BE ESTABLISHED FOR EACH COUNTY, CITY, VILLAGE AND TOWN.

THERE ARE EIGHT AREAS OF CHANGE (INCREASE/DECREASE TO THE BASE) OF THE STATE'S FULL VALUE. THEY ARE: 1. SECTION 70.57 ADJUSTMENTS, 2. ECONOMICS, 3. ANNEXATIONS, 4. PROPERTY ADDED OR REMOVED, 5. INCREASED OR DIMISHED UTILITY, 6. SHIFT IN CLASS, 7. MASS APPRAISAL, 8. SECTION 70.99 ADJUSTMENTS.

THIS RECORD SERIES CONSISTS OF THE REPORTS GENERATED FROM THESE CHANGES. EXAMPLES OF THE REPORTS GENERATED OUT OF IPAS BUT ARE NOT RESTRICTED ARE: COUNTY EQUALIZATION, EQUALIZED VALUE BY CITIES, TOWNS OR VILLAGES, EQUALIZED VALUE BY COUNTIES RE AND PP, STATE SUMMARY REPORT TOTALS, CHANGES IN EQUALIZED VALUE BY TYPE AND REASON, CHANGES IN EQUALIZED VALUE TWO YEAR COMPARISON, COUNTY EQUALIZED VALUE BY CLASS, AND CATEGORY, STATEMENT OF MERGED BASE VALUES, STATEMENT OF MERGED EQUALIZED VALUES.

CR + 3 YEARS AND DESTROY.

00296B00. STRATIFICATION SYSTEM MASTER FILE, MACHINE READABLE EVT+5 DEST N

THE STRATIFICATION SYSTEM MASTER FILE CONTAINS VALUES WHEREBY UNDER CHAPTER 70 OF THE WISCONSIN STATUTES, THE WISCONSIN DEPARTMENT OF REVENUE IS REQUIRED TO ESTABLISH THE EQUALIZED VALUATION OF THE PROPERTY IN THE STATE. THE EQUALIZED VALUE OF SIX REAL ESTATE CLASSES AND FOUR ITEMS OF PERSONAL PROPERTY IS ESTABLISHED FOR EACH COUNTY, CITY, VILLAGE AND TOWN. THERE ARE EIGHT BASIC REASONS FOR CHANGES (INCREASE OR DECREASE TO THE EQUALIZED VALUE BASE) IN THE DEVELOPMENT OF THESE VALUES. THEY ARE: 1) SECTION 70.57 ADJUSTMENTS, 2) ECONOMIC, 3) ANNEXATION, 4) PROPERTY ADDED OR REMOVED, 5) INCREASED OR DIMINISHED UTILITY, 6) SHIFT IN CLASS, 7) MASS APPRAISAL, AND 8) SEC. 70.99 ADJUSTMENTS. THE MASTER FILE IS A TAPE OF VALUE FROM THE DATA BASE WHICH CAN BE ARRANGED TO PROVIDE THREE DIFFERENT FILE VERSIONS: 1) BASE VALUES, 2) STATE VALUES, AND 3) EQUALIZED VALUES.

EVENT = MICROFILMED + 5 YEARS AND DESTROY

00401000. EQUALIZED VALUE REAL ESTATE WORKSHEET CR+3 DEST N

THIS WORKSHEET IS THE SOURCE DOCUMENT FOR CHANGES TO THE REAL ESTATE PROPERTY TAX BASE AND SHOWS THE CODED REASONS FOR CHANGE BY THE SEVEN CLASSES OF REALTY. THE MAJOR CATEGORIES OF INCREASES OR DECREASES TO THE BASE ARE: SS. 70.57 ADJUSTMENTS; ECONOMIC; ANNEXATION; PROPERTY ADDED OR REMOVED; INCREASED OR DECREASED UTILITY; SHIFT IN CLASS; AND CHANGES RESULTING FROM FIELD REVIEW.

EVENT = CR + 3 YEARS AND DESTROY

00473000. TAX INCREMENTAL DISTRICTS ANNUAL REPORT CR+7 DEST N

Dept #: /2310/ Department Name: EQUALIZATION-CENTRAL/TIF

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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New report created. This record series contains annual reports submitted to the Department of Revenue (DOR) and posted on the external website based on Wis. Stat. § 60.85(6)(1), 66.1105(6m)(d), 66.1106(10m). The reports contain information on revenue and expenditures for each Tax Incremental District in the state for the specific year. Paper copies of these reports are not accepted.

EVENT = Creation

Dept #: /2410/ Department Name: MANUFACTURING ASSESSMENT

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00276000.</u>	<u>STATE ASSESSMENT OF MANUFACTURING (SAM) OUTPUT REPORTS, HARI</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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This Record Series Consists Of The Hard Copy Output Produced From The SAM Master File. This Output Includes, But Is Not Limited To, School Change Reports, Reason Code Reports, Alpha Logs, Full Value Rolls, Equated Rolls, Etc. Microfiche Copies Of This Output And The Sam Master File Are Covered Under Separate Record Series Authorizations.

Retain until administrative use has passed and destroy.

<u>00276B00.</u>	<u>STATE ASSESSMENT OF MANUFACTURING (SAM) FILE MAINTENANCE</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
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This record series consists of file maintenance changes to the SAM master file. Maintenance includes changes to name, address, legal description, school codes, etc.

Revised #3, #13, and sunset.

<u>00277000.</u>	<u>MANUFACTURING SELF REPORTING FORMS - REAL ESTATE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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This record series contains the three Manufacturing Self-Report forms. Form M-R is used to report real property. Form M-L is used to report leased personal property.

Section 70.995 of the statues requires the filing of the appropriate form(s) annually by owners of manufacturing property.

This file includes the above forms and their equivalents.

Revised #3, #8, #12, and #16. Removing form M-P from this RDA and creating 277A.

<u>00277A00.</u>	<u>MANUFACTURING SELF REPORTING FORMS - LEASED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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This record series contains the Manufacturing Self-Report Form. Form PA-750P is used to report personal property and is known as a M-P form.

Section 70.995 of the statues requires the filing of the appropriate form(s) annually by the owners of manufacturing property.

This file includes the above form and its equivalent.

<u>00278000.</u>	<u>MARSHALL &amp; SWIFT REPORTS</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
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This record series contains inventory content sheets and valuation reports. Marshall & Swift is a system used to list the characteristics of real property and estimate the real property's cost/value. Most current data is retained in parcel file. Previous data is destroyed.

Revised #3, #7, and #13

<u>00279000.</u>	<u>VALUATION CHANGE RECORD</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
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This record series contains the real estate valuation change record (Form PA-531) or its equivalent. The real estate change form is used to record changes to manufacturing real estate value from the previous year to the current year.

A copy of this form is provided to the Equalization District Offices for property going to or from manufacturing classification.

This record series was formerly covered by 062/83/001

Revised #3 and sunset deadline.

Dept #: /2410/ Department Name: MANUFACTURING ASSESSMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00281000.</u>	<u>STATE BOARD OF ASSESSORS APPEAL FILES</u>	<u>EVT+8</u>	<u>DEST</u>	<u>N</u>
<p>This record series contains the original objection form, correspondence, and originals of Board of Assessor actions. The state Board of Assessors (BOA) investigates any appeal filed under s. 70.995(8)(c) or (d). The BOA, having made its investigation, notifies the objector of its determination. The BOA determination contains the property owner's name, property computer number, the appeal number, the original assessment, the revised assessment, and signature of BOA Chairperson.</p> <p>Duplicate files of appeals are kept in the Property Tax District Office and may be destroyed after appeal is closed.</p> <p>Revision to #3 and sunset deadline.</p>				
<u>00282000.</u>	<u>MUNICIPAL, COUNTY, ADM. AREA MANUFACTURING FULL VALUE</u>	<u>CR+5</u>	<u>DEST</u>	
<p>This record series consists of municipal, county, and administrative area full value assessment totals. For PA-742 or its equivalent is completed by the Manufacturing Assessment District Offices for each municipality with manufacturing assessments. This form is sent to the Manufacturing Central Office for verification of the computer-calculated totals.</p> <p>Duplicate files located in district offices may be destroyed after 2 years.</p> <p>Revised #3 and sunset deadline.</p>				
<u>00283000.</u>	<u>MANUFACTURING REAL AND PERSONAL PROPERTY NOTICE OF</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
<p>This record series covers manufacturing assessment and penalty notices that the Department of Revenue is required to send according to s. 70.995. Penalty notices for late or non-filing of manufacturing property report forms were first issued in 1981. Both the assessment notices and the penalty notices are 3-part forms, one copy to the municipal clerk, one copy to the property owner, and one copy is retained in the Manufacturing Assessment District Office. Separate forms exist for real and personal property assessments and for real and personal property penalties.</p> <p>In appeal cases, the notices are retained until the case is finally adjudicated.</p> <p>Revised #3 and sunset deadline.</p>				
<u>00407000.</u>	<u>STATE ASSESSMENT OF TELCO (TELCO) OUTPUT, HARD COPY</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of the hard copy of output produced from the State Assessment of Telco (Telco) system. This output includes, but is not limited to alpha/numeric logs, full value rolls, property lists, total taxes report, penalty reports, etc.</p>				
<u>00408000.</u>	<u>TELCO VALUATION CHANGE RECORD</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<p>This record series contains the real estate valuation change record (Form PA-531T) or its equivalent. The real estate change form is used to record changes to Telco real estate value from the previous year to the current year.</p>				
<u>00409000.</u>	<u>TELCO SELF REPORTING FORMS (T-FORMS, PA-751)</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<p>This record series contains the Telco Self-Report Forms. Form PA-751 is used to report all property and is known as the T-form.</p> <p>This file includes the above forms and their equivalents.</p>				
<u>00411000.</u>	<u>STATE ASSESSMENT OF TELCO (TELCO) FILE MAINTENANCE</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of the hard copy forms used as source documents to key from to enter the maintenance to the Telco System. Maintenance includes changes to name, address, legal description, school codes, locations etc.</p>				
<u>00412000.</u>	<u>STATE ASSESSMENT OF MANUFACTURING SALES BOOKS</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of the hard copy output produced from the SAR system. These sales are produced annually in November. The new fielded sales are compiled annually into a large book for use by Bureau Staff in completing the sales analysis reconciliation's.</p>				

Dept #: /2600/ Department Name: ASSESSMENT PRACTICES

RDA #	RDA Title	Retention	Disposition	PII
<u>00130A00.</u>	<u>ASSESSOR REGISTRATION ANNUAL CONFERENCE</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
<p>THIS SERIES CONSISTS OF MICROFILM COPIES OF THE ASSESSOR REGISTRATION FORMS. PM-710, COMPLETED BY</p>				

RDA # RDA Title Retention Disposition PII

LOCAL ASSESSORS ATTENDING THE ANNUAL ASSESSOR'S SCHOOLS HELD BY THE DEPARTMENT OF REVENUE.  
ASSESSOR REGISTRATION OR ITS EQUIVALENT.

