

# 380-TOURISM

Dept #: 1215/ Department Name: ARTS BOARD

RDA # RDA Title Retention Disposition PII

**00001000.** **GRANTS MANAGEMENT RECORDS - FUNDED** **EVT+10** **SHSW** **N**

Consists Of Files For The Various Funded Grants Which Are Administered By The Wisconsin Arts Board (Wab). These Files Include Grant Programs For Individuals And Organizations In The Following Categories Of Support: Individual Artist Program; Artist In Education Program Including Both The Sponsor (School) And The Artist Directory (Artists To Be Used In Schools); Artistic Program Support I, Artistic Program Support Ii, Small Organization Support; Community Arts Program; Performing Arts Network-Wisconsin; Regranting Program And May Include Other Categories Of Support That Are Not Yet Defined. Funds That Allow The Wab To Administer These Categories Come From The National Endowment For The Arts And The Wisconsin State Legislature. These Files May Include The Application Form And A Description Of The Work Sample Submitted With The Application; Resume ; Artist Statment; Support Materials, Award Notification Letter; Panel Comments Taken From Peer Review Panel Proceedings; Organizational Budget Work Sheet; Grant Statment; Final Report Form; Expenditures/Financial And Other Fiscal Related Documentation.

Internal Agency Procedure: These Files Are Maintained And Refferenced Within The Agency Ina Central Location For Two Fiscal Years Provided Tyhey Are Closed. Closed Is Defined As All Requirements Have Been Meet And All In House Activity Has Ceased. After Closure, The File Is Retained For A Period Of 10 Years At The State Records Center To Satisfy State And Federal Audit Requirments And Then Destroyed.

**00002000.** **GRANTS MANAGEMENT RECORDS - NON-FUNDED** **EVT+10** **DEST** **N**

Consists Of Files For The Various Non-Funded Grants Which Are Administered By The Wab. These Files Include Grant Programs For Individuals And Organizations In The Following Categories Of Support: Individual Artist Program; Artist In Education Program Including Both The Sponsor (School) And The Artist Directory (Artists To Be Used In Schools); Artistic Program Support I,Artist Directory (Artists To Be Used In Schools); Artistic Program Support I, Artistic Program Support Ii, Small Organization Support; Community Arts Program; Performing Arts Network-Wisconsin; Wisconsin Touring Program; Regranting Program And May Include Other Categories Of Support Thata Re Not Yet Defined. Funds That Allow The Wab To Administer These Categories Come From National Endowment For The Arts And The Wisconsin State Legislature. These Files May Include The Application Form And A Desrcription Of The Worksample Submitted With The Application; Resume;Artist'S; Support Materials; Grant Denial Letter; Panelcomments Form; Expenditure/ Financial Reportsand Other Fiscal Related Documentation.

Internal Agency Procedure: These files are maintained and referenced with in the agency in a central location for two fiscal years provided they are closed. Closed is defined as all the requirements have been meet and all in house activity has ceased. After closure, thye file is retained for a period of 10 years at the State Records Center to satisfy state and federal audit requirements and then destroyed

**00003000.** **FILE PAYMENT CARDS** **CR+10** **DEST** **N**

This Series Contains The File Payment Cards Which Were Used To Track Award Amounts And Payment Activities For Each Grantee. Since 1974, The File Payment Cards Were Maintained And Updated Manually. Beginning In 1986, The File Payment Cards Are Maintained On A Data Base Software Package Called Hobie Which Was Created Specifically For The Wab To Manage This Type Of Data.

Therefore, All Pertinent Information Recorded On The File Payment Card Is Now Automated On The Grants Management Fiscal System And Easily Accessible Upon Request In Any Format Desired.

The File Payment Cards Included The History Of The Grantee Such As Grant Number, Award Date, Grant Amount, Grant Authority, Grantee Name, Address, Contact Person, Telephone Number, Project Title, Project Dates, And Administrative Activity Such As Voucher Number And Date Check Was Sent, And Grant Money Returned.

