

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>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 consist of correspondence and documents related to tax administration that are not associated to a specific tax account. For example, a tax practitioner may inquire about the sales and use tax treatment of a product or a governmental unit may inquire about procedures for requesting a private letter ruling. The documents aren't related specifically to a taxpayer and therefore are not maintained in a customer's tax account (which would be maintained under RDA 470).

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 = Creation

<u>00470000.</u>	<u>TAX ACCOUNT INFORMATION</u>	<u>EVT+7</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 RDA #470A- 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
 - o RDA #470B - 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
 - o RDA #470C - Audit - 10 years from the date the determination became final
 - o RDA #470D - Collections - period has no amount due for 30 days
 - o RDA #470E - Warrant- 30 days from the date satisfied
 - o RDA #470F - 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(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.

00470A00. **TAX ACCOUNT INFORMATION - NET BUSINESS LOSS (NBL)** **EVT+27** **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 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).

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:

Dept #: /1120/ Department Name: AUDIT BUREAU

RDA # RDA Title Retention Disposition PII

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

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

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RDA # RDA Title Retention Disposition PII

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.

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)

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

RDA # RDA Title Retention Disposition PII

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: ISE CUSTOMER SERVICE BUREAU

RDA # RDA Title Retention Disposition PII

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

This only applies when there is no WI Income Processing and Audit System (WINPAS) account for the filer, otherwise covered by RDA 470, 470-A-F.

This record series is comprised 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 social security number, date issued or invoice number. Copies of the original documents can be reprinted on demand and the entries can be purged after the five-year retention period.

Box 16: Wis. Stat. § 71.78

EVENT = Creation

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 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 and the yellow copies remain 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.

16. Records Series is Confidential or Access is Limited according to Wis. Stat. §§ 139.11(4), 139.38(6), 139.82(6), 77.61(5), 71.78, 72.06, 78.80(3).

EVENT = Returned from internal auditor

00218000. CASHIER RECORDS AND REPORTS EVT+5 DEST Y

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

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

RDA # RDA Title Retention Disposition PII

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

00221A00. REGISTER OF DELINQUENT TAX ACCOUNT INFORMATION - WARRANTS FIL P PERM Y

This record series includes history of delinquent accounts: payments, adjustments, and warrant and write-off transactions. Records contain:

Tax warrant register for debts written off including date issued, warrant number, docket date, tax period covered, and amount due at the time the warrant was filed. Warrants filed between August 1, 1981 and May 5, 2004 have no expiration date according to Wis. Stat. §§ 71.13(2m) and (3) (1981). This record series is permanent because in order to satisfy the warrants, the Department of Revenue needs to access information related to account history, payments, and adjustments.

8. Medium for Records Storage: Records from 1981-1997 are stored on microform and records from 1997-2009 are stored as Adobe PDF documents in a secure department file share.

16. Wisconsin Stat. §§ 139.11(4), 139.38(6), 139.82(6), 77.61(5), 71.78, 72.06, 78.80(3)

EVENT = Permanent

00221B00. REGISTER OF DELINQUENT TAX ACCOUNT INFORMATION - WARRANTS FIL EVT+1 DEST Y

This record series includes accounts with warrants issued on or after May 5, 2004. Within each account is:

1) Tax warrant register including date filed, warrant number, docket date, tax period covered, and amount due at the time the warrant was filed.

2) Tax account information including: initial assessments, estimated taxes assessments, payments and credits, adjustments, and write-off transactions.

Warrants filed after May 5, 2004 expire after 20 years, but may be renewed.

8. Medium for Records Storage: Records from 1997-2009 are stored as Adobe PDF documents in a secure department file share and records from 2009-2012 are stored in a searchable SQL database.

16. Wisconsin Stat. §§ 139.11(4), 139.38(6), 139.82(6), 77.61(5), 71.78, 72.06, 78.80(3)

EVENT = Tax Warrant expiration date

00332000. BANKRUPTCY CONTROL CARDS EVT+20 DEST Y

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

00445000. TOP LETTER MAINFEST SHEETS CR+0/2 DEST Y

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

Dept #: /1310/ Department Name: TAX PROCESSING BUREAU - INCOME TAX SECTION

RDA # RDA Title Retention Disposition PII

00000424. FORM PW-1--WISCONSIN NON-RESIDENT INCOME OR FRANCHISE TAX WITH EVT+3 DEST Y

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.

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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)

<u>00011000.</u>	<u>INDIVIDUAL INCOME TAX RETURNS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
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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.

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.

RETENTION = SCANNED + 0/1 AND DESTROY CONFIDENTIAL

<u>00133000.</u>	<u>HOMESTEAD CREDIT CLAIMS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>Y</u>
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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.

1991 WISCONSIN ACT 39 HAS EXTENDED FILING DEADLINES FOR CLAIMING HOMESTEAD CREDITS. THIS ALLOWS TAXPAYERS UP TO 4 YEARS TO FILE OR AMEND CLAIMS.

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.

RETENTION = SCANNED + 0/1 AND DESTROY CONFIDENTIAL

<u>00153000.</u>	<u>REQUESTS TO EXAMINE WISCONSIN TAX RETURNS</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
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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 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.

EVENT = CR + 1 YEAR AND DESTROY CONFIDENTIAL

<u>00154000.</u>	<u>LETTERS TO TAXPAYERS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
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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

Dept #: /1310/ Department Name: TAX PROCESSING BUREAU - INCOME TAX SECTION

RDA # RDA Title Retention Disposition PII

00235000. WITHHOLDING TAX PAYMENT FICHE AND ELECTRONIC EVT+10 DEST Y

THIS SERIES CONSISTS OF WITHHOLDING TAX PAYMENT FICHE (WT-6 OR ITS EQUIVALENT) PRODUCED MONTHLY AND ANNUALLY REFLECTING ALL WITHHOLDING TAX DEPOSIT REPORTS 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.