00269000. ASSESSOR CERTIFICATION STATEWIDE & ALPHA LISTS CR DEST

This Record Series Contains The Assessor Certification State Wide And County Cumulative Alpha List Of Passing Applicants Only In Computer Printout Format.  
The File Maintenance For This Program May Be Destroyed Upon Receipt Of The Updated Lists.

00269A00. ASSESSOR CERTIFICATION STATEWIDE & COUNTY ALPHA LISTS - MICROFILM CR+5 DEST

THIS RECORD SERIES CONTAINS THE ASSESSOR CERTIFICATION STATE WIDE AND COUNTY CUMULATIVE ALPHA LIST OF PASSING APPLICANTS ON MICROFICHE. A NEW FICHE IS PRODUCED EACH TIME THERE IS A NEW EXAM CYCLE.

00270000. ASSESSOR CERTIFICATION EXAMINATIONS CR+10 DEST

THESE EXAMINATIONS ARE USED BY THE DEPARTMENT TO CERTIFY INDIVIDUALS FOR ASSESSMENT WORK PURSUANT TO SECTION 73.09 OF THE WISCONSIN STATUTES. THE EXAMS VARY BY LEVEL OF CERTIFICATION AND INCLUDE MATH, LAW, APPRAISAL AND ADMINISTRATION.

00271000. ASSESSOR CERTIFICATION EXAM ANALYSIS CR+0/6 DEST

THIS RECORD CONSISTS OF A COMPUTER PRINTOUT WHICH PROVIDES AN EXAM ANALYSIS FOR ASSESSOR 1 AND ASSESSOR 2 LEVELS OF EXAM FOR EACH EXAM CYCLE.

00272000. EXAM CYCLE ROSTER AND GRADING FILE CR+6 DEST

This Record Series Consists Of An Exam Roster Of All Persons Signed Up To Take A Specific Cycle Of Exams; A Manual Grading Sheet Which Records Exams Graded Manually (By Certification Level); An Exam Site Summary Which Contains All Exam Sites Of The Cycle And The Number Of Persons Taking The Exam And The Number Of Persons Who Failed To Show Up To Take It; An Exam Grading Summary Which Shows The Number Of Questions On The Exams, The Number Of Questions Dropped, The Number Of Exams Given, The Number Of Persons Who Passed Or Failed. There Is One File Containing The Above Described Information For Each Cycle Of Exams Given.

00273000. ASSESSOR CERTIFICATION FILES EVT DEST N

This Record Series Contains The Documents And Related Material Used By The Department Of Revenue To Certify Individuals For Assessment Work Pursuant To Sec. 73.09 Of The Wisconsin Statutes. This Record Consists Of The Most Recent Application For The Certification Exam; The Exam Answer Sheet; The Most Recent Computerized Exam Information Summary; And Miscellaneous Correspondence.

The Exam Application And Computerized Exam Information Summary Is Destroyed Upon Receipt Of A Subsequent Application And Exam Summary. This Record Is Restricted Material.

00313000. CONTINUING EDUCATION COURSE APPLICATIONS CR+5 DEST

This Record Series Contains The Documents And Related Materials Used By The Department Of Revenue To Approve Continuing Education Courses For Assessors Throughout The State. This Record Consists Of Application Forms, Course Outlines, And Qualifications Of Class Instructors, Including 30-Day Notices, Cont.Education Minutes, And Applications For Reapproved Of Reapproval Of Courses.

00414000. BOARD OF REVIEW MEMBER TRAINING AFFIDAVIT CR+7 DEST N

This record series includes sworn training affidavits for Board of Review members that are submitted by municipal officials to the Wisconsin Department of Revenue. These Documents include, but are not limited to, the State-Prescribed PA-107.

EVENT = Creation

00423000. TRAINING MATERIALS FOR ASSESSOR COURSES P PERM N

This record series contains materials used to develop assessor course curriculum.

Dept #: /2600/ Department Name: ASSESSMENT PRACTICES

RDA #	RDA Title	Retention	Disposition	PII
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<u>00471000.</u>	<u>ASSESSORS - SPECIFIC INFORMATION RELATED TO INDIVIDUAL</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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New RDA created for simplification. These records are used to administer the assessment certification and education process for individuals:

- All assessor certification exam application materials including, but not limited to, emails and phone logs
- All materials relating to complaints filed including, but not limited to, emails and phone logs
- All assessor recertification materials including, but not limited to, emails and phone logs

EVENT = end of certification

<u>00472000.</u>	<u>ASSESSORS - NON SPECIFIC EDUCATION</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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New RDA created for simplification. This record series contains the documents and related material used by the Wisconsin Department of Revenue to certify individuals for assessment work

- Consists of application forms, outlines and qualifications of class instructors, including 30-day notices
- Documents and related material used to approve continuing education courses
- Most recent computerized exam information summary
- Exam roster of all persons signed up to take the specific cycle exams
- Computer printout of assessor certification statewide and county cumulative alpha listing of passing applicants
- Computer printout which provides exam analysis for each exam cycle
- Exam answer sheet
- All taskforce and committee agendas, minutes and communications (example WAAO/DOR Subcommittee)
- Miscellaneous correspondence
- Registration forms completed by local assessors attending the annual meetings

EVENT = Creation

Dept #: /3110/ Department Name: INFORMATION SYSTEMS

RDA #	RDA Title	Retention	Disposition	PII
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<u>00009000.</u>	<u>DIRECTOR'S SUBJECT FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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SUBJECT FILES PERTAINING TO MATERIALS RECEIVED BY AND PRODUCED BY TECHNOLOGY SERVICES INCLUDING FILES WITHIN MS OFFICE SUITE. FILES INCLUDE: BULLETINS, BUDGET, ORGANIZATION AND REORGANIZATION, CORRESPONDENCE, DATA PROCESSING INFORMATION, MEETINGS, REPORTS, PROJECTS, STATISTICS, VENDOR INFORMATION AND RELATED MATERIALS.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL

Dept #: /3400/ Department Name: ENTERPRISE SERVICES - ADMINISTRATOR

RDA #	RDA Title	Retention	Disposition	PII
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<u>00381000.</u>	<u>ASSAULT/THREAT REPORT</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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It Is A Department Of Revenue (Dor) Strategic Goal To Improve The Quality Of Our Employees' Working Environment. In That Regard Safety And Security Are Of The Utmost Importance. To The Extent Reasonably Possible, The Department Seeks To Provide A Work Environment Where Employees Will Not Be Subjected To Acts Of Physical Assault Or Threats Of Bodily Harm While Performing Their Official Duties, Wherever Those Duties Are Performed. Form Am-660 Assault/Threat Report, Or Its Equivalent, Is Attachment 1 To Dor Procedure 114. This Assault/Threat Report Is To Be Filled Out After Each Such Incident. It Enables Dor Management To Properly Respond To Such Incidents.

Evt=Closed.

2/21/00 Approved By Prb.



RDA #	RDA Title	Retention	Disposition	PII
<u>00013000.</u>	<u>WISCONSIN-MINNESOTA TAX RECIPROCITY</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<p>THE RECORD SERIES CONTAINS DOCUMENTS RELATED TO THE MINNESOTA-WISCONSIN INDIVIDUAL INCOME TAX RECIPROCITY REBENCHMARK. THE DOCUMENTS INCLUDE THE FOLLOWING ITEMS: SAMPLE CODE SHEETS, SAMPLE PROCESS (VERIFICATION) SHEETS, SAMPLE SELECTION LISTS, AND RECIPROCITY TAX FOREGONE CALCULATION PRINTOUTS.</p> <p>MINNESOTA AND WISCONSIN HAVE AN INDIVIDUAL INCOME TAX RECIPROCITY AGREEMENT. THIS AGREEMENT REQUIRES WISCONSIN TO PAY MINNESOTA FOR TAXES FOREGONE. THIS PAYMENT IS BASED ON PERIODIC SAMPLES OF MINNESOTA AND WISCONSIN TAX RETURNS. THESE RECORDS INCLUDE WISCONSIN DEPARTMENT OF REVENUE FORM P-038, '1983 RECIPROCITY SAMPLE WISCONSIN SCREEN SHEET' OR THEIR EQUIVALENTS. THE SAMPLE CODE SHEETS HAVE BEEN DUPLICATED ON COMPUTER FILES. THESE RECORDS CONTAIN DATA EXTRACTED FROM TAX RETURNS AND HENCE, ARE CONFIDENTIAL. THE RECORDS ARE KEPT IN-HOUSE. ANY FUTURE RECORDS WILL BE ELECTRONIC.</p> <p>EVENT = TAX YEAR + 7 YEARS AND DESTROY CONFIDENTIAL</p>				
<u>00190000.</u>	<u>SUBJECT FILES</u>	<u>CR+7</u>	<u>SHSW</u>	<u>N</u>
<p>THE RECORDS SERIES CONSISTS OF ALL THE SUBJECT FILES FOR THE DIVISION OF RESEARCH AND ANALYSIS. THIS INCLUDES BUT IS NOT LIMITED TO: GENERAL CORRESPONDENCE; DATA AND RESEARCH RELATING TO SUBJECTS SUCH AS, THE HOMESTEAD AND GENERAL PROPERTY TAX RELIEF PROGRAMS, ECONOMIC FORECASTS, RECIPROCITY, PROPERTY TAX DEFERRAL PROGRAM, THE WISCONSIN TAX MODEL, MINING, THE TAX BUDEN STUDY BACKGROUND MATERIALS, TECHNICAL NOTES, RESEARCH MEMOS, THEORY NOTES, BUDGET MATERIALS, ETC.</p> <p>SINCE CY2000, THIS RECORDS SERIES IS ALSO AVAILABLE ELECTRONICALLY AND CAN BE FOUND AT: \\FILES2\RPSUBJECT.</p> <p>EVENT = CREATION + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)</p>				
<u>00191000.</u>	<u>STATISTICAL REPORTS</u>	<u>EVT+25</u>	<u>SHSW</u>	<u>N</u>
<p>THIS RECORDS SERIES IS COMPRISED OF COMPUTER PRINTOUTS OF INDIVIDUAL INCOME TAX STATISTICS BY: 1) ADJUSTED GROSS INCOME CLASS (HUSBAND AND WIFE RETURNS COMBINED), AND 2) NET TAXABLE INCOME. THE RECORDS ARE USED FOR HISTORICAL PURPOSES, TRACKING ECONOMIC TRENDS AND DEVELOPING PROPOSED LEGISLATION. THESE PRINTOUTS ARE ARRANGED ALPHABETICALLY BY WISCONSIN COUNTIES; WITH THE EXCEPTION OF MENOMINEE COUNTY BEING AT THE END.</p> <p>BEGINNING IN 1979, ELECTRONIC RECORDS ARE AVAILABLE AT: \\SRV168\LIBRARY\RESEARCH + POLICY.</p> <p>EVENT = TAX YEAR + 25 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)</p>				
<u>00192000.</u>	<u>RESEARCH AND ANALYSIS ADMINISTRATIVE FILES</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
<p>THIS RECORDS SERIES IS COMPRISED OF INTERNAL CORRESPONDENCE, COPIES OF REPORTS, STUDIES, ETC. CONCERNING THE ADMINISTRATIVE ACTIVITES OF THE DIVISION. THIS RECORD SERIES DOES NOT CONTAIN SUBJECT FILES OF DATA AND RESEARCH COLLECTED AND PERFORMED BY THE DIVISION OR POLICY ISSUES RESEARCHED BY THE DIVISION.</p> <p>BEGINNING IN CY2000 THESE RECORDS ARE ALSO STORED ELECTRONICALLY AT: \\FILES2\RPSUBJECT.</p> <p>EVENT = CREATION + 7 YEARS AN DESTROY</p>				
<u>00257000.</u>	<u>FISCAL NOTES</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>
<p>THIS RECORD SERIES CONTAINS FISCAL ANALYSIS DEVELOPED BY THE WISCONSIN DEPARTMENT OF REVENUE AS WELL AS CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS RELATED TO PROPOSED LEGISLATION.</p> <p>THIS INCLUDES: ALL FISCAL ESTIMATES, FISCAL ESTIMATE WORKSHEETS AND TECHNICAL MEMORANDA OF ASSEMBLY BILLS, SENATE BILLS, SPECIAL SESSION BILLS, ASSEMBLY AND SENATE JOINT RESOLUTIONS WHICH RELATE TO THE WISCONSIN DEPARTMENT OF REVENUE.</p> <p>SINCE THE 2001-03 LEGISLATIVE SESSION AND ALL FUTURE SESSIONS, THIS RECORDS SERIES IS ALSO AVAILABLE ELECTRONICALLY IN A DATA BASE LOCATED AT: L:\FILES2\LEGISFILES\$.</p> <p>EVENT = CR + 6 YEARS AND DESTROY</p>				
<u>00264000.</u>	<u>CORPORATE INCOME TAX DATA</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
<p>THIS RECORD SERIES CONTAINS COMPUTER PRINTOUTS OF CORPORATE INCOME TAX DATA BY FILE NUMBER AND</p>				