Retain 10 Years And Destroy Provided Entered Into The Data System.

**00004000.** **ARTS INCUBATOR PILOT PROGRAM** **CR+10** **SHSW** **N**

This Series Pertains To Files Relating To The Arts Incubator Pilot Program In Which The Wab Began Participation In 1989. This Program Was Created Under Ss. 44.60 And 20.215(1)(F), Wi. Stats. The Purpose Of The Arts Incubator Pilot Program Was To Allow Nonprofit Arts Organizations And Nonprofit Business Development Organizations To Develop And Improve Rehearsal And Work Space For Performing And Visual Artists.

These Files Contain The Complete Documentation Of Each Phase Of The Project, Including History, Policy Decisions, And Staff Research. Contents Include 23 Application Files, 5 Feasibility Studies, 2 Grant Recipient Files, Regulations, Legislation, Resources, Selection Process, Recommendations, And Communication Involving Staff, Members Of The Board, And Panelists.

One Staff Person Is Responsible For The Development Of This Wab Program. This Program Will Expire On June 30, 1991 When Funding Will Terminate. These Files Would Be Kept For A Period Of 5 Years At The Wab And An Additional 5 Years At The State Records Center After Closure. Files May Be Weeded By The State Historical Society.

**00005000.** **LOCALS TEST PROGRAM** **CR+10** **DEST** **N**

This Series Pertains Files Relating To The Locals Test Program In Which The Wisconsin Arts Board (Wab) Participated During Fy 1984-86. The Purpose Of The Wisconsin Challenge Grant Program Was To Use State And Federal Funds To Leverage City And County Funding Of Local Arts Agencies In Wisconsin And Thus There May Be Some Historical Value To This Record. These Files

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Contain The History, Policy Decisions, Staff Research And Calculations For The Program. Includes Files Relative To Preliminary Participants And Subsequent Stages Of The Program. The Agency Had One Coordinator That Was Responsible For The Management Of The Program. Contents Include The National Endowment For The Arts (Nea) Locals Test Guideline, The Wab Application To The Nea, Wab Challenge Grant Guidelines Application To The Wab Challenge Grant Program, And Final Reports Of Wisconsin Participants For 3 Years, And The Wab Report To The Nea For The 3 Years Of The Program.

This Program Terminated In Fy 1986 At The Close Of The 3 Year Participation In The Nea Test Program. These Files Would Be Kept For A Period Of 10 Years After Closure.

**00006000.** **DANCE ON TOUR** **CR+10** **SHSW** **N**

This Series Pertains To Files Relating To The Nea Dance On Tour Program In Which The Wab Began Participation In 1990. The Purpose Of Dance On Tour Was To Use State And Federal Funds To Strengthen Dance And Its Audiences By Circulating Exemplary Dance Around The State In Ways That Are Responsive To Dance Companies And Artists, Dance Presenters, And State Audiences And Communities, Thus There May Be Some Historical Value To This Record.

These Files Contain The Complete Documentation Of Each Year Of The Project, Including History, Policy Decisions, And Staff Research. Contents Include Nea Dance On Tour Guidelines, The Wab Application To The Nea, Copies Of Participants' Funding Proposals To Private Foundations, And Participants' Grant Applications To Arts Midwest.

One Staff Person Was Responsible For The Development Of This Wab Program, Working In Collaboration With Members Of The Wisconsin Presenters Network.

This Program Is Expected To Last Through Fy 96. These Files Would Be Kept For A Period Of 10 Years After Closure.

**00007000.** **PERCENT FOR ART PROGRAM** **CR+10** **SHSW** **N**

This Series Pertains To Files Relating To The Percent For Art Program Which Was Created By The State Legislature In 1979 Under Chapter 221 And Administered By The Wab. This Program Has Statutory Authority S. 44.51 And Is Interpreted Under S. 44.57, Wi.Stats. This Program Provides Funds To Purchase Or Commission Original Works Of Art For Buildings Constructed By The State.