00426000. SCANNED PAPER DOCUMENTS AND RETURNS EVT+0/3 DEST Y

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: AUDIT - EXCISE TAX

RDA # RDA Title Retention Disposition PII

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

RDA # RDA Title Retention Disposition PII

00001000. ESCHEATED ESTATE RECORDS EVT+5 DEST Y

Escheated Estate record refers to court orders, legal documents and related property records that are escheated to the State of Wisconsin as estate property not claimed by the distributee per Wis. Stat. § 863.39. This record series does not include unclaimed property records.

Wisconsin Stat. § 863.39 states that a person claiming any amount of an escheated estate must file a petition within ten years of when the estate is turned over to the State of Wisconsin. After ten years, the statutes further provide that the funds must escheat to the

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

RDA # RDA Title Retention Disposition PII

Common School fund, per Wis. Stat. § 852.01 (3). As such, we are required to hold any escheated estate for at least ten years.

* DOR must keep escheated estate records for five years beyond the date that the full value of the property is claimed OR the property is turned over to the Common School fund. The property record will include all of the various types of properties and claimed listed above that are related to a specific estate.

EVENT = When DOR gives escheated estate to the common school fund OR when DOR pays to a claimant

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.

00480000. **UNCLAIMED PROPERTY RECORD** **EVT+5** **DEST** **Y**

New RDA created for simplification and combining of RDA's.

Unclaimed Property Record refers to holder reports, owner claims, property records, records of safe deposit box contents, reciprocal claims, security holding and related certificates, security records, auction records, savings bonds records, audit records, and related correspondence. This record series does not include escheated estates.

Side note:

Section 177.02(2) of the Wisconsin Statutes states that property is payable notwithstanding the owner's failure to make demand. As such the Department of Revenue (DOR) is required to hold any property that has a claimable value (anything greater than \$0.00) permanently.

EVENT = Date that property is paid in full to property owner(s)

Dept #: /1340/ Department Name: TAX PROCESSING BUREAU - BUSINESS TAX SECTION

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**

RDA #	RDA Title	Retention	Disposition	PII
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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.

<u>00161000.</u>	<u>SALES & USE MASTER FILE - ACTIVE ACCOUNTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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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.

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

<u>00165A00.</u>	<u>SALES & USE TAX - DENIED EXEMPT CERTIFICATES</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
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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 CERTIFICIATE 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.

<u>00166000.</u>	<u>SALES & USE TAX - GENERAL CORRESPONDENCE</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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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 IS SUBSEQUENT REGISTRATION HAS BEEN MADE.

EVENT = CALENDAR YEAR + 3 YEARS AND DESTROY CONFIDENTIAL.

<u>00230A00.</u>	<u>WITHHOLDING TAX MASTER FILE, INACTIVE ACCOUNTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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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 EMPLOYES PURSUANT TO 71.64, STATS.

THESE ACCOUNTS ARE SUBJEC TO REVIEW AND AUDIT BEFORE INACTIVATION.

EVENT = CALENDAR YEAR + 5 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /1340/ Department Name: TAX PROCESSING BUREAU - BUSINESS TAX SECTION

RDA #	RDA Title	Retention	Disposition	PII
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Dept #: /1370/ Department Name: AUDIT - EXCISE TAX

RDA #	RDA Title	Retention	Disposition	PII
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00063000. FUEL TAX - BONDS CR+4 DEST Y
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

00063A00. FUEL TAX - APPLICATIONS AND LICENSES CR+4 DEST Y
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

00064000. TRANSPORTER AND VEHICLE REGISTRATION CR+4 DEST Y
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

00135000. MOTOR FUEL FLOOR TAX - RETURNS CR+4 DEST Y
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

00136000. MOTOR VEHICLE TAX - REFUND CLAIMS CR+4 DEST Y
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

00137000. AVIATION FUEL TAX REPORTS CR+4 DEST Y
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.

Dept #: /1370/ Department Name: AUDIT - EXCISE TAX

RDA # RDA Title Retention Disposition PII

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

00138000. FUEL TAX GENERAL CORRESPONDENCE CR+4 DEST Y

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.

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

EVENT = CR + 4 YEARS AND DESTROY CONFIDENTIAL

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 #: /1612/ Department Name: OCI FRAUD

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

Dept #: /1612/ Department Name: OCI FRAUD

RDA # RDA Title Retention Disposition PII

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

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

This record series contains AT-129 field report or its equivalent and inspection reports of inspections conducted by Alcohol & Tobacco Enforcement Unit agents showing pertinent information about premises inspected. It is administered under Wis. Stat. § 125, 134.65 and 139

Box 16: Wisconsin Stat. §§ 139.11(4), 139.82(6) and 139.38(6)

EVENT = Date Alcohol Tobacco Enforcement (ATE) Unit Case closed

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

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

RDA # RDA Title Retention Disposition PII

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: LGS

RDA # RDA Title Retention Disposition PII

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 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

00019A00. DISTRIBUTION OF SHARED REVENUE-MICROFORMS AND/OR PDF CR+25 DEST N

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

00019B00. DISTR. OF SHARED REV./TAXES-WORKPAPERS, CORRESP., WARRANT REG EVT+3 DEST N

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

00020000. ASSESSMENT LEVELS: REAL, PERSONAL AND AGGREGATE; PRINTOUTS EVT+3 DEST N

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.

00020A00. ASSESSMENT LEVELS: REAL, PERSONAL AND AGGREGATE; MICROFORMS CR+10 DEST N

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

00021000. TAX DISTRICTS MASTER LISTS EVT+3 DEST N

RDA # RDA Title Retention Disposition PII

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

00026000. DISTRIBUTION OF GENERAL & PERSONAL PROPERTY TAX RELIEF - PRINTC EVT+3 DEST Y

These records consist of detailed printouts which display data elements used in the determinations and the resulting amounts of relief calculated for each taxation district. Data for calculations is from an earlier process related to maximum credit value. These records also consist 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, Wis. Stat. ch. 79, is made by the Bureau of State and Local Finance.