Dept #: /4000/ Department Name: RESEARCH & ANALYSIS

RDA # RDA Title Retention Disposition PII

SUMMARY.

GENERALLY THESE RECORDS ARE STORED IN-HOUSE.

STARTING IN TY2005, ELECTRONIC DATA IS AVAILABLE IN THE SAS-RP LIBRARY.

EVENT = TAX YEAR + 2 YEARS AND DESTROY

00468000. INCOME TAX SAMPLE, MODEL, AND AGGREGATED STATISTICS P PERM Y

The individual income tax sample is a random sampling of taxpayers' individual income tax returns compiled to produce an individual income tax model. The model is then used to forecast state revenue collections and estimate the state fiscal impact of proposed legislation.

The model is used to create hypothetical tax situations and produce state tax aggregate statistics. Situations can include budget proposals, estimating the fiscal impact of proposed or enacted legislation, and other in-house studies.

These records contain significant historical tax data which are needed for current and future historical tax research. Wisconsin Stat. § 71.78 currently prevents the transfer of this information to the state historical society or other third parties not listed in Wis. Stat. § 71.78(4). For that reason, physical media will be permanently stored at DOR in the Division of Research and Policy with the remaining records permanently stored electronically on agency servers.

Confidential or Access Protected per Wisconsin Stat. § 71.78

Dept #: /5000/ Department Name: LEGAL SERVICES

RDA # RDA Title Retention Disposition PII

00007000. CERTIFIED MAIL BOOKS EVT+2 DEST Y

THIS RECORD SERIES IS A LOG OF ALL CERTIFIED MAIL SENT BY THE LEGAL SERVICES UNIT AND RESOLUTION UNIT STAFF. THE LOG INCLUDES: NUMBER OF ARTICLE, NAME OF ADDRESSEE AND ADDRESS, POSTAGE FEE, R.R. FEE, TOTAL PIECES LISTED BY SENDER, TOTAL PIECES RECEIVED AT POST OFFICE, AND DATE OF POSTAL STAMP AT POST OFFICE.

THESE LOGS ARE NEEDED TO PROVIDE EVIDENCE THAT LEGAL NOTICES WERE SENT AND TO TRACK MAILING PROBLEMS.

WE NEED TO KEEP THESE RECORDS TWO YEARS BECAUSE SOME CASES ARE APPEALED BEYOND THE WISCONSIN TAX APPEALS COMMISSION LEVEL AND IT COULD TAKE AT LEAST TWO YEARS UNTIL FINAL DISPOSITIONS ARE RECEIVED.

EVENT = AFTER LAST ENTRY & BOOK IS FILLED + 2 YEARS AND DESTROY CONFIDENTIAL

00010000. DECLARATORY RULINGS BY THE WISCONSIN DEPARTMENT OF REVENUE EVT+4 SHSW Y

DECLARATORY RULINGS BY THE WISCONSIN DEPARTMENT OF REVENUE UNDER SEC. 227.41, STATS. THIS WAS A MATTER OF FIRST IMPRESSION INVOLVING TAXATION OF THE COMPLEX TELECOMMUNICATIONS INDUSTRY. AT ISSUE WAS THE VALIDITY OF THE SALES TAX UNDER SEC. 77.52, STATS., IMPOSED ON THE SALE OF CERTAIN TANGIBLE PERSONAL PROPERTY AND ACCESS SERVICES BY WISCONSIN BELL FOR INTEREXCHANGE CARRIERS AND RESELLERS. THE RECORDS CONSIST OF THE PETITION, AMENDED PETITION, THE DEPARTMENT'S PROCEDURAL PAPERS, THE RECORD INCLUDING THE TRANSCRIPT AND EXHIBITS OF THE HEARING, BRIEFS OF SEVEN PARTIES, THE PROPOSED DECISION, OBJECTIONS TO THE DECISION, AND THE DECLARATORY RULING, ALL OF WHICH WERE TRANSMITTED TO THE DANE COUNTY CIRCUIT COURT IN CASE NO. 85-CV-3770 AND RETURNED IN 1988 AFTER THE CASE WAS CLOSED.

EVENT = CLOSED/TERMINATED/DEATH + 4 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

00059000. TAX CASE FILES EVT+10 DEST Y

THE DEPARTMENT OF REVENUE LEGAL CASE FILES ARE OF CASES BROUGHT BEFORE THE WISCONSIN TAX APPEALS COMMISSION AND THE COURTS. FILES INCLUDE CORRESPONDENCE, BRIEFS, EXHIBITS AND OTHER MATERIAL BUT DO NOT CONTAIN TAX RETURNS WHICH ARE RETURNED TO THE MASTER FILES OF THE DEPARTMENT OF REVENUE WHEN CASES ARE CLOSED.

CASE FILES ARE MAINTAINED BY THE WISCONSIN TAX APPEALS COMMISSION, THE DEPARTMENT OF JUSTICE AND THE COURTS.

EVENT = CLOSED/TERMINATED/DEATH + 10 YEARS AND DESTROY CONFIDENTIAL

00239000. NONPROFIT ORGANIZATIONS - A-Z EVT+10 DEST Y

Dept #: /5000/ Department Name: LEGAL SERVICES

RDA #	RDA Title	Retention	Disposition	PII
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FILE CONTAINS CORRESPONDENCE REGARDING EXEMPT STATUS OF NONPROFIT ORGANIZATIONS.

EVENT = CLOSING OF ORGANIZATION + 10 YEARS AND DESTROY CONFIDENTIAL.

<u>00258000.</u>	<u>COURT CASES - MISCELLANEOUS ACTIONS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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DEPARTMENTAL INFORMATIONAL USE WHILE CASE ARE ACTIVE BEFORE VARIOUS COURTS. THE ATTORNEY GENERAL REPRESENTS THE DEPARTMENT IN THESE MATTERS AND THEIR (DEPT. OF JUSTICE) FILE WOULD BE CONSIDERED THE RECORD FILE.

FILES CONTAIN COMPLAINTS INVOLVING VARIOUS TYPES OF TAXATION, ACTIONS AGAINST DEPARTMENT EMPLOYEES AND REQUESTS FOR DECLARATORY JUDGEMENTS WHERE ORIGINAL ACTIONS ARE COMMENCED IN COURTS OR RECORDS.

EVENT = CASE CLOSED + 10 YEARS AND DESTROY CONFIDENTIAL.

<u>00333000.</u>	<u>COLLECTION COURT ACTION FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES INCLUDES, BUT IS NOT LIMITED TO, GARNISHMENTS, EXECUTUIONS, RECEIVERSHIPS, FORECLOSURES, LIENS, COMPROMISES, BANKRUPTCIES, SURETY BONDS, PROBATES, RELEASE OF LIENS, AND OUT-OF-STATE CASES.

THESE RECORDS CONTAIN THE DEPARTMENT OF REVENUE'S LEGAL ACTIONS TAKEN TO COLLECT DELINQUENT TAX ACCOUNTS.

EVENT = CASE CLOSED + 10 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /5130/ Department Name: Processing Bureau-Processing Customer Service Division

RDA #	RDA Title	Retention	Disposition	PII
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<u>00415000.</u>	<u>DRY CLEANING SOLVENT FEE RETURN (DRY-013)</u>	<u>EVT+0/2</u>	<u>DEST</u>	<u>Y</u>
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This series consists of Dry Cleaning Solvent Fee returns filed by taxpayers. They are filed on paper forms. The forms will be scanned and captured data is loaded into the Dry Cleaning Fee Processing System. The scanned images are stored and are viewable using Content Manager. Scanned images will be retained under a separate RDA with other scanned forms.