These Files Contain The Complete Documentation Of Each Phase Of The Project, Including History, Policy Decisions, And Staff Research, And Advisory Committee Recommendations.

One Staff Person Is Responsible For The Development Of This Wab Program. These Files Would Be Kept For A Period Of 5 Years At The Wab And An Additional 5 Years At The State Records Center After Closure. Files May Be Weeded By The State Historical Society.

**00008000.** **Arts Challenge Initiative** **CR+10** **SHSW** **N**

This series pertains to files relating to the Arts Challenge Initiative Program which was created by the WAB. This program has stat. authority under s. 44.565. This program provides grants to arts organizations and local arts agencies in one of 3 categories as an incentive for increasing or sustaining the applicants private secot income.

The contents of these files consists of the organizations application and supporting materials, grant denial or award notification letter, organizational budget letter, policy decisions, staff research and communication involving staff and members of the Board.

**00009000.** **AGENCY GRANT REQUESTS** **CR+10** **DEST** **N**

This Series Relates To Files That Identify The Type Of Grant Funding Applied For To Accomplish Programs And Operational Objectives Established By The Wab.

The Files Contain The Agency'S Grant Request Applications Beginning In 1981 For Various Programs Administered By The Wab And, But Not Limited To, Support From The Nea. There Is Historical Value To This Record Since It Is This Type Of Grant That Guided Activities Making It Possible To Provide Funding Support To Individuals And Organizations Statewide.

These Programs May Include The Basic State Operating Grant (Bsg), Artist-In- Education, Folk Arts, And Other Categories As They Are Made Available By The Nea, Or Any Other Available Funding Source. Planning For Grant Applications Is An Integral Part Of The Agency Budgeting Process And The Board Of Directors Must Approve, Prior To Submission, Any Agency Grant Request, In Addition To The Required Approval Of Grant Requests By The Department Of Administration. The Agency Head Is Responsible For Filling Out And Transmitting All Applications And Maintaining Overview On The Status Of All Pending Applications. These Files Are Maintained And Referenced Within The Agency By The Budget Coordinator For A Period Of 10 Years After The File Is Closed And Then Destroyed.

**00010000.** **BOARD AND COMMITTEE MEETING BOOKS** **CR+20** **SHSW** **N**

This Record Series Consists Of Board And Committee Meeting Books Which Are Prepared For Planned Meetings Of The Wisconsin Arts Board (Wab) And Designated Committees To Conduct Official Business. The Contents Of These Books Include Agenda Of The Day And Documents Relevant To Direct Business As Outlined On The Agenda. The Board Meeting Books Would Contain The Minutes Of The Previous Meeting. Meetings Of The Board Are Held 4 Times Per Year And Committee Meetings Are Held As Needed To Conduct Business.

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These Materials, Provided In A Bound Format, Serve As A Guide To Those Participating In Planned Meetings Of The Wab.

The Board And Committee Meeting Books Are Created By The Board Secretary Except Those Specifically Assigned To Other Individuals. Board And Committee Meeting Books Are Maintained In Chronological Order In A Central Location By The Board Secretary. Board And Committee Meeting Books Would Be Retained At T The State Records Center. Access To Records From State Records Center For 15 Years Is Necessary In Case Of Record Retrieval In Its Entirety. Files Should Then Be Transferred To The State Historical Society To Be Weeded.

<u>00011000.</u>	<u>WAB MINUTES</u>	<u>CR+20</u>	<u>SHSW</u>	<u>N</u>
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This Record Series Consists Of Minutes Of The Wisconsin Arts Board As Meetings Of The Board And Designated Committees Conducting Business As A Group. Materials Included As The Minutes May Be Agenda Of The Day, Reasonable Public Notice As Required, Meeting Proceedings, And Attachments Such As Written Reports Of Officers And Committees. The Contents Of Minutes Are Of Historical Value And May Contain The Kind Of Meeting; Name Of Group; Date, Time, And Place The Meeting Was Called To Order And Adjourned; The files contain information between the public and private sector on a regional, state and national level and relate to issues applicable to the arts as the Wab functions as the state arts agency. These files were created in 1986 and serve as a source to identify current and ongoing activities of the Wab.