EVENT = Distribution date

00026A00. DISTRIBUTION OF SCHOOL LEVY TAX CREDIT - MICROFORMS AND/OR PDF CR+20 DEST N

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

00026B00. DISTR. OF GEN. & PERS. PROPERTY TAX RELIEF-WORKPAPERS, CORRES., FIS+3 DEST N

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

00028000. CLERKS MANUAL; WORKPAPERS/CORRESPONDENCE/PROOFS/CAMERA R EVT+1 DEST N

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

00029000. CLERK TRAINING MATERIAL EVT+3 DEST N

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

00031000. ASSESSMENT ROLL/TAX ROLL CORRESPONDENCE CY+3 DEST N

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

00032000. VENDORS OF DATA PROCESSING SERVICES CY+3 DEST N

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

RDA # RDA Title Retention Disposition PII

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

00033000. COUNTY FORMS-CORRESPONDENCE CY+3 DEST N

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

00035000. DISTR. OF EXEMPT MANUFACTURERS MACHINERY & EQUIP. AIDS-MICROFILM CR+25 DEST N

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 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

Dept #: 2100/ Department Name: LGS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00045A00.</u>	<u>PRIVATE FOREST CROPLAND 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 FOREST CROP WITHDRAWAL REQUESTS.				
EVENT = WITHDRAWAL COMPLETE + 3 YEARS AND DESTROY				
<u>00046000.</u>	<u>MANAGED FOREST LANDS WITHDRAWAL-WORKPAPERS, CORRESPONDEN</u>	<u>FIS+1</u>	<u>DEST</u>	<u>N</u>
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				
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>

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RDA # RDA Title Retention Disposition PII

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

00050B00. MUNICIPAL FINANCIAL REPORTING-WORKPAPERS, AUDIT REPORTS, FINAN EVT+5 DEST N

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

00050C00. MUNICIPAL FINANCIAL REPORTING-TRAINING MATERIALS, ATTENDANCE L EVT+0/1 DEST N

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

00050D00. MUNICIPAL FINANCIAL REPORTING - ON-LINE OUTPUTS EVT+0/1 DEST N

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

00050E00. MUNICIPAL FINANCIAL REPORTS CR+10 SHSW N

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

00050F00. MUNICIPAL FINANCIAL REPORTING-LINE USE & LINE TOTAL REPORT PRINT FIS+5 DEST N

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

00050G00. MUNICIPAL FINANCIAL REPORTING-LINE USE & LINE TOTAL REPORT: MICR EVT+10 SHSW N

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

00051000. STATE PAYMENT REGISTER-WORKPAPERS FIS+1 DEST N

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.

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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>
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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 PRINOUT COPY OF THE REGISTER DISPLAYS DISTRICT CODE, FUND, AGENCY AND APPROPRIATION, VOUCHER 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>
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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>
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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>
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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. & EXPENDED-PRINTOUTS & WORKP/</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
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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>
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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>
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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>
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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

RDA #	RDA Title	Retention	Disposition	PII
	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, (</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) 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			
<u>00070000.</u>	<u>DETERMINATION OF ESTIMATED MAJOR STATE AIDS-WORKPAPERS, CORR</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
	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			
<u>00070A00.</u>	<u>DETERMINATION OF ESTIMATED MAJOR STATE AIDS-PRINTOUTS/NOTICES</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
	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			
<u>00070B00.</u>	<u>DETERMINATION OF ESTIMATED MAJOR STATE AIDS-MICROFORMS AND/O</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
	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			
<u>00071000.</u>	<u>DATE OF RECEIPT REPORTS-WORKPAPERS, PRINTOUTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	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			
<u>00072000.</u>	<u>MAILING LISTS-PRINTOUTS, WORKPAPERS</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
	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			
<u>00073000.</u>	<u>ANNEXATIONS, DETACHMENTS, INCORPORATIONS-CORRESPONDENCE</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>

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

EVENT = FISCAL YEAR + 1 YEAR AND DESTROY

00074A00. STATEMENT OF ASSESSMENT CR+25 SHSW N

This record series consists 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 Wis. Stat. chs. 68, 70 and 77, more specifically Wis. Stat. § 70.53.

EVENT = Creation

00074B00. STATEMENT OF ASSESSMENT-FORMS EVT+3 DEST N

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

00075000. SPECIAL DISTRICT SUPPLEMENT; STATEMENT OF ASSESSMENT-WORKPAPERS EVT+3 DEST N

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

00075A00. SPECIAL DISTRICT SUPPLEMENT; STATEMENT OF ASSESSMENT-COMPLETED EVT+3 DEST N

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

00076000. STATEMENT OF TAXES-WORKPAPERS, PRINTOUTS, CORRESPONDENCE EVT+3 DEST N

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

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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

<u>00076A00.</u>	<u>STATEMENT OF TAXES</u>	<u>CR+25</u>	<u>SHSW</u>	<u>N</u>
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This record series consists of either step and repeat microfilm of actual Statements of Taxes, or the FINAL Statements of Taxes, or computer output on microfiche. These statements are filed with the Department of Revenue in accordance with Wis. Stat. chs. 69, 70 and 77 more specifically Wis. Stat. § 69.61.

EVENT = Creation

<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

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STATEMENT OF TAXES.

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

00079000. SCHOOL DISTRICT & VOC. DIST. APPORTIONMENT OF TAXES-WORKPAPER EVT+3 DEST N

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 DISTRICTS AND TECHNICAL COLLEGE DISTRICTS (VTAE).

EVENT = ENTERED INTO DATA SYSTEM + 3 YEARS AND DESTROY

00079A00. SCHOOL DISTRICT & TECNICAL 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), A ND 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 ON 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

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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 INCLUDE TYPED LISTINGS DISPLAYING LOAN DATA.

