

# 485-VETERANS AFFAIRS

Dept #: 0001/ Department Name: VETERANS BENEFITS - ELIGIBILITY

RDA # RDA Title Retention Disposition PII

RDA #	RDA Title	Retention	Disposition	PII
<u>00004000.</u>	<u>BASE FILES FOR VETERANS</u>	<u>EVT+62</u>	<u>DEST</u>	<u>Y</u>
<p>THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH WI S.S.45.02 AND 45.03(1): EACH FILE INCLUDES AN ELIGIBILITY DETERMINATION FORM AND A WORKING COPY OF THE VETERAN'S MILITARY SEPARATION. IN ADDITION, FILES MAY INCLUDE TAX RECORDS, BIRTH AND MARRIAGE CERTIFICATES AND OTHER RECORDS PERTINENT TO THE ELIGIBILITY OF THE VETERAN, SPOUSE, OR DEPENDENT REQUIRED TO APPROVE ELIGIBILITY FOR BENEFITS. OTHER DOCUMENTS MAY BE CONTAINED IN THE BASE FILE: - VETERANS DD-214 FORMS</p> <p>- CERTIFICATE AND ELIGIBILITY FOR THE PRIMARY MORTGAGE-RDA00021 - APPLICATION AND CERTIFICATION FOR THE WI G.I. BILL UNDER WI S.S.36.27(2) AND S.S.45.01(12) - APPLICATION AND CERTIFICATION FOR THE WI VETERANS &amp; SURVIVING SPOUSES PROPERTY TAX CREDIT UNDER WI S.S.71.07(6E) - DOCUMENTATION OF DENIAL AND ELIGIBILITY FOR VETERANS' BENEFITS; WITHDRAWN AND DENIED LOAN APPLICATIONS MAINTAINED UNDER SEPARATE RDA FORMS. IN 2008, NEW BASE FILES AND EXISTING BASE FILES WITH NEW APPLICATIONS WERE CONVERTED TO .TIF IMAGES AND STORED IN AN IMAGE REPOSITORY (IBM CONTENT MANAGER). ADDITIONAL EXISTING BASE FILES WILL BE IMAGED AS RESOURCES PERMIT. THE PAPER RECORD IS REQUIRED FOR APPEAL OF DENIALS OF VETERANS BENEFITS AND DOCUMENTATION OF ELIGIBILITY FOR LIFETIME BENEFITS. ELECTRONIC/DIGITAL FILES WILL BE MAINTAINED IN ACCORDANCE WITH ADM 12, UTILIZING BUSINESS PROCESSES THAT ENSURE AUTHENTICITY, INTEGRITY, AND SECURITY FOR EXISTING RECORDS AND FOR CHANGES IMPLEMENTED; THE SAME IS TRUE FOR THE OLDER FILES THAT ARE MAINTAINED AS MICROFORM. FEDERAL VETERANS AFFAIRS RELEASES DD-214 FORMS TO PUBLIC AFTER 62 YEARS OF SERVICE.</p> <p>RETENTION: EVENT(DATE OF DISCHARGE FROM MILITARY) + 62 YEARS AND DESTROY.</p>				
<u>00015000.</u>	<u>DEPARTMENT OF DEFENSE RECORD OF DISCHARGE FROM ARMED SERVICE</u>	<u>EVT+62</u>	<u>DEST</u>	<u>Y</u>
<p>THIS RECORD SERIES CONSISTS OF FEDERAL DEPARTMENT OF DEFENSE DISCHARGE PAPERS FOR ALL VETERANS DISCHARGED FROM THE ARMED FORCES OF THE UNITED STATES WHO RETURNED TO THE STATE OF WISCONSIN AFTER THEIR SERVICE. THE PRIMARY FORM IS THE DD-214. HOWEVER, SOME RECORDS INCLUDE THE DD-215 FORM (CORRECTION TO A DD-214) AND MEDICAL EXAM REPORTS.</p> <p>DVA USES THIS RECORD TO ESTABLISH THE ELIGIBILITY OF WISCONSIN VETERANS, THEIR SPOUSES, AND CHILDREN FOR VARIOUS VETERANS PROGRAM BENEFITS ADMINISTERED AT EITHER THE STATE (UNDER WI STATUTE 45) OR FEDERAL LEVEL.</p> <p>THE RECORDS CONTAIN NAME OF VETERAN, OTHER IDENTIFYING INFORMATION, DATES OF SERVICE, HOME OF RECORD, DATE AND PLACE OF ENTRY INTO SERVICE, DATE OF SEPARATION, AND PLACE WHERE SEPARATED TO. DVA ASSIGNS A UNIQUE NUMERIC IDENTIFIER TO EACH VETERAN'S RECORD. THERE ARE AN ESTIMATED 840,000 VETERAN RECORDS IN THIS COLLECTION COMPRISING AN ESTIMATED 1.1 MILLION PAGES.</p> <p>WHILE COPIES OF THE SAME RECORD MAY ALSO BE FILED WITH COUNTY REGISTER OF DEEDS OFFICES THROUGHOUT THE STATE OF UNDER WI S.S.45.04, THE DVA SET OF RECORDS IS THE MOST COMPLETE.</p> <p>RETENTION IS 62 YEARS, BECAUSE WI DVA IS NOT THE OFFICIAL RECORD HOLDER OF DD-214; FEDERAL VETERANS AFFAIRS RELEASES DD-214 FORMS TO PUBLIC AFTER 62 YEARS OF SERVICE.</p> <p>RETENTION: EVENT(DATE OF DISCHARGE FROM MILITARY) + 62 YEARS AND DESTROY.</p>				
<u>000120000.</u>	<u>REQUESTS FOR DEPARTMENT OF DEFENSE MILITARY SEPARATION RECORDS</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
<p>REQUESTS FOR MILITARY SEPARATION RECORDS ARE MAINTAINED IN ACCORDANCE WITH WI S.S. 45.04(2) AND VA 1.10. AND DOCUMENT THE RELEASE OF EACH RECORD REQUESTED.</p> <p>A VETERAN OR DULY AUTHORIZED REPRESENTATIVE IS REQUIRED TO SUBMIT A COMPLETED REQUEST FORM FOR COPIES OF HIS MILITARY SEPARATION RECORD. IF NO REPRESENTATIVE HAS BEEN OR WILL BE APPOINTED, THE VETERAN'S SPOUSE, AN ADULT CHILD, OR, IF THE VETERAN IS UNMARRIED, EITHER PARENT OF THE VETERAN SHALL BE RECOGNIZED AS THE DULY AUTHORIZED REPRESENTATIVE. REQUESTS ARE RECEIVED BY MAIL OR FAX.</p> <p>VETERAN'S RECORDS ARE RELEASED TO GOVERNMENTAL ORGANIZATIONS WITHIN WI OR IN THE FEDERAL GOVERNMENT PROVIDED WE RECEIVE A WRITTEN REQUEST FROM THAT AGENCY BY FAX, MAIL, OR EMAIL ON THE AGENCY LETTERHEAD. A REASON FOR THE REQUEST IS ALSO REQUIRED TO DOCUMENT THE BENEFIT PROVIDED. ELECTRONIC RECORDS ARE MAINTAINED IN A DESIGNATED DRIVE E-MAIL RECORDS REPOSITORY WHICH IS BACKED UP DAILY.</p> <p>RETENTION: DESTROY 7 YEARS AFTER CREATED</p>				
<u>000125000.</u>	<u>BACKGROUND CHECKS</u>	<u>EVT+6/6</u>	<u>DEST</u>	<u>Y</u>
<p>BACKGROUND CHECKS ARE SECURELY MAINTAINED IN ACCORDANCE WITH CHAPTER 246.060(7), (8) OF THE "WI HUMAN</p>				