The records are accessible and used by all individuals at the Wab. the records are stored in house for a period of 4 years and then sent to the State Records Center to be held for and additional 2 years. Less than significant information is purged form the files before it is sent to the State Records Center . Access to records is necessary. Files then transfered to State Historical Society to be weeded.

<u>00011A00.</u>	<u>WAB MINUTES</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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This Record Series Consists Of Minutes Of The Wisconsin Arts Board As Meetings Of The Board And Designated Committees Conducting Business As A Group. Materials Included As The Minutes May Be Agenda Of The Day, Reasonable Public Notice As Required, Meeting Proceedings, And Attachments Such As Written Reports Of Officers And Committees. The Contents Ofminutes Are Of Historical Value And May Contain The Kind Of Meeting; Name Of Group ; Date, Time, And Place The Meeting Was Called To Order And Adjourned; Name Of Presiding Officer; Attendance List; Substance Of Any Announcements; Substance Of Any Short, Oral Reports; Summary Of All Action Items; Main Points Of Discussion, Debate, And Disposition Of Action Items; Name Of Any Speaker Who Proposes An Action, Plan, Or Makes An Important Statement On An Issue; And All Points Of Order, Appeals, Amendments, And Unusual Items Of Business Are Transcribed.

The Record Is Created And Maintained By The Board Secretary Except Those Specifically Assigned To Others. Minutes Relating To Meetings Held By The Board And Minutes Of Committee Meetings Are Filed Collectively And Maintained, Preserved, And Updated In Chronological Order. The Record Is Maintained In-House For A Period Of 20 Years And Then The Paper Copy Is Destroyed Providing It Has Been Microfilmed To Be Retained Permanently By The State Historical Society.

Transfer Master Silver Neg To SHSW

<u>00011B00.</u>	<u>WAB MINUTES</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
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This Schedule Describes The Procedure To Dispose Of Audio Cassettes (Either 30, 46, 60, 90, Or 120 Minutes) Which Are The Medium Used To Record The Proceedings Of The Wisconsin Arts Board To Conduct Its Business. These Proceedings May Include Board Meetings, Peer Review Panels, Committee Meetings, And Other Meetings As Necessary And Includes Subsequent Meetings Where Public Notice Was Provided. The Information Taken From The Recorded Medium Is Produced As A Final Document On Paper And Stored In The Appropriate Location.

Audio Cassettes Are Stored In-House And Are Logged Manually To Identify Meeting Date, Type Of Meeting, And The Number Of Tapes Used. All Recorded Information Is Deleted With An Audio Cassette Tape Eraser After One Year From The Original Recorded Date. In The Event Of A Formal Appeal Pertaining To Board Funding, The Relevant Audio Cassette Shall Be Kept For One Year After Action Has Been Made By The Board.

<u>00012000.</u>	<u>POLICY CORRESPONDENCE AND SUBJECT FILES</u>	<u>CR+6</u>	<u>SHSW</u>	<u>N</u>
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These Records Document The Arts Board'S Policies, Mandates, And Directives. Files Include Correspondence To And From The Executive Director, Departmental Staff Policy Correspondence, Agendas, Minutes, And Supporting Materials Of National Arts Organizations On Which The Executive Director Is A Member Or Sits; Speeches And Testimony; Various Committee And Conference Records; Legislative Activities; And Nea Grant Awards. These Files Are Arranged Alphabetically And In Chronological Order.

The Files Contain Information Between The Public And Private Sector On A Regional, State And National Level And Relate To Issues Applicable To The Arts As The Wab Functions As The State Arts Agency. These Files Were Created In 1986 And Serve As A Source To Identify Current And Ongoing Activities Of The Wab.