EVENT = CR + 1 YEAR AND DESTROY

00085000. **PRIVATE FOREST CROPLANDS-PRINTOUTS, WORKPAPERS** **EVT+1** **DEST** **N**

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

00086000. **MANAGED FOREST LANDS-PRINTOUTS, WORKPAPERS** **EVT+1** **DEST** **N**

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

00087000. **COUNTY OWNED FOREST CROPLANDS-PRINTOUTS, WORKPAPERS** **EVT+1** **DEST** **N**

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

00088000. **REVIEW OF STATE'S ASSESSMENT OF MANUF. PROPERTY-WORKPAPERS,** **EVT+3** **DEST** **N**

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

00089000. **STATEMENT OF MERGED EQUALIZED VALUES-PRINTOUTS** **EVT+3** **DEST** **N**

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

00089A00. **STATEMENT OF MERGED EQUALIZED VALUES-MICROFORMS** **CR+3** **DEST** **N**

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:

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_____(DATE) YR(YEAR)/ _____ STRAT #1 EQUAL MRG _____ (ADMINISTRATIVE AREA AND COUNTY MUNICIPAL CODE).

EVENT = CR + 3 YEARS AND DESTROY

00092000. STATEMENT OF MERGED STATE VALUES-MICROFORMS EVT+3 DEST N

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.

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THE DATA ARE USED TO AID IN ESTIMATING FULL VALUES OF PIECES OF SCHOL 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, WORKPAPERS** **EVT** **DEST** **N**

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

00097A00. **TABULATION OF GENERAL PROPERTY ASSESSMENTS (TX42514B)-MICROFILM** **CR+25** **DEST** **N**

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

00098000. **BULLETIN-TOWN, VILLAGE AND CITY TAXES-PRINTOUTS, WORKPAPERS** **EVT+0/1** **DEST** **N**

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 INCLUDE 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

00098A00. **BULLETIN: TOWN, VILLAGE AND CITY TAXES-MICROFORM AND/OR PAPER** **CR+20** **DEST** **N**

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

00100000. **SUMMARY OF AGGREGATE RATIOS - PRINTOUTS** **EVT+1** **DEST** **N**

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

00100A00. **SUMMARY OF AGGREGATE RATIOS (TX42554A)-MICROFORMS AND/OR PAPER** **CR+10** **DEST** **N**

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.

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EVENT = CR + 10 YEARS AND DESTROY

00181000. **WISCONSIN REAL ESTATE TRANSFER RETURN** **CR+5** **DEST** **Y**

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RDA # RDA Title Retention Disposition PII

This record series is comprised of the Wisconsin Real Estate Transfer Form (PE-500), the Wisconsin Real Estate Transfer Fee Return, or its equivalent. This data 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.

Box 16: Wis. Stat. § 77.22 and 77.23

EVENT = Creation

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 Wis. Stat. § 77.22, by the Register of Deeds in each county, and shows monthly totals for number of transfers, fee collections and fee remittances.

EVENT = Fiscal

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: partnership, corporations/shareholders/subsidiaries, financial institutions, personal or family, and contains complete and detailed, confidential information describing the audit: what action the auditor took and what was covered including background information in support of the field audit report itself.

Wisconsin Stat. § 77.23 for confidentiality and Wis. Stat. § 77.26 for audit authority.

EVENT = Audit complete

00312A00. **DISTRIBUTION OF LOTTERY CREDIT RELIEF** **CR+25** **SHSW** **N**

These records consist of notices of lottery credit claimed and payment.

EVENT = Creation

00322A00. **DISTRIBUTION OF LOTTERY CREDIT - PAYMENT** **EVT+2** **SHSW** **N**

These records consist of listings of Lottery and Gaming Credit payment summaries to counties, towns, villages, cities, and other generated payment tables.

Annually, the Local Government Services section determines aids pursuant to Subchapter II, Wis. Stat. ch. 79, which are paid to towns, villages, cities, and counties reporting Lottery and Gaming Credit claims.

EVENT = Payment issued

00322C00. **DISTRIBUTION OF LOTTERY-NOTICES** **EVT+1** **DEST** **N**

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

00323000. **AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL MISC. WORKPAPERS** **CR+2** **DEST** **Y**

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 checks and back-up documents.

Annually, the Local Government Services Section verifies the distribution of individual amounts pursuant to Subchapter II, Wis. Stat. ch. 79, which are paid to towns, villages, cities, and counties reporting Lottery and Gaming Credit claims.

EVENT = Creation

00323A00. **AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL PRINTOUTS** **CR+0/1** **DEST** **Y**

This record series consists of output reports resulting from computer upload of county tape/files of Lottery and Gaming Credit claimant data.

Annually, the Local Government Services Section verifies the distribution of individual amounts of Lottery and Gaming Credit to taxation districts pursuant to Subchapter II, Wis. Stat. ch. 79.

EVENT = Creation

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RDA # RDA Title Retention Disposition PII

00323B00. AUDIT CLAIMS OF LOTTERY CREDIT - INDIVIDUAL AUDIT QUESTIONNAIRES CR+4 DEST Y

These records consist of:

- 1) County flagged for audit date
- 2) Questionnaires or letters requesting claimant to verify eligibility for Lottery and Gaming Credit

Annually, the Local Government Services Section verifies the distribution of individual amounts of Lottery and Gaming Credit to taxation districts pursuant to Subchapter II, Wis. Stat. ch. 79.

EVENT = Creation

00323C00. AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL-GENERAL CORRESPON CR+0/6 DEST Y

These records consist of letters from taxpayers inquiring about Lottery and Gaming Credit against property taxes. This series also includes the response letters from the Department of Revenue.

Annually, the Local Government Services Section verifies the distribution of individual amounts of Lottery and Gaming Credit to taxation districts pursuant to Subchapter II, Wis. Stat. ch. 79.

EVENT = Creation

00324A00. DISTRIBUTION OF SHARED REVENUES - PAYMENTS/PRINTOUTS CR+25 SHSW N

These records consist of printouts and notices of computer output (microfiche and paper) that display the data used to calculate the estimated and actual payments to local units of government under the requirements of Subchapter I, Wis. Stat. ch. 79. Electronic data is sent to WI Historical Society annually.

EVENT = Creation

00391000. TAX EXEMPTION REPORTING EVT+2 DEST N

These records consist of completed Taxation District Summary of Tax Exemptions forms (PC-226). These forms are filed by Wisconsin taxation districts (towns, villages, cities) in even-numbered years. The forms are required to be filed per Wis. Stat. § 70.337.