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RESOURCES HANDBOOK" AND WI S.S 893.53. THE DEPARTMENT OF VETERANS AFFAIRS AND VETERANS HOMES IN KING AND UNION GROVE HAVE BEEN APPROVED TO CONDUCT BACKGROUND CHECKS ON ALL EMPLOYEES (CHAPTER 246, ATTACHMENT 2).

THE RECORD SERIES MAY INCLUDE RESULTS FROM THE DEPARTMENT OF JUSTICE, WI CRIMINAL BACKGROUND CHECK PROCESS, THE DEPARTMENT OF HEALTH, THE DEPARTMENT OF CHILDREN % FAMILIES, THE CAREGIVER BACKGROUND CHECK, WI CONSOLIDATED COURT AUTOMATION PROGRAM, WI CAREGIVER MISCONDUCT REGISTRY, THE WI SEX OFFENDER REGISTRY, AS WELL AS ANY OTHER APPLICABLE ON-LINE DATABASES (E.G., PROFESSIONAL LICENSE AND CREDENTIAL HISTORY AND STATUS AT THE WI DEPT OF REGULATION AND LICENSING). OUT OF STATE BACKGROUND CHECKS, ADDITIONAL INFORMATION AND COURT DOCUMENTS OF PENDING CHARGES AND CONVICTION RECORD INFORMATION MAY ALSO BE INCLUDED.

AS OF JUNE 2008 THE DEPARTMENT OF VETERANS AFFAIRS HAS ADOPTED THE POLICY FOR RETENTION AND DISPOSITION OF BACKGROUND CHECKS IN ACCORDANCE WITH THE OFFICE OF EMPLOYEE RELATIONS WISCONSIN HUMAN RESOURCES HANDBOOK, CHAPTER 246. PRIOR TO THIS DATE, THE RECORDS WERE MAINTAINED UNDER GENERAL RECORDS SCHEDULE FOR PERSONNEL AND RELATED RECORDS PERS008, INTERVIEW DOCUMENTATION.