The Records Are Accessible And Used By All Individuals At The Wab. The Records Are Maintained And Updated By The Board'S Secretary. The Records Are Stored In-House For A Period Of 4 Years And Then Sent To The State Records Center To Be Held For An Additional 2 Years. Less Than Significant Information Is Purged From The Files Before They Are Sent To State Records Center. Access To Records From State Records Center For 2 Years Is Necessary In Case Of Record Retrieval In Its Entirety. Files Should Then Be Transferred To The State Historical Society To Be Weeded.

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**00013000. GENERAL SUBJECT FILES CR+6 DEST N**

Routine Administrative Subject Files Of The Agency That Are Retained And Used By The Agency To Conduct Its Busines. Included Are General Correspondence And Files Dealing With Affirmative Action Plans, Records Management, Agency Space Needs, Procurement, State Employees Suggestion Proram And Combined Campaign Materials, And Workshop Records. These Files Are Arranged Alphabetically And In Chronological Order.

The Records Are Accessible And Used By All Wab Staff. The Records Are Maintained And Updated By The Board'S Secretary. The Records Are Stored In-House For A Period Of 4 Years And Then Sent To The State Records Center To Be Held For An Additional 2 Years. Less Than Significant Information Is Purged From The Files Before They Are Sent To The State Records Center. Access To Records From State Records Center For 2 Years Is Necessary In Case Of Record Retrieval In Its Entirety. Files Should Then Be Transferred To The State Historical Society To Be Weeded.

**00014000. GENERAL AGENCY BUDGETS FIS+6 DEST N**

Biennial Budgets And Budget Working Papers Documenting The Requests Made By The Arts Board For Operating Expenses. These Records Include General Fiscal Subject And Correspondence Files, Routine Internal Status And Activity Reports, Non-Routine Financial Reports And Studies, Audit Reports And Responses, Receipt Remittance Advices, Correction Transfer Requests, Allotment Requests, Reports Of Warrants Written, And Payrolls. These Files Are Arranged In Chronological Order.

The Records Are Maintained And Updated By The Agency'S Budget Coordinator. The Records Are Stored In-House For The Current Fiscal Year And Two Fiscal Years Back. Records Older Than That Will Be Sent To The State Records Center To Be Held For An Additional 3 Fiscal Years. Less Than Significant Information Is Purged From The Files Before They Are Sent To State Records Center.

**00015000. FOLK ARTS PROGRAM DOCUMENTARY COLLECTIONS CR+15 SHSW Y**

PHOTOGRAPHS, SLIDES, AUDIO AND VIDEO TAPES, EXHIBITS, AND SUPPORTING DOCUMENTATION FROM THE WISCONSIN ARTS BOARD FOLK ARTS PROGRAM, WHICH DOCUMENTS TRADITIONAL FOLK ARTS IN WISCONSIN. THE FOLKS ARTS PROGRAM, ESTABLISHED IN 1981, CONDUCTS RESEARCH FIELDWORK TO IDENTIFY AND DOCUMENT FOLK ARTISTS AND TRADITIONS, PRESERVES WISCONSIN'S FOLK ARTS TRADITIONS IN LOCAL COMMUNITIES, PRESENTS FOLK ARTS AND ARTISTS TO THE PUBLIC, INCLUDES FOLK ARTS AND ARTISTS IN K-12 OFFERINGS, ADMINISTERS FOLK ARTS GRANTS, INCLUDING THE FOLK AND TRADITIONAL ARTS APPRENTICESHIP PROGRAM.