EVENT = Filing Date

00392000. MANAGED FOREST LAW RATE ADJUSTMENT EVT+5 DEST N

This record series consists of a computer printout showing the calculation of the rate to be used to determine the acreage share levied on land enrolled in the Managed Forest Land program. This calculation is completed once every five years and the calculated rate remains in effect for the five years. After a new calculation is completed the prior calculation is destroyed.

Administrative note: Printout created each year. Rate change implemented every 5 years (2023, 2028, 2033, 2038, etc). Retain printout from every 5th year per RDA.

EVENT = When the rate is updated (every 5 years)

00393000. TAX INCREMENT WORKSHEET EVT+3 DEST N

This record series consists of completed Tax Increment Worksheet forms (PC-202). The forms are electronically filed by Wisconsin villages, cities and towns that have Tax 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.

EVENT = Filing Date

00394000. 74.41 MATERIALS EVT+6 DEST N

This record series consists of the following:

- 1) Completed inquiry regarding Chargeback of Refunded or Rescinded Taxes form (PC-201). Forms are filed by Wisconsin taxation districts (towns, villages, cities). The authorization for the process is found in Wis. Stat. § 74.41.
- 2) Facsimile forms generated by the mainframe computer
- 3) Letters informing the taxing jurisdictions of the amount charge backed, due dates and other items.
- 4) Letters denying chargebacks
- 5) Ledgers showing the steps in the chargeback process and the taxation districts involved for each year
- 6) Computer printouts showing various edits, flag status, etc.

EVENT = Determination date

RDA #	RDA Title	Retention	Disposition	PII
<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 CLAIFICATIONS/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 ISSUED 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 (200</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"> • municipality name • gross amount of room taxes collected each year • room tax rate imposed as of the end of the year • if the room tax rate changed during the year • the amount forwarded to a tourism entity/commission • name of the tourism entity/commission • first and last names of each member of the entity/commissions governing body • name of the business entity the member owns, operates, or is employed by if any • for expenditures greater than \$1,000, the date forwarded and the recipient name • 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. 			
	EVENT = Creation			
<u>00476000.</u>	<u>DISTRIBUTION OF LOTTERY CREDIT</u>	<u>FIS+4</u>	<u>DEST</u>	<u>N</u>
	This new RDA was created for simplification of current RDA's. These records consist of Lottery Credit Relief printouts, notices, work papers, correspondence, warrant register, Lottery Credit notices, payments and reports:			
	<ul style="list-style-type: none"> • Reports submitted by taxation districts of lottery credits claimed • Notices with instructions for distribution to taxation districts of lottery credits • Printouts which display amounts paid and other calculations • Warrant register(s) 			

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- Correspondence such as letters to local units of government, internal memorandums, work papers and requests
 - 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
 - Payment edits of the number and total amount of Lottery Credit reported by each county, town, village and city
 - Computer generated listings of Lottery and Gaming Credit payment summaries to counties, towns, villages, cities and other pc generated payment tables
 - March report of Lottery and Gaming Credit claims from counties, towns, villages and cities
 - Unused Mobile Home Parking Fee reports
 - Correction and late claim reports
- Annually, the Local Government Services Section determines aids pursuant to Subchapter II Wis. Stat. ch 79 which are paid to towns, villages, cities and counties reporting Lottery and Gaming Credit claims.

Electronic data is sent to WI Historical Society annually.

EVENT = Fiscal

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RDA # RDA Title Retention Disposition PII

00015000. WASTE TREATMENT FILES CR+5 DEST N

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.

EVENT = CR + 5 YEARS AND DESTROY

00112000. UTILITY TAX ROLLS CR+10 DEST Y

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.

EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL

00113000. ASSOCIATION OF MUNICIPAL ELECTRIC / CONSERVATION & REGULATION / CR+5 DEST Y

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.

EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL

00114000. MUNICIPAL & PRIVATE UTILITY - ANNUAL REPORT CR+5 DEST N

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.

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.

EVENT = CR + 5 YEARS AND DESTROY

00116000. PIPELINES AND NATURAL GAS COMPANIES, ANNUAL REPORTS & TERMINA CR+5 SHSW Y

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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.

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

00117000. **METAL MINING APPORTIONMENTS** **CR+5** **SHSW** **N**

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.

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

00118000. **POLICY CORRESPONDENCE, UTILITY & SPECIAL TAXES** **CR+5** **SHSW** **N**

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.

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**

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

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WISCONSIN DEPARTMENT OF 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 COMP 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.

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

Dept #: /2310/ Department Name: EQUALIZATION

RDA # RDA Title Retention Disposition PII

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

00183000. ASSESSOR'S FINAL REPORT CR+5 DEST N

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.

THE STATUTORY REFERENCES ARE 73.03(5) WHICH PRESCRIBES THE REPORT AND 70.09 UNDER WHICH THEY ARE

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DESIGNED AND PRESCRIBED.

EVENT = CR + 5 YEARS AND DESTROY

<u>00184000.</u>	<u>ANNEXATION AND TERRITORY</u>	<u>CR+3</u>	<u>SHSW</u>	<u>N</u>
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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.

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.

EVENT = CR + 3 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY

<u>00185000.</u>	<u>FOREST CROP LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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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.

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

<u>00186000.</u>	<u>WOODLAND TAX LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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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 DEPARTMENT OF REVENUE DISCARDS PRINTOUTS AS NEW CUMULATIVE REPORTS ARE RECEIVED.

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

<u>00187000.</u>	<u>MANAGED FOREST LANDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
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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.

EVENT = SUPERSEDED + 3 YEARS AND DESTROY

<u>00188000.</u>	<u>SALES ANALYSIS SYSTEM MASTER FILE</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
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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.

THE SOURCE DOCUMENT IS THE ELECTRONIC WISCONSIN REAL ESTATE TRANSFER RETURN (PE-500) OR ITS EQUIVALENT.