<u>00416000.</u>	<u>DRY CLEANING LICENSE FEE RETURN (DRY-012)</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
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This series consists of Dry Cleaning License Fee returns filed by taxpayers. They are filed on paper forms. The forms will be scanned and captured data is loaded into the Dry Cleaning Fee Processing System. The scanned images are stored and are viewable using Content Manager. Scanned images will be retained under a separate RDA with other scanned forms.

<u>00417000.</u>	<u>Premier Resort Area Return (PRA-012)</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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This series consists of Premier Resort Area Tax Returns filed by taxpayers. The data from these returns is manually entered onto an Excel spreadsheet. The returns are stored in file cabinets in the Business Tax Section of the Processing Bureau.

<u>00418000.</u>	<u>Local Exposition Tax Return (ES-012)</u>	<u>EVT+0/2</u>	<u>DEST</u>	<u>Y</u>
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This series consists of Local Exposition Tax Returns filed by taxpayers. They are filed on paper forms. The forms are scanned and the captured data is loaded onto the mainframe. The scanned images are viewable using Content Manager. Scanned images will be retained under a separate RDA with other scanned forms.

<u>00419000.</u>	<u>Rental Vehicle Fee Return (RV-012)</u>	<u>EVT+0/2</u>	<u>DEST</u>	<u>Y</u>
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This series consists of Vehicle Fee Returns filed by taxpayers. They are filed on paper forms. The forms are scanned and the captured data is loaded onto the mainframe. The scanned images are viewable using Content Manager. Scanned images will be retained under a separate RDA with other scanned forms.

<u>00430000.</u>	<u>NONRESIDENT ENTERTAINER'S SURETY BOND</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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Nonresident Entertainers are required by statute, Sec. 71.80 (15) (b), WI Stats, to submit a surety bond with the department prior to their performance in the state. This bond is released once the taxpayer files a return reporting the income from the performance and

Dept #: /5130/ Department Name: Processing Bureau-Processing Customer Service Division

RDA # RDA Title Retention Disposition PII

pays all tax due the state if Wisconsin from that performance. (In lieu of the bond, withholding can be deduction from the contract price of the performance and remitted to the Department of Revenue. Most nonresident entertainers have withholding deducted from the contract price instead of submitting a surety bond.)

Dept #: /520/ Department Name: TAX PROCESSING-MICROFILM

RDA # RDA Title Retention Disposition PII

00299000. EXCISE TAX STAMP ORDER CR+3 DEST

RECORDS OF ORDERS RECEIVED FROM DISTRIBUTORS, UNDER CHAPTER 139 OF THE WISCONSIN STATUTES, WHICH SHOW QUANTITIES AND DENOMINATION. FORMS USED ARE AB-108 AND CT-108 OR THEIR EQUIVALENTS.  
RETAIN 3 YEARS AND DESTROY.

Dept #: /6100/ Department Name: OFFICE OF THE SECRETARY

RDA # RDA Title Retention Disposition PII

00038000. LEGISLATIVE BILL FOLDERS CR+5 DEST N

THIS RECOREDS SERIES CONTAINS LEGISLATIVE BILLS AND CORRESPONDENCE WHICH RELATED TO THE DEPARTMENT OF REVENUE ONLY.

THIS INCLUDES: ASSEMBLY BILLS, SENATE BILLS, SPECIAL SESSION BILLS, ASSEMBLY AND JOINT RESOLUTION BILLS; AND INTERNAL CORRESPONDENCE RELATING TO THESE BILLS.

CR + 5 YEARS AND DESTROY.

00067000. SECRETARY OF REVENUES FILES CR+10 SHSW Y

THIS RECORDS SERIES COVERS THE ADMINISTRATIVE SUBJECT FILE OF THE SECRETARY OF REVENUE INCLUDING CORRESPONDENCE, RULINGS, REGULATIONS, RELATED MATERIALS, SPEECHES AND MISCELLANEOUS MEMORANDA.

SOME OF THE RECORD SERIES MAY CONTAIN CONFIDENTIAL TAXPAYER INFORMATION PURSUANT TO WIS. STAT. 71.78 AND WIS. STAT. 77.61(5) AND OTHER SIMILAR STATUTES PROTECTING TAXPAYER INFORMATION.

RETENTION: CR + 10 YEARS AND TRANSFER TO STATE ARCHIVES(WHS)

00238000. PITTS PROJECT EVT+35 DEST Y

FILE CONTAINS CORRESPONDENCE BETWEEN NONPROFIT ORGANIZATIONS AND THE DEPARTMENT OF REVENUE RELATING TO THE ADMINISTRATION OF THE JUDICIAL DECREE IN PITTS VS. WISCONSIN DEPARTMENT OF REVENUE. DATA IN THIS SERIES INCLUDES THE CONSTITUTION, RULES AND BYLAWS OF BOTH PARENT AND SUBSIDIARY ORGANIZATIONS.

RETENTION = CALENDAR YEAR + 35 YEARS AND DESTROY CONFIDENTIAL

00238A00. PITTS PROJECT FILES - CHURCHES EVT+35 DEST Y

FILE CONTAINS CORRESPONDENCE BETWEEN NONPROFIT ORGANIZATIONS KNOWN AS CHURCHES AND THE DEPARTMENT OF REVENUE RELATING TO THE ADMINISTRATION OF THE JUDICIAL DECREE IN PITTS VS. WISCONSIN DEPARTMENT OF REVENUE. DATA IN THIS SERIES INCLUDES THE CONSTITUTION, RULES AND BYLAWS OF BOTH PARENT AND SUBSIDIARY ORGANIZATOINS.

RETENTION = CALENDAR YEAR + 35 YEARS AND DESTROY CONFIDENTIAL

00245000. DELEGATION/AUTHORIZATION LETTERS CR+4 DEST N

THIS RECORD SERIES IS COMPRISED OF DOCUMENTS AUTHORIZING DEPARTMENTAL EMPLOYES TO PERFORM DELEGATED RESPONSIBILITIES. EXAMPLES WOULD BE LETTERS REFERENCING THE INTERNAL ORGANIZATION OF AGENCIES PROVIDED BY S. 15.02(4); THE POWERS AND DUTIES OF HEADS OF AGENCIES UNDER SS. 15.04 AND 16.52(5)

Dept #: /6100/ Department Name: OFFICE OF THE SECRETARY

RDA # RDA Title Retention Disposition PII

(B); DELEGATION FROM THE DEPARTMENT OF ADMINISTRATION UNDER S. 16.53(1) (A) AND 16.71; DESIGNATION OF LEGAL CUSTODIANS OF RECORDS AS REQUIRED BY S. 19.33(4) AND CHAPTER 889; AN DESIGNATION OF RECORDS AND FORMS PERSONNEL DISCUSSED IN S. 16.61 (2) (BM); IDENTIFICATION OF CHIEF OF COMPENSATION UNDER S. 41.02(29)(A); AND DELEGATION FROM DER'S DIVISION OF PERSONNEL UNDER S. 230.05(2)(A).

DELEGATION AND/OR AUTHORIZATION LETTERS ARE MAINTAINED BY THE APPOINTING AUTHORITY IN A CENTRAL FILE. THEY ARE ALSO DISTRIBUTED TO THE DESIGNEE.

THIS DISPOSITION AUTHORIZATION COVERS THE CENTRAL FILE. GENERALLY THE RECORDS ARE MAINTAINED IN THE OFFICE LOCATION UNTIL THE PERIOD COVERED HAS LAPSED OR UNTIL REAPPOINTMENT OCCURS. RECORDS ARE REVIEWED AT THE CLOSE OF EACH BIENNIUM FOR TRANSFER OR DISCARD MATERIAL.

CR + 4 YEARS AND DESTROY.

00395000. TAX REFORM COMMISSION-FINAL REPORT P PERM N

THIS RECORD SERIES COVERS THE WORK OF THE 1979 TAX REFORM COMMISSION - FINAL REPORT. TAX REFORM IS AN ONGOING ISSUE AND THESE RECORDS SHOULD BE KEPT FOR HISTORIC PURPOSES.

CURRENTLY RECORDS COVERED UNDER RDA#16480002 V-BOX # 285461 & 285462, USER BOX OB#0001 & OB#0002 WHICH NEED TO BE MOVED TO THIS NEW RDA AND RETAINED PERMANENTLY.

RATIONAL FOR PERMANENT RETENTION IS: THE RECORD SERIES CONTAINS THE 1979 TAX REFORM COMMISSIONS FINAL PROJECT. THE REPORT HAS HISTORICAL VALUE TO DOR AS IT CONTAINS THE BASIS FOR SOME CURRENT TAX LAWS. THERE IS NO ONE CURRENTLY AT DOR THAT SERVED ON THIS COMMISSION, THEREFORE THE COMMISSIONS REPORT WILL BE REFERENCED IN FUTURE ONGOING TAX REFORM ISSUES. THE REPORT SHOULD BE RETAINED PERMANENTLY TO PROVIDE CHRONOLOGICAL HISTORY OF TAX REFORM.

EVENT = PERMANENT

Dept #: /7000/ Department Name: ILIF ADMINISTRATION

RDA # RDA Title Retention Disposition PII

00068000. MINING INVESTMENT AND LOCAL IMPACT BOARD - GRANT FILES EVT+7 SHSW N

THIS RECORD SERIES CONCERNS CONTRACTS BETWEEN THE MINING INVESTMENT AND LOCAL IMPACT FUND BOARD CREATED BY S.15.435 AND THE RECIPIENTS OF DISCRETIONARY PAYMENT.

statutory reference: 70.395(2)

WE ARE ADDING TAPES TO THIS RDA

00101000. MINING INVESTMENT AND LOCAL IMPACT FUND BOARD-CORRESPONDENC EVT+7 SHSW N

THIS RECORD SERIES IS COMPRISED OF BACKGROUND PAPERS PERTAINING TO FUNDING REQUESTS SUBMITTED TO THE MINING INVESTMENT AND LOCAL IMPACT FUN BOARD AND THE CORRESPONDENCE SENT TO AND RECEIVED FROM INDIVIDUAL MUNICIPALITIES, COUNTIES, SCHOOL DISTRICTS AND TRIBAL GOVERNMENTS.

WE ARE ADDING TAPES TO THIS RDA.

00102000. MINING INVESTMENT AND LOCAL IMPACT BOARD - ADMIN FILES EVT+6 SHSW N

This record series contains program policy record of the Mining Investment and Local Impact Fund Board created by s. 15.435. Series contains correspondence to board members and others, program documents and policy analysis.