Dept #: /380/ Department Name: TOURISM

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**00001000. MANDATED TOURISM AFFILIATION MEETING AGENDAS & MINUTES CR+10 SHSW N**

AN OFFICIAL FILE OF AGENDAS, MEETING MINUTES AND ATTACHMENTS FOR EACH OF THE FOLLOWING GROUPS AND ORGANIZATIONS: GOVERNOR'S COUNCIL ON TORISM (S. 41.12), GREAT LAKES GOVERNOR'S COUNCIL, MISSISSIPPI RIVER PARKWAY COMMISSION, GREAT LAKES OF NORTH AMERICA, NATIVE AMERICAN TRIBES OF WISCONSIN AND OTHER AFFILIATIONS MANDATED BY STATUE OR DIRECTIVE FROM TEH GOVERNOR.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OFFICE.

THE DEPARTMENT REQUESTS THIS RETENTION PERIOD TO ALLOW FOR RECORDS TO BE AVAILABLE FOR REFERENCE.

**00001A00. MANDATED TOURISM AFFILIATION MEETING AGENDAS & MINUTES -- CR+1 DEST**

Convenience Copies  
Convenience And Individual Staff Members' Copies Of Meeting Agendas, Minutes And Background Materials Of The Governor'S Council On Tourism (S.560.24), Great Lakes Governor'S Council, Mississippi Reiver Parkway Commission, Regional Tourism Development Corporations (S. 560.27) And Other Affiliations Mandated By Statute Or Directive From The Governor. Files Completely Duplicate The Official Records Of These Affiliations, Which Are Maintained In The Division Administrator'S Office, Under Rda 143/00001.

Retain 1 Years And Destroy Provided Closed.

**00002000. OTHER (NON-MANDATED) TOURISM AFFILIATION FILES CR+5 DEST N**

ANY DEPARTMENT STAFF MAY MAINTAIN CORRESPONDENCE AND SUBJECT FILES ON GROUPS, COMMITTEES,

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COUNCILS AND TASK FORCES WITH WHICH THE DEPARTMENT IS INVOLVED. SUCH FILES WILL BE MAINTAINED AS A SEPARATE RECORD SERIES ACCORDING TO THE POLICIES IN THIS RECORDS SCHEDULE. RECORDS IN THIS SCHEDULE WILL INCLUDE CORRESPONDENCE, MEETING NOTICES AND MINUTES, PROJECTS, PUBLICATION BROCHURES AND OTHER ACTIVITIES OF NON-MANDATED GROUPS AND ASSOCIATIONS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING: WISCONSIN ASSOCIATION OF CONVENTION AND VISITORS BUREAUS, MIDWEST TRAVEL WRITERS ASSOCIATION, WISCONSIN GOLF COURSE ASSOCIATION AND RECREATIONAL, CULTURAL, COMMUNITY AND PROFESSIONAL ASSOCIATIONS.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OUTLOOK.

THE DEPARTMENT REQUESTS THIS RETENTION TIME PERIOD TO ALLOW RECORDS TO BE AVAILABLE FOR REFERENCE.

**00003000.** **PUBLICATIONS PROJECT FILES** **EVT+3** **DEST**

Series Includes Papers Pertaining To All Publications Produced By The Division Such As Guide Books, Newsletters, Calendars, Etc. This File Does Not Include Actual Copies Of Publications. Series Documents Development Of Publications And Informational Materials Relating To Tourism Promotion Duties Of The Department Under S. 560.23 Wis.Stats.

Retain 3 Years And Destroy Provided Closed.

**00004000.** **INTERNATIONAL TOURISM SUBJECT FILE** **EVT+3** **SHSW**

Any Division Staff Assisting In Promoting Tourism Abroad Will Maintain A Separate International Tourism Subject File According To The Policies In This Record Schedule. Documents In This Record Series Include Correspondence, Specific Marketing Plans And Projects, Results, Meetings, Information And Materials Related To Promoting Wisconsin Tourism Abroad.