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>
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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>
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THIS RECORD SERIES CONTAINS ALL MATERIALS RELEVANT TO EXPERT ASSESSMENT HELP UNDER SECTION 70.055 OF

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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.

00291000. **SECTION 70.85 MATERIALS** **EVT+7** **DEST** **Y**

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.

00292000. **FIELD REVIEW APPRAISAL FILES** **EVT+5** **DEST** **N**

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.

00293000. **STATISTICAL REPORT OF PROPERTY VALUATIONS** **EVT+3** **SHSW** **N**

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

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

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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. **FIELDDED SALES ANALYSIS REPORTS** **CR+3** **DEST** **N**

THE FIELDDED 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 FIELDDED 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 THE DATA RECORDS ON FILE
- * COMPOSITE AGRICULTURAL VALUE PER ACRE REPORT
- * CONDENSED SALES SUMMARY REPORT
- * FIELDDED 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. **FIELDDED 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

00295B00. **FIELDDED SALES ANALYSIS DOCUMENTS** **CR+3** **DEST** **Y**

THE FIELDDED 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. **FIELDDED SALES ANALYSIS REJECTION LISTING** **CR+1** **DEST** **N**

THE FIELDDED 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

Dept #: /2310/ Department Name: EQUALIZATION

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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

Dept #: /2410/ Department Name: MANUFACTURING & UTILITY

RDA # RDA Title Retention Disposition PII

00277000. MANUFACTURING SELF REPORTING FORMS - REAL ESTATE EVT+6 DEST Y

This record series contains the Manufacturing Self Report Forms - M-Forms, PA-750R, PA-750P, PA-750L. Form M-R is used to report real property. Form PA-750P is used to report personal property and is known as the M-P Form. Form PA-750L is used to report leased personal property and is known as the M-L Form.

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

Department of Revenue (DOR) legal opinion and Wis. Admin. Code ch. Adm 12.10 specify personal property reports and lists as confidential.

EVENT = Date filed

00281000. STATE BOARD OF ASSESSORS APPEAL FILES EVT+8 DEST N

This record series contains the original objection form, correspondence, and Board of Assessor actions. The state Board of Assessors (BOA) investigates any appeal filed under Wis. Stat. § 70.995(8)(c) or (d). The BOA, having

Dept #: /2410/ Department Name: MANUFACTURING & UTILITY

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made the investigation, notifies the objector of its determination. The BOA determination contains the property owners name, property computer number, the appeal number, the original assessment, the revised assessment and signature of the BOA Chairman.

EVENT = When appeal period ends

<u>00412000.</u>	<u>STATE ASSESSMENT OF MANUFACTURING SALES BOOKS</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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This record series consists of the digital and paper output of sales analysis. These sales are researched and fielded annually for use by the Bureau Staff in completing manufacturing property valuation.

EVENT = Creation

<u>00477000.</u>	<u>MANUFACTURING PROPERTY ASSESSMENT REPORTS AND DATA</u>	<u>CR+8</u>	<u>DEST</u>	<u>N</u>
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New RDA created for simplification. This record series consists of all data and digital outputs from the Property Assessment System used for the state assessment of manufacturing property.

- Parcel/Account level file maintenance history. Maintenance includes changes to name, address, legal description, school codes, etc.
- Real Estate property attributes
- Parcel/Account level history of valuation
- Manufacturing assessment data
- Manufacturing assessment rolls
- Manufacturing assessment notices and filing penalty bills mailed to manufacturing property owners under Wis. Stat. § 70.995.

EVENT = Creation

<u>00478000.</u>	<u>TELCO ASSESSMENT REPORTS AND DATA</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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New RDA created for simplification. This record series consists of all the data, reports and outputs from the Telco system. This series also contains forms and data collected and stored for use in the state assessment of telecommunications (Telco) property. The series includes:

- Telco Annual property returns
- Output from the Telco system
- Real Estate valuation change record (PA-531T) or its equivalent
- Parcel/Account/Company file maintenance records
- Telecommunication assessment notices and property tax bills
- Correspondence, or other information contained in the telco company file

EVENT = Creation

Dept #: /2600/ Department Name: OTAS

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00287000.</u>	<u>TAX INCREMENTAL FINANCE (TIF) - TERMINATED/DISSOLVED FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
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This record series contains documents retained by the Department of Revenue (DOR) related to individual Tax Incremental Districts (TID). These documents demonstrate compliance with state law for TID creation, amendment and termination. DOR uses these documents to assist in the value certification of the district and to monitor compliance with state law. The record series includes the following related to individual districts: legal documents demonstrating compliance with state law; value information; district map; project plans; final accounting report; correspondence; miscellaneous forms. The record series is sorted by the state assigned county/municipal code and TID number in the year the TID terminated.

EVENT = TIF district termination

<u>00414000.</u>	<u>BOARD OF REVIEW MEMBER TRAINING AFFIDAVIT</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
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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

<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:

Dept #: /2600/ Department Name: OTAS

RDA # RDA Title Retention Disposition PII

- 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

00472000. ASSESSORS - NON SPECIFIC EDUCATION CR+5 DEST N

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

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

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

00475000. TAX INCREMENTAL FINANCE (TIF) REPORTS CR+7 DEST N

New RDA created for simplification and combining RDA's.

This records series contains various yearly statewide reports with general information about all TIF districts (TID) for the associated timeframe and parameters. The reports can include a list of TIDs showing the municipality, county, type of TID. They may also include TID number, year created, TID values (base, current or increment), municipal values or other information from Department of Revenue (DOR) systems. These reports are posted on the DOR website. Some examples include creations/amendments/terminations by year, active TIDs, certification report, value limitation, statement of changes (this list is not all-inclusive.) This record series excludes on-time data queries not posted to the website.

EVENT = Creation

Dept #: /3110/ Department Name: INFORMATION SYSTEMS

RDA # RDA Title Retention Disposition PII

00009000. DIRECTOR'S SUBJECT FILES CR+6 DEST Y

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 #: /4000/ Department Name: RESEARCH & POLICY

RDA # RDA Title Retention Disposition PII

00013000. WISCONSIN-MINNESOTA TAX RECIPROCITY EVT+7 DEST N

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.