WE ARE ADDING TAPES TO THIS RDA.

00103000. MINING INVESTMENT AND LOCAL IMPACT BOARD - MEETING MATERIALS EVT+6 SHSW N

This record series is comprised of the Mining Investment and Local Impact Fund Board's meeting agendas, background memoranda, meeting minutes and press releases.

Statutory References: 15.395 and 70.395 (2)

WE ARE ADDING TAPES TO THIS RDA.

00104000. MINING INVESTMENT AND LOCAL IMPACT BOARD - NEWSPAPER CLIPPING: CR+8 SHSW N

Dept #: 7000/ Department Name: ILIF ADMINISTRATION

RDA # RDA Title Retention Disposition PII

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This record series is comprised of clippings or articles related to mining in Wisconsin.

WE ARE ADDING TAPES TO THIS RDA.

Dept #: 8421/ Department Name: LOTTERY

RDA # RDA Title Retention Disposition PII

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**00344000.** **BUILDING ACCESS SIGN-IN LOGS** **EVT+3** **DEST** **Y**

Visitors areas the Wisconsin Lottery has designated as sensitive must sign a visitor's log. The areas include:

- Lottery Warehouse
- Lottery Internal Control System Room
- Lottery Secondary Internal Control System Room
- Lottery Vendor Facility
- Lottery Vendor Computer Room
- Lottery Vendor Warehouse

The Logs Will Be Retained For Three (3) Years After The Date Of Creation, Provided Full Resolution Of The Lab Financial Audit, Per S. 535.37, Wis. Stats.

Evt=Full Resolution Of The Lab Financial Audit.

11/17/99 Approved By Prb.

**00345000.** **INSTANT GAMES - CD'S AND CHAIN OF CUSTODY FORMS** **EVT** **DEST** **N**

Instant ticket printing vendors transmit game validation information to Lottery Security by courier in packages that contain Compact Discs (CD's) in sealed cases and printed material. Upon receipt, Lottery Security establishes a game file in which the sealed CD cases and printed materials are enclosed. At scheduled times, Lottery Security prepares a Chain of Custody form to transmit the sealed CD cases and printed material to and from the Computer Gaming System (CGS) vendor for game data installation on the system. The Chain of Custody form tracks and monitors the movement of the CD's and printed material to the CGS vendor and then back to the Lottery Security for final secure storage.

The game compact discs (CD's) will be retained as long as the game is maintained on CGS. When the game is removed from the CGS, the game CD's will be destroyed.

Evt=Game Removal

**00345A00.** **INSTANT GAMES - CD'S AND CHAIN OF CUSTODY FORMS** **EVT+2** **DEST** **N**

Instant ticket printing vendors transmit game validation information to Lottery Security by courier in packages that contain Compact Discs (CD's) in sealed cases and printed material. At scheduled times, Lottery Security prepares a Chain of Custody form to transmit the sealed CD cases and printed material to and from the Computer Gaming System (CGS) vendor for game data installation on the system. The Chain of Custody form tracks and monitors the movement of the CD's and printed material to the CGS vendor and then back to the Lottery Security for final secure storage.

The game file with the chain of custody form will be retained for two years after the date of compact disc (CD) destruction, provided full resolution of the LAB Financial Audit, per s. 535.37 wis. Stats.

Evt=LAB AUDIT RESOLUTION

**00346000.** **CHECKSUM/CHECKSUM COMPARISON REPORT** **EVT+2** **DEST** **N**

The Lottery Vendor runs a Checksum report against the production gaming system to ensure no unauthorized software changes have been made. When the checksums change due to an authorized software update to the gaming system, a "Checksum Diff" report is provided to Lottery Security via email.

This report is saved to Compact Disc (CD) and is stored on site by Lottery Security.

**00347000.** **COMPUTER APPLICATION FILES-ELECTRONIC** **EVT+2** **DEST** **N**

There Are three Primary Files Using Microsoft Applications (Excel Or Access) That Are Maintained By The Fiscal Services Unit. These Files Are Maintained And Updated From Template Files For A Weekly Or Fiscal Year Period. They Are Used As Management/ Audit Tools Of Retailer Accounts Activity And Of State Accounting (Wismart) Reconciliation and are retained for two years provided an

RDA #	RDA Title	Retention	Disposition	PII
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annual LAB audit has been completed

1. EFT Accounts Receivable Workbook: Updated Daily for each billing week & is used by DOR-Lottery Accounting staff to record the deposit amounts received by electronic fund transfers (EFT) from retailer accounts into the State accounting system (WISMART). The file is retained on the Lottery's LAN.
2. NFT Subsidiary Ledger : Updated Daily and Used As A Management/Audit Tool In The Collection Of Past Due Amounts Owed The Lottery By Retailer Accounts. DOR-Accounting Staff In The Reconciliation Of The State Accounting (Wismart) NSF Accounts Receivable Account Also Uses This. The File Is Retained On The Lottery'S LAN.
3. Retailer Manual Adjustment Log: Contains A Listing Of All Manual Adjustments Made To The Accounts Receivable Subsidiary Ledger During A Fiscal Year. DOR-Lottery Accounting Staff Also Receives This Weekly To Aid In The Correct Recording Of Entries Into The State Accounting System (Wismart).

Replaces: 195/00007 & 195/00007A (566/8421 Rdas 7 & 7A).

Evt=Annual Lab Audit Has Been Completed.

11/17/99 Approved By Prb.

<u>00348000.</u>	<u>COMPUTER SERVICES CONTRACT VENDOR SYSTEM REPORTS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
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Daily And Weekly System Reports Are Received From The Computer Services Contract Vendor By The Fiscal Services Unit And Are Used To Reconcile All Activity Produced On The Statewide Lottery Network To The State Accounting System (Wismart) And To The Accounts Receivable Subsidiary Ledger. These Reports Are Also Used As An Internal Control Mechanism To Guarantee The Honesty And Integrity Of The Daily And Bi-Weekly Drawings For Computer-generated Games And To Meet The Requirements Set By The Multi State Lottery Association For Games In Which The Lottery Participates.

The Computer Services Contract Vendor Is Responsible For Two Separate Computer Systems Which Generate Daily And Weekly Reports Used By the Lottery. The Internal Control System (Ics) Is Located On The Lottery Premises. All Transactions Produced On The Statewide Lottery Retailer Network Are Received And Processed By This System And Compared To The Transactions Processed By The Gaming System Vendor.

All Reports Are Received and retained by lottery staff. Disposal after the annual Legislative Audit Bureau (LAB) financial audit.

Replaces (In Part Or Full) 195/00022, 195/00022A, 195/00022B, 195/0023 & 195/00023A (566/8421 Rdas 22, 22A, 22B, 23 & 23A).

Evt=Annual Lab Financial Audit.

11/17/99 Approved By Prb.

<u>00349000.</u>	<u>ICS SECURITY LOG</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
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The Lottery'S Internal Control System (Or, Ics) Tracks The Sale Of All Lottery On-Line Games In Real-Time. The System Is Used As A Security Check Against Gtech'S System, Which Also Tracks This Information. Both The Lottery Ics And The Gtech Systems Must Balance Exactly After Each Draw Break.

The Ics Is A Redundant System Consisting Of A System A And A System B, And Is Protected At The Front End By An Ras (Remote Access System). The Ras Monitors And Controls Dial-In Activity Into The Ics System And Generates A Daily Log Of This Activity. Lottery Security Reviews And Retains These Logs On A Daily Basis.

The Ics Security Logs Will Be Retained For Two (2) Years After The Date Of Generation, Provided Full Resolution Of A Security Audit, Per S. 565.37(6), Wis. Stats.

Evt=Full Resolution Of Bi-Annual Security Audit.

11/17/99 Approved By Prb.

<u>00354000.</u>	<u>TERMINAL SHUTDOWN REPORTS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
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When A Lottery Retailer Validates Instant Tickets On An On-Line Terminal Or Gvt They First Scan The Ticket Bar Code And Then Manually Key In The Three (3) Boxed Digits From The Serial Number On The Front Of The Ticket. If A Retailer Incorrectly Enters The Boxed Digits Seventeen To Nineteen (17-19) Times In A Given Day, Whether Successively With One Ticket Or Cumulatively With Several Tickets, The On-Line Terminal Or Gvt Will Shut Down. This Is Designed As A Safety Measure Intended To Deter Retailers From Scanning Their Unscratched Tickets In An Effort To Determine The Winners Prior To Sale.

When A Gvt Encounters An Instant Ticket That Conforms To Its Internal Algorithm, It Is Stored In Memory Until The Number Of Tickets

That Have Been Scanned Reaches A Preset Batching Limit (Currently Approximately Twenty [20] Tickets). Once The Batching Limit Is Reached, The Gvt Dials Up The Gtech On-Line Central System And Transmits Information Regarding The Scanned Tickets. If The Ticket Is Manually Keyed In, Or If The Ticket Being Scanned Does Not Conform To The Gvt'S Internal Algorithm, Such As When It Encounters A High-Tier Ticket Or The Boxed Digits Are Entered Incorrectly, The Batching Process Is Bypassed And The Dial Up To The Gtech On-Line Central System Is Immediate.

When A Shutdown Occurs All Validation Capabilities Are Disabled And The Retailer Must Call Gtech, The Current Vendor, To Request Terminal Reactivation. Gtech Gathers Information From The Retailer And Attaches A Report From Their On-Line Central System Detailing Recent Retailer Activity That Led To The Shutdown. All Information Is Then Forwarded To The Lottery Security Staff Who Enters The Information In A Database And Attempts To Determine If A Pattern Is Beginning To Develop With An Individual Retailer. If A Pattern Is Recognized, The Security Staff Contacts The Retailer To Make Them Aware Of The Situation.

Once A Retailer'S Terminal Has Shut Down And Been Reactivated, Any Single, Subsequent Occurrence Of Boxed Digits Being Entered Incorrectly For The Remainder Of That Day Will Cause The Terminal To Shut Down Again Immediately.

The Lottery Security Division Will Retain Terminal Shutdown Reports For A Period Of Nine (9) Months, Provided The Shutdown Information Has Been Entered Into The Database.

11/17/99 Approved By Prb.

**00356000.** **WEEKLY TICKET INVENTORY SUMMARY** **EVT+3** **DEST** **N**

On Friday morning The Lottery Security Division Receives A Summary Of All Instant Tickets Currently In Inventory from the Lottery Warehouse. This List Is Immediately Compared Against The Active Inventory List Maintained In the computer services contract vendor's IPS (Instant Processing System). Lottery Security Investigates Any Discrepancies Which Cannot Be Attributed To The Typical Distribution Of Tickets To Retailers Between The Time The Lottery Warehouse Takes Inventory And The Inventory List Is Generated Off Of The IPS.