Retain 3 Years And Transfer To Shs Provided Closed

**00005000.** **ADVERTISING, MARKETING, PROMOTION, AND PUBLIC INFORMATION** **CR+5** **SHSW** **N**

ANY STAFF MEMBER DIRECTLY ASSISTING IN MEDIA RELATIONS, ADVERTISING, NICHE MARKETING, MARKETING AND PROMOTING TOURISM WILL MAINTAIN THIS FILE ACCORDING TO THE POLICIES IN THIS RECORD SCHEDULE. THIS FILE INCLUDES FINAL MATERIALS RELATED TO PROJECTS AND EFFORTS IN THESE AREAS SUCH AS CONFERENCES, CONTESTS, TRADE SHOWS, FAMILIARIZATION TOURS AS WELL AS LONG-TERM PROJECTS AND ACTIVITIES. PAPERS WILL INCLUDE FINAL CONTENT OR PRESS RELEASES, AD AGENCY MATERIALS, CONTRACTS, CORRESPONDENCE, REPORTS, RESEARCH, FINAL WEB DESIGN CONTENT AND OTHER WORKING PAPERS.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OUTLOOK.

THE DEPARTMENT REQUESTS THIS RETENTION TIME PERIOD TO ALLOW RECORDS TO BE MAINTAINED FOR THE DURATION FOR THE DURATION OF AN ADVERTISING CAMPAIGN.

**00008A00.** **JOINT EFFORT MARKETING PROGRAM** **FIS+10** **SHSW** **N**

THIS RECORD SERIES COVERS DOCUMENTATION CREATED IN RELATION TO THE FUNDING OF JOINT EFFORT MARKETING (JEM) GRANTS. RECORDS IN THIS SERIES WILL INCLUDE APPLICATION MATERIALS, MEETING AGENDAS, MEETING MINUTES, SECRETARY FUNDING DECISIONS, NOTIFICATION LETTERS, FINANCIAL STATEMENTS, REIMBURSEMENT RECORDS AND DATES, CONTRACTS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS FOR FUNDED GRANT APPLICATIONS.

ELECTRONIC RECORDS MAY BE CREATD USING MICOROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OFFICE.

THE DEPARTMENT REQUESTS THIS RETENTION TIME PERIOD TO ALLOW RECORDS TO BE AVAILABLE FOR REFERENCE AS ADM. CODE TOUR 1.03(3M) REQUIRES THAT THE DEPARTMENT PROVIDE FUNDING FOR ONE PROJECT EVENT

**00008B00.** **JOINT EFFORT MARKETING PROGRAM** **FIS+5** **DEST** **N**

THIS RECORD SERIES COVERS DOCUMENTATION CREATED IN RELATION TO THE FUNDING OF JOINT EFFORT MARKETING (JEM) GRANTS. RECORDS IN THIS SERIES WILL INCLUDE APPLICATION MATERIALS, MEETING AGENDAS, MEETING MINUTES, SECRETARY FUNDING DECISIONS, NOTIFICATION LETTERS, FINANCIAL STATEMENTS, REIMBURSEMENT RECORDS AND DATES, CONTRACTS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS FOR DENIED GRANT APPLICATIONS.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OFFICE.

THE DEPARTMENT REQUESTS THIS RETENTION PERIOD TO ALLOW RECORDS TO BE AVAILABLE FOR REFERENCE.

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**00009A00.** **TOURISM GRANT PROGRAM** **FIS+5** **SHSW** **N**  
 THIS RECORD SERIES COVERS DOCUMENTATION CREATED IN RELATION TO THE FUNDING OF GRANT PROGRAMS INCLUDING BUT NOT LIMITED TO TRAVEL INFORMATION CENTER AND READY, SET, GO! GRANTS. RECORDS IN THIS SERIES WILL INCLUDE APPLICATION MATERIALS, MEETING AGENDAS, MEETING MINUTES, SECRETARY FUNDING DECISIONS, NOTIFICATION LETTERS, CONTRACTS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS FOR FUNDED GRANT APPLICATIONS.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OUTLOOK.  
 THE DEPARTMENT REQUESTS THIS RETENTION PERIOD TO ALLOW RECORDS TO BE AVAILABLE FOR REFERENCE.