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.

EVENT = TAX YEAR + 7 YEARS AND DESTROY CONFIDENTIAL

00190000. **SUBJECT FILES** **CR+7** **SHSW** **N**

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.

SINCE CY2000, THIS RECORDS SERIES IS ALSO AVAILABLE ELECTRONICALLY AND CAN BE FOUND AT: \\FILES2\RPSUBJECT.

EVENT = CREATION + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

00191000. **STATISTICAL REPORTS** **EVT+25** **SHSW** **N**

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.

BEGINNING IN 1979, ELECTRONIC RECORDS ARE AVAILABLE AT: \\SRV168\LIBRARY\RESEARCH + POLICY.

EVENT = TAX YEAR + 25 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

00192000. **RESEARCH AND ANALYSIS ADMINISTRATIVE FILES** **CR+7** **DEST** **N**

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.

BEGINNING IN CY2000 THESE RECORDS ARE ALSO STORED ELECTRONICALLY AT: \\FILES2\RPSUBJECT.

EVENT = CREATION + 7 YEARS AN DESTROY

00257000. **FISCAL NOTES** **CR+6** **DEST** **N**

THIS RECORD SERIES CONTAINS FISCAL ANALYSIS DEVELOPED BY THE WISCONSIN DEPARTMENT OF REVENUE AS WELL AS CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS RELATED TO PROPOSED LEGISLATION.

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.

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\$.

EVENT = CR + 6 YEARS AND DESTROY

00264000. **CORPORATE INCOME TAX DATA** **EVT+2** **DEST** **N**

THIS RECORD SERIES CONTAINS COMPUTER PRINTOUTS OF CORPORATE INCOME TAX DATA BY FILE NUMBER AND

Dept #: 4000/ Department Name: RESEARCH & POLICY

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 CR+5 DEST 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.

Box 16 -Wisconsin Stat. § 71.78 (1) DIVULGING INFORMATION. Except as provided in subs. (4), (4m) and (10), no person may divulge or circulate or offer to obtain, divulge, or circulate any information derived from an income, franchise, withholding, fiduciary, partnership, or limited liability company tax return or tax credit claim, including information which may be furnished by the department as provided in this section.

Creation; CR+5; Destroy Confidential

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, ADN 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 ACESS 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

Dept #: /5000/ Department Name: LEGAL SERVICES

RDA # RDA Title Retention Disposition PII

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

FILE CONTAINS CORRESPONDENCE REGARDING EXEMPT STATUS OF NONPROFIT ORGANIZATIONS.

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

00258000. COURT CASES - MISCELLANEOUS ACTIONS EVT+10 DEST Y

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.

00333000. COLLECTION COURT ACTION FILES EVT+10 DEST Y

THIS RECORD SERIES INCLUDES, BUT IS NOT LIMITED TO, GARNISHMENTS, EXECUTIONS, 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 #: /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

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

RDA # RDA Title Retention Disposition PII

PARENT AND SUBSIDIARY ORGANIZATIONS.

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 EMPLOYEES 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) (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

00479000. INVESTMENT & LOCAL IMPACT FUND BOARD (MINING BOARD) CR+20 SHSW N

The Investment and Local Impact Fund Board (Mining Board) created under Wis. Stat. §15.435 Investment and Local Impact Fund created under Wis. Stat. § 70.395(2)

This record series covers all materials relating to The Investment and Local Impact Fund Board (Mining Board), including: Administrative files comprised of background papers pertaining to funding requests submitted to the Mining Board and correspondence with municipalities, counties, school districts and tribal governments.

Board meeting materials, agendas, minutes, press releases and background memoranda Program documents and policy analysis

Grant files: covers contracts between the Mining Board and recipients of discretionary payments News clippings

*Retention justification: At times the mining board does not meet for 15-20 years. Without these records board members will have no information on past practice and decisions to guide their work.

EVENT = Creation

Dept #: /8421/ Department Name: LOTTERY

RDA # RDA Title Retention Disposition PII

00344000. BUILDING ACCESS SIGN-IN LOGS CR+3 DEST N

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

- Lottery Validations Room (Rimrock)
- Lottery Claims Mail Room (Rimrock)
- Lottery Internal Control System Room (Rimrock)
- Lottery Secondary Internal Control System Room (Dairy Drive)
- Lottery Vendor Facility (Dairy Drive)
- Lottery Vendor Computer Room (Dairy Drive)
- Lottery Security Office (Rimrock)

*These records are maintained for three years and not destroyed until after the annual Legislative Audit Bureau's audit, authorized by Wis. Stat. § 565.37(1) and the biennial security audit authorized by Wis. Stats. § 565.37(6) are completed.

EVENT = Creation

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 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.

00348000. COMPUTER SERVICES CONTRACT VENDOR SYSTEM REPORTS EVT+2 DEST N

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.

RDA # RDA Title Retention Disposition PII

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.

00354000. TERMINAL SHUTDOWN REPORTS **EVT+2** **DEST** **N**

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

RDA # RDA Title Retention Disposition PII

the retailer file.

A contract is mailed to the retailer for signature and the record remains disabled until the contract 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 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 CR+7 DEST Y

All tickets may be processed at the Madison Lottery Headquarters by the Validation Unit. The winning ticket and a claim form are used for payment of prizes. Players also send in non-winning or damaged tickets requiring our staff to correspond with the owner of a ticket prior to completing the transaction.

Madison Validation unit maintains the claim form, referral logs, batch headers and any correspondence.

The Milwaukee Validation Center is required to send their claim forms, referral logs and reconciliation sheets to Madison Validation Center for filing.

All files relating to Super 2nd Chance Drawing as well as any special drawings (including audit papers & checks) are processed at Madison Lottery Headquarters. These documents contain names and addresses; copies of checks issued, spreadsheets with information on prizes won, amount deducted for taxes (and if so the amount deducted from the winnings prior to issuance of a check). In addition, calculations from the independent auditors are kept with this file which is maintained by the Validations Unit in Madison.