The Weekly Ticket Inventory Summaries Will Be Retained For Three (3) Years After The Date Of Creation, Provided Full Resolution Of Lab Financial Audit, Per S. 535.37, Wis. Stats.

Evt=Full Resolution Of Lab Financial Audit.

11/17/99 Approved By Prb.

**00358000.** **APPLICATION TRACKING AND LICENSING** **EVT+5** **DEST** **Y**

The Application Tracking and Licensing file is computer generated, is maintained on the gaming vendor's system, and is used for the selection and monitoring of those retailers who sell Lottery tickets according to Wis. Stat. § 565.10.

A retailer completes an application form which includes the type of ticket license desired, type of business, owner's name, electronic fund transfer account number and other information needed to determine qualifications. The forms are forwarded to the Lottery headquarters along with the application fee.

The data is entered into the Application file. Business and owner information is sent to the Department of Revenue to determine if State taxes are due, and to the Department of Workforce Development to ensure the Worker's Compensation Fund payments are current. A background check is done by Department of Justice. If the application passes all checks, a license is printed and a record is created on the retailer file.

A contract is mailed to the retailer for signature and the record remains disabled until the contact is returned. When a signed contract is received, the retailer's record is enabled and gaming system vendor is notified to place a terminal at the retailer location. A Telemarketing Representative is assigned to take ticket orders and a Field Marketing Representative is assigned and location is added to that Field Marketing Representatives territory.

Changes or updates are made to the Application file. A Lottery retailer's contract can be terminated, inactivated, or disabled for a specified period of time if the Lottery finds the retailer has violated a condition of the contract, or if a retailer chooses to no longer sell Lottery tickets. Inactive retailers must reapply to sell Lottery products.

EVENT = Superseded, Closed, Terminated, Canceled, Deleted

**00360000.** **INVENTORY AND DISTRIBUTION (ELECTRONIC)** **EVT+2** **DEST** **N**

This Subsystem Handles The Inventory And Distribution Of All Tickets For The Various Games.

Inventory: The Inventory File Tracks The Movement Of A Ticket From The Time It Arrives In The Main Warehouse Until It Is Sold Or Destroyed. It Also Tracks A Ticket That Is Stolen Or Has Been Omitted From Shipment Because It Failed To Pass A Quality Control Check. There Is No Indication In The Inventory File On Whether Or Not A Ticket Is A Winner.

Distribution: Ticket Distribution Is Done Through Telephone Sales By Lottery Telemarketing Staff Or A Retailer Walk-In Sale At The Milwaukee Lottery Office. The Order Is Placed By Game Number Then Electronically Sent To The Milwaukee Warehouse Pick And Pack Lines. The Warehouse Personnel Enter The Packs For Each Game Ordered By Scanning Each Pack Bar Code. Upon



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Completion Of The Order A Packing Slip Is Printed Which Is Placed In With The Shipment. At Day'S End A Shipping Manifest Is Generated And Verified By Warehouse And Shipper. A Copy Of The Manifest Is Filed In The Warehouse And In Lottery Purchasing. The System Prints The Amount The Retailer Owes For Ticket Purchases And The Billing Is Done Via Eft Sweeps. The Accounts Receivable Transaction Is Put On The File To Be Used In The Night Balancing To Post Against The Retailer'S Account.

Retain Master File On Tape For 2 Years, With End Of Game Intact, And Destroy, Provided Full Resolution Of Legislative Audit Bureau Performance Audit, Per S. 565.37, Wis. Stats.

Supersedes 195/00005 (566/8421 Rda 5).

Evt=Full Resolution Of Lab Audits.

11/17/99 Approved By Prb.

**00361000. TICKET RETURN FORMS EVT+2 DEST N**

Ticket Return Forms Are Used When Retailers Return Unsold Lottery Tickets For Credit Against Their Account. The Return Forms are received in either paper or electronic format. The Ticket Return Forms Are Retained As Part Of The Audit Trail For Lottery Operations.

Retained for 2 years and destroyed provided the required audit has been completed.

Supersedes 195/00006 (566/8421 Rda 6).

Evt=Closed And Required Audits Are Completed.

11/17/99 Approved By Prb.

**00362000. TICKETS, CLAIM FORMS, CORRESPONDENCE&VALIDATION PROCESSING P EVT+7 DEST Y**

All tickets (low-tier, computer-generated & instant) may be processed at the redemption centers or at the Madison Lottery Headquarters by the Validation Unit. A claim form accompanies tickets. The Validation Unit provides for validation of winning tickets and payment of prizes by check. Tickets received by the Validations Unit may also include non-winning or damaged tickets. It is sometimes necessary to correspond with the owner of a ticket to complete information not provided on a claim form before a check is issued. Jackpot amounts may be taken in cash or by annuity. JACKPOT AMOUNTS ARE VALIDATED AND PAID AT THE MADISION HEADQUARTES ONLY.

If a redemption center validates a ticket they retain the yellow copy of the claim form and send the white copy to the Madison Headquarters. White copies of claim forms, referral logs and reconciliation sheets are filed by date, by high-tier, low-tier, computer-generated or instant ticket and then by reference number. When tickets are validated in the Madison Headquarters only the white copy is retained along with the referral logs, batch headers and any correspondence. Corresponded is filed alphabetically by fiscal year.

Tickets are retained for seven years and confidentially destroyed provided full resolution of an audit is completed by the IRS and the Legislative Audit Bureaus, per s. 565.37, Wis. Stats. Revised #4, 7, 10, 12, 13, and 14.

**00363000. NON-WINNING SUPER 2nd CHANCE LOTTERY TICKETS AND VARIOUS DRAV EVT DEST N**

On A Periodic Basis, The Lottery Will Have Games In Which Drawings Of Non-Winning Tickets Or Tickets That Allow For Entry Into A Subsequent Drawing, Etc. Will Be Used. These May Require The Public To Mail The Ticket(S) To A Specific Address.

At The Conclusion Of The Drawings, The Non-Winning Tickets Will Be Destroyed.

Supersedes 195/00011 (566/8421 Rda 11).

Evt=Closed.

11/17/99 Approved By Prb.

**00364000. LOTTERY TICKETS UNSOLD OR RETURNED BY RETAILERS EVT+0/2 DEST N**

Lottery Ticket Orders Are Taken and the gaming system computer Assigns the tickets to an individual retailer By Game And Pack Number . At The Close Of A Game, Unsold Tickets Are Returned To The Warehouse Where They Are Then Credited Against The Retailer'S Account. The Returned Tickets Are Documented. At The Warehouse, The Tickets Are Physically Confirmed Against The Numbers Listed On The Return Ticket Form. Returned Ticket Information Is Then Entered Into The Computer.

Returned Tickets And Unsold Tickets Are Reconciled Against Computer Statistics, Accounts Receivable And The Tickets Physically In The Warehouse.

Tickets Are Retained And Destroyed Providing Reconciliation Has Been Accomplished. Bureau Director Must Give Approval.

Evt=Closed.

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<u>00365000.</u>	<u>VIDEO/AUDIO TAPES OF DRAWINGS</u>	<u>EVT+0/6</u>	<u>DEST</u>	<u>N</u>
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Wis. Stats. 565.27(2)(B)(3) Requires That Drawings Be Video/Audio Taped.

The Drawings are conducted for Various games including Super Second Chance Drawings For Non-Winning Tickets.

A Lottery Employee conducts the taping And Tapes Are Retained At A Lottery Facility. The Tapes May Be Reviewed, As Needed.

The Law Does Not Specify A Time Frame For Retention. The Lottery Will Retain For Six (6) Months, Erase And Reuse Tapes.

Note: The State Historical Society Has A Copy Of The First Wisconsin Million Dollar Winner Drawing.

Supersedes 195/00013 (566/8421 Rda 13).

Evt=State Audit Completed.

11/17/99 Approved By Prb.

<u>00366000.</u>	<u>SECURITY INVESTIGATION FILES-CONFIDENTIAL</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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Lottery Security Becomes Involved With Local Law Enforcement In Cases That Involve Violation Of Lottery Law Per S. 565.50, Wis. Stats., And Other Criminal Statutes. The Cases May Include, But Are Not Limited To, The Following:

- Theft Of Lottery Tickets
- Loss Of Lottery Tickets
- Alteration Of Lottery Tickets
- Forging Lottery Tickets
- Fraud Involving Lottery Tickets
- Illegal Sales Of Lottery Tickets
- Illegal Transport Of Lottery Tickets
- Internal Fraud Or Theft
- Background Investigations Of Potential Lottery Retailers
- Computer Lockdowns
- Player Or Retailer Complaints

Lottery Security Records Will Be Retained For Seven (7) Years And Destroyed As Confidential Records by Lottery Security, providing Security Has Completed Investigations, Any Related Litigation Is Resolved And The Full Resolution Of Lab Financial Audit, Per S. 535.37, Wis. Stats.

Supersedes 195/00014 (566/8421 Rda 14).

Evt=Investigation Closed, Litigation Resolved And Full Resolution Of Lab Financial Audit.

11/17/99 Approved By Prb.

<u>00367000.</u>	<u>EMPLOYEE BACKGROUND INVESTIGATIONS-CONFIDENTIAL</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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Before Appointment Of Lottery Employees Is Made, Lottery Security Staff, With The Assistance Of The Department Of Justice, Shall Conduct Background Investigations Of Proposed Employees, Per S. 565.02(2)(D), Wis. Stats. Proposed Employees Must Be Photographed And Fingerprinted. The Department Of Justice Forwards These Fingerprint Cards To The Federal Bureau Of Investigation For The Purpose Of Verifying The Identity Of The Person Fingerprinted And To Obtain Records Of His/Her Criminal Arrests Or Convictions.

Employee Background Checks Will Be Retained By The Security Division For seven (7) years Following The Termination Of An Employee, And Also One (7) years For Prospective Employees Not Hired, And Will Then Be Destroyed, on-site, As Confidential Records, Provided Full Resolution Of Lab Financial Audit, Per S. 535.37, Wis. Stats.

Supersedes 195/00015 (566/8421 Rda 15).

Evt=Closed; And After Full Resolution Of Lab Financial Audit.

11/17/99 Approved By Prb.