**00009B00.** **TOURISM GRANT PROGRAM** **FIS+4** **DEST** **N**  
 THIS RECORD SERIES COVERS DOCUMENTATION CREATED IN RELATION TO THE FUNDING OF GRANT PROGRAMS INCLUDING BUT NOT LIMITED TO TRAVEL INFORMATION CENTER AND READY, SET, GO! GRANTS. RECORDS IN THIS SERIES WILL INCLUDE APPLICATION MATERIALS, MEETING AGENDAS, MEETING MINUTES, SECRETARY FUNDING DECISIONS, NOTIFICATION LETTERS, CONTRACTS AND MISCELLANEOUS CORRESPONDENCE. THIS RECORD SERIES IS FOR DENIED GRANT APPLICATIONS.

ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS AND MICROSOFT OUTLOOK.  
 THE DEPARTMENT REQUESTS THIS RETENTION PERIOD TO ALLOW RECORDS TO BE AVAILABLE FOR REFERENCE.

**00011000.** **TOURISM COMMUNICATIONS & PUBLIC INFORMATION WEB BASED** **CR+2** **DEST** **N**  
 THIS RECORDS SERIES COVERS INFORMATIONAL MATERIALS INTENDED TO PUBLICIZE ALL TYPES OF TOURISM PROGRAMS AND INITIATIVES THAT THE DEPARTMENT CONDUCTS OR SUPPORTS AND/OR TO PROMOTE AWARENESS OF AND INTEREST IN PARTICULAR TOURISM TOPICS.

RECORDS INCLUDE ELECTRONIC RECORDS CONTAINING THE CONTENT DESCRIBED IN THIS RDA:  
 -EMAIL MESSAGES DISTRIBUTED TO NOTIFY INDIVIDUALS OR LISTS OF TOPICS  
 - WEB PAGES USED TO PROVIDE PUBLIC INFORMATION AND EDUCATION  
 - CONTENT GENERATED BY WEB LOGS AND OTHER SOCIAL NETWORKING MEDIA APPLICATIONS (WIKIS, FACEBOOK, TWITTER, ETC) FOR PUBLIC AWARENESS PURPOSES. INCLUDES CONTENT GENERATED BY TOURISM PERSONNEL AND EXTERNAL SOURCES DEALING WITH PARTICULAR, DEFINED CONTENT.  
 ELECTRONIC RECORDS MAY BE CREATED USING MICROSOFT OFFICE SUITE PRODUCTS, MICROSOFT OUTLOOK AND ALL SOCIAL NETWORKING MEDIA.  
 THE DEPARTMENT REQUESTS THIS RETENTION PERIOD AS IT IS BELIEVED THAT ITEMS OLDER THAN THIS PERIOD ARE NO LONGER RELEVANT.

**00015000.** **00015000: FOLKS ARTS PROGRAM DOCUMENTARY COLLECTIONS** **CR+15** **SHSW** **Y**  
 PHOTOGRAPHS, SLIDES, AUDIO AND VIDEO TAPES, EXHIBITS, AND SUPPORTING DOCUMENTATION FROM THE WISCONSIN ARTS BOARD FOLK ARTS PROGRAM, WHICH DOCUMENTS TRADITIONAL FOLK ARTS IN WISCONSIN. THE FOLK ARTS PROGRAM, ESTABLISHED IN 1981, CONDUCTS RESEARCH FIELDWORK TO IDENTIFY AND DOCUMENT FOLK ARTISTS AND TRADITIONS, PRESERVES WISCONSIN'S FOLK ARTS TRADITIONS IN LOCAL COMMUNITIES, PRESENTS FOLK ARTS AND ARTISTS TO THE PUBLIC, INCLUDES FOLK ARTS AND ARTISTS IN K-12 OFFERINGS, ADMINISTERS FOLK ARTS GRANTS, INCLUDING FOLK AND TRADITIONAL ARTS APPRENTICESHIP PROGRAM.

CR + 15 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)