Logs of the administrative checks issued are also maintained by Lottery Services Section.

*These records are maintained for seven years and not destroyed until after the annual Legislative Audit Bureau's audit, authorized by Wis. Stat.§ 565.37(1) and the biennial security audit authorized by Wis. Stats.§ 565.37(6) are completed.

RDA # RDA Title Retention Disposition PII

Records contain personally identifiable information including address, social security number, driver's license and bank account numbers.
Record series is confidential per Wis. Stat. § 71. 78.

EVENT = Creation

00363000. **NON-WINNING SUPER 2ND CHANCE LOTTERY TICKETS AND VARIOUS DRAI** **EVT+0/1** **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.

EVENT = Conclusion of the drawing

00364000. **LOTTERY TICKETS UNSOLD OR RETURNED BY RETAILERS** **EVT+0/1** **DEST** **N**

When a retailer purchases scratch tickets, the Lottery Gaming System assigns those packs of tickets to the retailer by recording the 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 in the system must match the return documentation from the retailers and field marketing representatives. This process is a paper and electronic match. Any exceptions are reviewed manually.

Returned tickets and unsold tickets are reconciled against Inventory accounts, accounts receivable and the tickets physically in the warehouse.

Tickets are immediately destroyed provided reconciliation has been accomplished. This process must be approved by the Bureau Director.

EVENT = Reconciliation complete

00365000. **VIDEO / AUDIO TAPES OF DRAWINGS** **CR+0/6** **DEST** **N**

Wis. Stat. § 565.27(2)(b)(3) requires that drawings be video and audio taped.

The drawings are conducted for various games including Super Second Chance drawings for non-winning tickets.

A Lottery employee conducts the recording and it is retained at a Lottery facility. The recordings may be reviewed as needed.

The law does not specify a time frame for retention.

EVENT = Creation

00366000. **SECURITY INVESTIGATION FILES-CONFIDENTIAL** **EVT+7** **DEST** **Y**

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.

00367000. **EMPLOYEE BACKGROUND INVESTIGATIONS-CONFIDENTIAL** **EVT+7** **DEST** **Y**

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

RDA # RDA Title Retention Disposition PII

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.

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.

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.

00378000. **ACCOUNT ADJUSTMENTS TO RETAILERS** **CR+2** **DEST** **Y**

There are three primary records used on a dally basis by Lottery Services Section staff as management/audit tools of Lottery retailer account activity.

1. Retailer Manual Adjustment: Accounting entries to manual adjustments to lottery retailer account for use In STAR. 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 Lottery Services Section 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 collections 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. This process became more automated as of May 16, 2017 but supporting documentation will still need to be maintained.

*These records are maintained for two years and not destroyed until after the annual Legislative Audit Bureau's audit, authorized by Wis. Stat. § 565.37(1) and the biennial security audit authorized by Wis. Stats. § 565.37(6) are completed.

Records contain personally identifiable Information including address, social security number, driver's license and bank account numbers.

Record series is confidential per Wis. Stat. § 71.78.

EVENT = Creation

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

The gaming system Contract Vendor Is Responsible For Two Separate Computer Systems That Generate Daily And Weekly Reports Used By The Lottery Staff. The Internal Control System (ICS) Is

RDA # RDA Title Retention Disposition PII

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 Transaction 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 System (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. Drawing 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.

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

Before a contract is entered into, Lottery Security staff, with the assistance of the Department of Justice (DOJ), shall conduct background investigations, per Wis. Stat. § 565.25 (4). Proposed vendors must provide a photograph, finger prints and complete a background questionnaire. DOJ performs the background check and notifies Lottery Security.

*These background checks are retained by the Security Operations Section for seven years, following the termination of the vendor, and will be destroyed, on-site, as confidential records provided the Legislative Audit Bureau's audit, authorized by Wis. Stat. § 565.37(1) and the security audit authorized by Wis. Stats. § 565.37(6) are completed.

Records contain personally identifiable information including address, social security number, driver's license and bank account numbers. Record series is confidential per Wis. Stat. § 71. 78.

EVENT = Termination of vendor

00429000. **INTERNAL CONTROL SYSTEM SOFTWARE RELEASE NOTES** **EVT+2** **DEST** **N**

00431000. **RNG CABINET SEAL LOGS** **EVT+2** **DEST** **N**

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.

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.

00432000. **INSTANT TICKET RECONSTRUCTION FILES / VENDOR MONTHLY REPORT FI** **EVT+3** **DEST** **N**

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 RECEIVED 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.

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.

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.

00433000. **ANNUAL INSTANT TICKET INVENTORY** **EVT+3** **DEST** **N**

ON AN ANNUAL BASIS, A COMPLETE PHYSICAL 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.

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.

<u>00434000.</u>	<u>INDEPENDENT CONTRACTOR SECURITY AUDITS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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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 ARE MAINTAINED IN A PAPER FILE AND AN ELECTRONIC FILE LOCATED IN THE LOTTERY SECURITY OFFICE AND ON THE LOTTERY SECURITY SHARED DRIVE.

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.

<u>00435000.</u>	<u>MULTI-STATE LOTTERY ASSOCIATION (MUSL) COMPLIANCE REVIEW</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
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ON A BIENNIAL BASIS, THE MULTI-STATE LOTTERY ASSOCIATION, WHICH THE WISCONSIN LOTTERY IS A PARTICIPATING MEMBER THROUGH THE POWERBALL 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.

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.

<u>00436000.</u>	<u>SUPER SECOND CHANCE DISQUALIFICATION NOTICE EMAILS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
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THE SUPER SECOND CHANCE DRAWING 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 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 PLACED 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.

<u>00437000.</u>	<u>LOTTERY CHECK STOCK - CHAIN OF CUSTODY FORMS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
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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 CUSTODY FORM IS USED TO TRACK AND MONITOR THE TRANSFER OF BLANK 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.

<u>00469000.</u>	<u>INSTANT SCRATCH GAME MASTER FILE</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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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.

EVENT = 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.