<u>00368000.</u>	<u>SUPER 2nd CHANCE FILES and VARIOUS SPECIAL DRAWINGS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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All Files relating To Super 2nd Chance Drawing as well as any special drawings (including audit papers & checks) are transferred to the Madison Lottery Headquarters. These include: Names and Addresses ; Copies of Checks Issued. These Files Also Include Spread Sheets with Information on Prizes Won, Amount Deducted for Taxes and If So, Amount Deducted From Their Winnings Prior To issuance of A Check. In Addition, Calculations from the Independent Auditors are kept With This File Which Is Maintained By Validation Unit in Madison. Occasionally an Administrative Check must be issued separately From the Conventional Checks

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Processed. Logs Of The Administrative Checks Issued Are also Included.

Files are retained for seven years and confidentially destroyed provided required audits by the Legislative Audit Bureau, per s.565.37, Wis. Stats. Is completed.

**00370000.**      **ON-LINE UNREADABLE TICKETS ENVELOPES**      **EVT+2**      **DEST**      **N**

On-Line Unreadable Ticket Envelopes Are Mailed In From Our 2000+ On-Line Retailers On A Daily Basis. They Contain Unreadable Terminal Generated Tickets For Which Retailers Are Requesting Credit Adjustment. (The Retailers Are Charged For The Tickets Through Their Terminals When The Tickets Are Generated, But They Cannot Sell The Tickets If They Are Unreadable; Therefore We Must Reimburse Them By Way Of A Credit To Their On-Line Accounts.)

Each Envelope Is Audited And A Credit Memo Is Issued Based On The Audit Findings.

The On-Line Unreadable Ticket Envelopes Will Be Retained For 2 Years After The Weekly Settlement Date And Destroyed, Provided Required Audits Have Been Completed.

Supersedes 195/00018 (566/8421 Rda 18).

Evt=Weekly Settlement Date, And State Audits Completed.

11/17/99 Approved By Prb.

**00370A00.**      **ON-LINE UNREADABLE TICKETS ENVELOPES-PAPER REPORTS**      **EVT+2**      **DEST**      **N**

Paper Reports And Logs Are Generated By Staff To Provide Information On Credits Given To Retailers Based On Information Provided In The Unreadable Ticket Envelopes.

On-Line Unreadable Ticket Envelopes Are Mailed In From Our 2000+ On-Line Retailers On A Daily Basis. The Envelopes Contain Unreadable Terminal Generated Tickets For Which Retailers Are Requesting Credit Adjustments.

Each Envelope Is Audited And A Credit Memo Is Issued Based On The Audit Findings.

Staff Prepares Reports And Keep Logs Pertaining To Credits Issued To Retailers. Reports And Logs Include The Following: Unreadable Ticket Credit Memos; Unreadable Tickets Log; Unreadable Ticket Credit Adjustment Report.

These Paper Reports Will Be Retained For 2 Years, And Destroyed Provided Required Audits Have Been Completed.

Supersedes 195/00018A (566/8421 Rda 18A).

Evt=State Audit Completed.

11/17/99 Approved By Prb.

**00372000.**      **ROBO LOGS**      **EVT+2**      **DEST**      **Y**

The RoboServer Logs Showing All Entries Into Or Prompts Generated By The computer services contract vendor's On-Line Central System Is Printed In One Continuous Form Whenever The Computers Are In Operation. The RoboServer Logs All Access Commands, Whether Successful Or Not, All Commands Entered On The System RoboServer Or On A Management Terminal, All Unsuccessful Attempts By Retailers To Sign On Their Terminals Or Validate A Ticket, And Certain Messages.

Lottery Security Reviews And Evaluates These Logs Daily.

Supersedes 195/00020 (566/8421 Rda 20).

11/17/99 Approved By Prb.

**00374000.**      **LOTTERY RETAILER APPLICATION AND CONTRACT**      **EVT+5**      **DEST**      **N**

The Lottery Division Contracts With Persons For The Retail Sales Of Lottery Tickets Or Lottery Shares, According To S. 565.10, Wis. Stats., And Rules Promulgated Under S. 565.02(3)(B) (Lot 5) And (Lot 8).

A Retailer Desiring To Sell Lottery Tickets Completes An Application Which Includes: The Type Of Ticket License Desired; Owner'S Name; Type Of Business; Electronic Transfer Fund Authorization; Personal Data Forms For Owners Of The Business; And Other Information Needed To Allow The Lottery To Determine The Applicant Qualifies To Become A Lottery Retailer.

Once The Applicant Passes All Checks, A Three (3) Year Contract Is Offered. When The Contract Is Signed A Certificate Of Authority Is Issued And The Retailer May Begin Selling Lottery Products. A Lottery Retailer Contract May Be Denied If The Administrator Determines The Retailer Did Not Meet The Application Requirements.

The Lottery Retailer Application And Control Files Contain The Original Application, Retailer Contract, Any Notice Of Retailer Status Changes, Signed Contract, Renewal Applications As Well As Notices Of Nonsufficient Fund Transfers If Applicable.

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A Lottery Retailer'S Contract Can Be Terminated, Inactivated, Or Disabled For A Specified Period Of Time If The Lottery Finds The Retailer Has Violated A Condition Of The Contract, Or If A Retailer Chooses To No Longer Sell Lottery Tickets. Inactive Retailers Must Reapply To Sell Lottery Products.

Supersedes 197/00029 (566/8421 Rda 29).

Evt=Closed.

11/17/99 Approved By Prb.

**00378000. INTERNAL FISCAL UNIT DOCUMENTS-PAPER FIS+2 DEST N**

There Are Four Primary Documents Used On A Daily Basis By Fiscal Services Unit Staff As Management/ Audit Tools Of Lottery Retailer Account Activity. The Paper Copy Is Generated From A Computer Application Template File.

1. Retailer Manual Adjustment: Whenever It Becomes Necessary To Make A Manual Adjustment To A Lottery Retailer Account Fiscal Services Staff completes a Retailer Manual Adjustment Form. . The Form Shows The Reason For The Manual Adjustment And Shows What Accounting Entries, If Any, Are Required Into The State Accounting System (WISMART). Any Supporting Documentation Is Attached And A Copy Is Provided To The DOR-Lottery Accounting Staff.
2. Notice of Non-Transfer of Funds Form: This Report Is Completed By Fiscal Services Staff For Each Electronic Fund Transfer (EFT) Transaction That Is Returned Unpaid For Lottery Retailer Accounts. It Is Used As A Management And Audit Tool In The Collection Of Past Due Retailer Accounts Receivable And To Evaluate The Contract Renewal Or Contract Termination Of Retailers With A Bad Payment History.
3. Invoice/Statement: Manual Request For Payment By Delinquent Retailer Accounts.

All above documents will be retained for two fiscal years, after payment is received, provided the annual LAB financial audit has been completed

**00397000. DRAWING FILES/DAILY & WEEKLY REPORTS EVT+2 DEST N**

The gaming system Contract Vendor Is Responsible For Two Separate Computer Systems That Gernerate Daily And Weekly Reports Used By The Lottery Staff. The Internal Control System (ICS) Is Located On The Lottery Premises. All Transactions Produced On The Statewide Lottery Retailer Network Are Received and processed By This System And Compared To The Tranaction Processed By The Gaming System contract vendor's system (Located At Their Site).

Computer Output Reports Are Generated For Each On-Line Drawing And Provide Accounting And Winner Information To Ensure The Lottery Internal Control Sysyem (ICS) And the contract vendor On-Line System Have Processed All Transactions The Same (Balanced). Reports Are Received And Retained By Lottery Staff. These Reports Must Balance In Order For A Drawing To Take Place. Deawing Reports And Winners Reports, Along With The Auditors Checklist, Are Maintained In A Drawing File.

These Drawing Files Should Be Retained For Two Years And Destroyed Provided Lab Financial Audits Have Been Completed. The Reports And Files Include The Following:  
Drawing results for each game with winning numbers drawn; Draw Sales Summary Report; Winning Numbers Report; Winner Summary; Big Winners Report; Game Summary Report and News Release forms with winning numbers faxed to media.

**00402000. LOTTERY BUDGET AND POLICY PLANNING CR+6 SHSW N**

SERIES CONTAINS INFORMATION USED BY THE LOTTERY IN TRACKING, MONITORING AND DECISION-MAKING OF BUDGETARY AND POLICY PLANNING ACTIVITIES. SUCH INFORMATION INCLUDES FORMATTED BUDGET DOCUMENTATION, ADMINISTRATIVE AND STRATEGIC PLANNING DOCUMENTS, PROJECT TEAM INFORMATION, STATUTORY AND ADMINISTRATIVE RULES DRAFTS, AND LEGISLATIVE AND BUDGETARY INITIATIVE PROPOSALS. OTHER RELATED MATERIALS INCLUDED ARE EMPLOYMENT AND ORGANIZATION CHART DATA, GAMING INDUSTRY DATA, AND PRODUCT DEVELOPMENT INFORMATION.

THE RECORDS ARE TO BE RETAINED FOR A MINIMUM OF SIX YEARS.

**00428000. VENDOR BACKGROUND INVESTIGATIONS - CONFIDENTIAL EVT+7 DEST Y**

BEFORE A VENDOR IS APPROVED, LOTTERY SECURITY STAFF, WITH THE ASSISTANCE OF THE DEPARTMENT OF JUSTICE, SHAL CONDUCT BACKGROUND INVESTIGATIONS, PER S. 565.25(4), WIS. STATS. PROPOSED VENDORS MUST BE PHOTOGRAPHED AND FINGERPRINTED. THE DEPARTMENT OF JUSTICE FORWARDS THESE FINGERPRINT CARDS TO THE FEDERAL BUREAU OF INVESTIGATION FOR THE PURPOSE OF VERIFYING THE IDENTITY OF THE PERSON FINGERPRINTED AND TO OBTAIN RECORDS OF HIS/HER CRIMINAL ARRESTS OR CONVICTIONS.

VENDOR BACKGROUND CHECKS WILL BE RETAINED BY THE SECURITY DIVISION FOR SEVEN YEARS FOLLOWING THE TERMINATION OF THE VENDOR AND WILL BE DESTROYED, ON-SITE, AS CONFIDENTIAL RECORDS, PROVIDED FULL RESOLUTION OF LAB FINANCIAL AUDIT, PER S. 535.37, WIS. STATS.

RDA #	RDA Title	Retention	Disposition	PII
<u>00429000.</u>	<u>INTERNAL CONTROL SYSTEM SOFTWARE RELEASE NOTES</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
<u>00431000.</u>	<u>RNG CABINET SEAL LOGS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	<p>THE RANDOM NUMBER GENERATOR (RNG) CABINET SEAL LOG IS MAINTAINED FOR EACH CABINET THAT CONTAINS A RNG COMPUTER. THE CABINET IS CONTINUOUSLY LOCKED AND SEALED WHEN NOT IN USE. WHEN THE RNG IS IN USE, THE CABINET IS UNLOCKED AND THE SEAL IS BROKEN BY AUTHORIZED LOTTERY PERSONNEL. WHEN THE USE OF THE RNG IS FINISHED, THE CABINET IS LOCKED AND A NEW SEAL IS PUT IN PLACE. THE RNG CABINET SEAL LOG IS THE VEHICLE TO DOCUMENT THE RNG USE AND TRACK THE CHANGING OF SEALS TO ENSURE THE SECURITY OF THE RNG WHEN NOT IN USE. LOG SHEETS ARE KEPT WITH THE RNG CABINET UNTIL FULL AND THEN THEY ARE COLLECTED AND PLACED IN A FILE IN THE LOTTERY SECURITY OFFICE.</p> <p>THE RNG CABINET SEAL LOGS WILL BE RETAINED FOR 2 YEARS AFTER THE DATE OF CREATION, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT, PER S. 535.37 WIS. STATS.</p>			
<u>00432000.</u>	<u>INSTANT TICKET RECONSTRUCTION FILES / VENDOR MONTHLY REPORT FI</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	<p>DAMAGED INSTANT TICKETS THAT ARE SUBMITTED TO THE LOTTERY FOR PAYMENT DETERMINATION NEED TO BE PLACED IN A TICKET RECONSTRUCTION PROCESS BEFORE PAYMENT AUTHORIZATION CAN BE MADE. FORMAL RECONSTRUCTION INFORMATION REQUESTS ARE SENT TO THE INSTANT TICKET PRINTING VENDOR BY DESIGNATED LOTTERY PERSONNEL. INSTANT TICKET RECONSTRUCTION INFORMATION RECIEVED FROM THE TICKET PRINTING VENDOR IS USED TO VERIFY THE STATUS OF THE DAMAGED INSTANT TICKET AND PAYMENT AUTHORIZATION DETERMINED. ALL TICKET RECONSTRUCTION PAPERWORK IS THEN SENT TO LOTTERY SECURITY FOR SECURE STORAGE AND EVENTUAL DESTRUCTION.</p> <p>THE INSTANT TICKET PRINTING VENDORS PROVIDE MONTHLY REPORTS TO LOTTERY SECURITY ON THE NUMBER OF RECONSTRUCTION REQUESTS SUBMITTED TO AND RESPONDED BY THE VENDOR. THESE REPORTS ARE USED TO MONITOR THE TICKET RECONSTRUCTION PROCESS AND MAINTAINED IN ELECTRONIC FILES.</p> <p>THE INSTANT TICKET RECONSTRUCTION FILES AND VENDOR MONTHLY REPORT FILES WILL BE RETAINED FOR THREE(3) CALENDAR YEARS AND THEN DESTROYED, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT , PER S. 535.37 WI STATS.</p>			
<u>00433000.</u>	<u>ANNUAL INSTANT TICKET INVENTORY</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	<p>ON AN ANNUAL BASIS, A COMPLETE PHSYICAL INVENTORY IS TAKEN OF ALL WISCONSIN LOTTERY INSTANT AND PULL-TAB GAME TICKETS CONTAINED IN THE LOTTERY WAREHOUSE. THIS INVENTORY IS PERFORMED UNDER LOTTERY SECURITY DIRECTION BY NON-WAREHOUSE PERSONNEL AND MONITORED BY THE LEGISLATIVE AUDIT BUREAU. THE INVENTORY COUNT SHEETS, THE INVENTORY COUNT CONTROL SPREADSHEET, AND THE ANNUAL INVENTORY REPORT AND ATTACHMENTS ARE MAINTAINED IN BOTH A PAPER FILE AND AN ELECTRONIC FILE LOCATED IN THE LOTTERY SECURITY OFFICE AND ON THE LOTTERY SECURITY SHARED DRIVE.</p> <p>THE ANNUAL INSTANT TICKET INVENTORY FILES WILL BE RETAINED FOR THREE (3) YEARS AFTER THE DATE OF CREATION, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT, PER S. 535.37 WI STATS.</p>			
<u>00434000.</u>	<u>INDEPENDENT CONTRACTOR SECURITY AUDITS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
	<p>ON A BIENNIAL BASIS, THE WISCONSIN LOTTERY CONTRACTS WITH INDEPENDENT CONTRACTOR(S) TO PERFORM GENERAL AND IT SECURITY AUDITS OF THE LOTTERY'S OPERATIONS. THE AUDITS ARE CONSIDERED TO BE CONFIDENTIAL. EXHIBITS, ATTACHMENTS, NOTES, THE FORMAL AUDIT REPORT, AND THE FORMAL LOTTERY RESPONSE TO THE REPORT AREMAINTAINED IN A PAPER FILE AND AN ELECTRONIC FILE LOCATED IN THE LOTTERY SECURITY OFFICE AND ON THE LOTTERY SECURITY SHARED DRIVE.</p> <p>THE SECURITY AUDIT FILE(S) WILL BE RETAINED FOR FOUR (4) YEARS AFTER THE DATE OF CREATION, PROVIDED FULL RESOLUTION OF THE lab FINANCIAL AUDIT, PER S. 535.37 WI STATS.</p>			
<u>00435000.</u>	<u>MULTI-STATE LOTTERY ASSOCIATION (MUSL) COMPLIANCE REVIEW</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
	<p>ON A BIENNIAL BASIS, THE MULTI-STATE LOTTERY ASSOCIATION, WHICH THE WISCONSIN LOTTERY IS A PARTICIPATING MEMBER THROUGH THE PWOERBALL GAME, CONDUCTS A COMPLIANCE REVIEW OF THE WISCONSIN LOTTERY'S ADHERENCE TO MANDATORY MUSL MEMBER RULE 2 AND THEIR CONFIDENTIAL STANDARDS FOR THE OPERATION OF THE POWERBALL GAME. THIS REVIEW IS CONSIDERED TO BE CONFIDENTIAL. EXHIBITS, ATTACHMENTS, NOTES, THE MUSL REVIEW REPORT, AND THE FORMAL LOTTERY RESPONSE TO THE REPORT ARE MAINTAINED IN A PAPER FILE AND ELECTRONIC FILES LOCATED IN THE LOTTERY SECURITY OFFICE AND ON THE LOTTERY SECURITY SHARED DRIVE.</p> <p>THE MUSL COMPLIANCE REVIEW FILE WILL BE RETAINED FOR FOUR (4) YEARS AFTER THE DATE OF CREATION, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT, PER S. 535.37 WI STATS.</p>			
<u>00436000.</u>	<u>SUPER SECOND CHANCE DISQUALIFICATION NOTICE EMAILS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	<p>THE SUPER SECOND CHANCE DRWAING IS CONDUCTED ONCE A WEEK, CURRENTLY ON THURSDAY AFTERNOON. MAILED ENTRIES MUST MEET CERTAIN SPECIFIED STANDARDS OR THEY WILL BE DISQUALIFIED IF DRAWN. WHEN AN</p>			

RDA #	RDA Title	Retention	Disposition	PII
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ENTRY IS DRAWN AND THEN DISQUALIFIED, A DISQUALIFICATION EMAIL IS DEVELOPED BY DRAW PERSONNEL AND SENT TO LOTTERY SECURITY IDENTIFYING THE DISQUALIFIED ENTRY AND REASON FOR DISQUALIFICATION. LOTTERY SECURITY ELECTRONICALLY DATES THE EMAIL AND PLACES IT IN AN ELECTRONIC FILE ON THE LOTTERY SECURITY SHARED DRIVE. THE SIGNED EMAIL AND DISQUALIFIED ENTRY ARE PLACVED IN THE SUPER SECOND CHANCE PAPER DRAWING PAYMENT FOLDER FOR THAT DRAWING DATE AND SENT TO VALIDATIONS FOR PAYMENT PROCESSING AND FILE RETENTION. THE DISQUALIFICATION EMAIL SENT TO LOTTERY SECURITY SERVES AS A CROSS-REFERENCE TO THE LOCATION OF THE DISQUALIFIED ENTRY IN THE PAYMENT FILES.

THE SUPER SECOND CHANCE DISQUALIFICATION NOTICE EMAILS WILL BE RETAINED ELECTRONICALLY FOR SEVEN (7) YEARS AFTER CREATION, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT, PER S. 535.37 WI STATS.

<b><u>00437000.</u></b>	<b><u>LOTTERY CHECK STOCK - CHAIN OF CUSTODY FORMS</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
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LOTTERY SECURITY MAINTAINS AN INVENTORY OF BLANK CHECK STOCK FOR USE BY THE MADISON VALIDATIONS OFFICE AND THE REDEMPTION CENTERS IN PRINTING PRIZE PAYMENT CHECKS. THE CHAIN OF CUSTODOY FORM IS USED TO TRACK AND MONITOR THE TRANSFER OF BALNK CHECK STOCK INVENTORY FROM THE LOTTERY SECURITY TO MADISON VALIDATIONS OFFICE AND REDEMPTION CENTERS.

THE CHAIN OF CUSTODY FORM WILL BE RETAINED FOR TWO (2) YEARS AFTER THE DATE OF CREATION, PROVIDED FULL RESOLUTION OF THE LAB FINANCIAL AUDIT, PER S. 535.37 WIS. STATS.

<b><u>00469000.</u></b>	<b><u>INSTANT SCRATCH GAME MASTER FILE</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Each Lottery instant scratch game has its own master file. Each lottery bonus drawing that involves multiple instant scratch games may have its own master file.

Contents of each master file includes that game's...

\* Features and Procedures, including the prize structure, which are the official rules for that game as outlined in Wis. Stat. § 565.27(1)(1).

\* Lottery Administrator and Legal Counsel Features & Procedures approval documents.

\* Legal opinions, trademark clearance letters, and game audits. Client-legal counsel communications are confidential information.

\* Working papers (a contractor initiated document signed by both the Lottery and the contractor that includes the specifications for that game). Working papers contain trade secrets and therefore should be treated as confidential per Wis. Stat. § 134.90 and, on occasion, the FEIN number of contractors on materials related to procurement.

\* Emails, letters, or other correspondence related to the game.

The retention time period for a particular game may exceed 10 years if payments are still being made for one or more annuity prizes in that game. The event for any such game is the end date of that game or until the last payment of the annuity prize is made, whichever is later.