00126000. GUEST REGISTER CR+4 DEST Y

GUEST REGISTER BOOKS ARE MAINTAINED FOR MUSEUM VISITORS TO VOLUNTARILY RECORD THEIR NAME, ADDRESS AND COMMENTS. EVEN THOUGH THE RECORDS ARE NOT CONSIDERED AS CONFIDENTIAL, IT WAS DETERMINED THEY SHOULD BE DESTROYED AS SUCH BECAUSE THEY ARE CONSIDERED PERSONALLY IDENTIFIABLE INFORMATION.

Dept #: /002/ Department Name: VETERANS BENEFITS - GRANTS

RDA # RDA Title Retention Disposition PII

00033000. COUNTY VETERANS SERVICE OFFICE GRANT RECORDS EVT+4 DEST N

THIS RECORDS SERIES IS KEPT IN ACCORDANCE WITH WISCONSIN STATUTE 45.43 (7) WHICH PROVIDES THAT WISCONSIN COUNTIES MAY APPLY FOR A GRANT OF UP TO \$5,000 ANNUALLY FROM THE WISCONSIN DEPARTMENT OF VETERANS AFFAIRS FOR THE IMPROVEMENT OF SERVICE TO FORMER MILITARY PERSONNEL OF THE COUNTY THROUGH THE COUNTY VETERANS SERVICE OFFICE.

EACH YEAR THE COUNTIES MUST SUBMIT AN APPLICATION, AN AGREEMENT, REPORTS OF STATE AND FEDERAL BENEFITS PROVIDED TO COUNTY VETERANS, A COPY OF THE COUNTY VETERANS SERVICE OFFICE BUDGET, A GOALS STATEMENT FOR THE UPCOMING YEAR AND A REVIEW OF THE PREVIOUS GOALS STATEMENT. THESE DOCUMENTS ARE REVIEWED AND ASSESSED FOR COMPLIANCE WITH STATUTORY AND CODE REQUIREMENTS. IF THE COUNTY IS IN COMPLIANCE, A CHECK IS ISSUED.

EXCEPT FOR CERTAIN DOCUMENTS OF HISTORICAL INTEREST (E.G. NEWSPAPER CLIPPINGS, HIRING ANNOUNCEMENTS) THERE IS NO REASON TO RETAIN THE ASSORTED APPLICATION DOCUMENTS FOR LONGER THAN THREE YEARS.

EVENT = CLOSED/TERMINATED + 4 YEARS AND DESTROY.

00122000. RETRAINING GRANT P PERM Y

THE RETRAINING GRANT IS MAINTAINED IN ACCORDANCE WITH WI S.S. 45.21, ADMVA 2.03 AND VA 9.01(3),(5),(6), (14), AND (16).

THE RETRAINING GRANT PROGRAM PROVIDES ASSISTANCE TO RECENTLY UNEMPLOYED OR UNDER-EMPLOYED ELIGIBLE VETERANS WHO PROVIDE EVIDENCE OF FINANCIAL NEED WHILE BEING TRAINED FOR EMPLOYMENT. VETERANS MAY RECEIVE UP TO \$3000 PER YEAR, FOR A MAXIMUM OF 2 YEARS WITH A LIFETIME LIMIT CURRENTLY OF \$6000.

THE APPLICANT MUST BE CURRENTLY ENROLLED IN A TECHNICAL EDUCATION PROGRAM, OR ENGAGED IN AN ON-THE-JOB TRAINING PROGRAM WHICH WILL LEAD TO EMPLOYMENT. IN ADDITION TO ALL WISCONSIN TECHNICAL COLLEGES, VARIOUS PRIVATE OCCUPATIONAL AND TRADE SCHOOLS APPROVED BY THE WISCONSIN EDUCATIONAL APPROVAL BOARD (EAB) MAY QUALIFY FOR THE RETRAINING GRANT PROGRAM, IF THEY DO NOT OFFER FOUR YEAR DEGREES OR FOUR-YEAR PROGRAMS.

RETRAINING GRANT APPLICATIONS MAY CONTAIN INFORMATION ON DEPENDENTS, LIQUID ASSETS, PREVIOUS EDUCATION, INCOME, AND RECENT EMPLOYMENT.

00122A00. DENIED RETRAINING GRANT APPLICATIONS EVT+1 DEST Y

THE RETRAINING GRANT IS MAINTAINED IN ACCORDANCE WITH WI S.S. 45.21, ADMVA 2.03 AND VA 9.01(3),(5),(6), (14), AND (16).



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DELIMITING DATE FOLLOWING SEPERATION FROM ACTIVE DUTY, WDVA WILL BANK ANY UNUSED EARNED CREDITS TO A MAXIMUM OF 60 CREDITS FOR USE AS A PART-TIME STUDENT. THERE IS NO DELIMITING DATE FOR USE OF THE BANKED CREDITS, WITH VETERANS AFFAIRS TRACKING THE REMAINING CREDITS. ONCE A VETERAN OBTAINS A BACHELOR DEGREE, HE OR SHE IS NO LONGER ELIGIBLE FOR THE VET ED REIMBURSEMENT GRANT.

THIS RECORD SERIES MAY INCLUDE THE PRE-APPLICATION, THE GRANT APPLICATION, INCOME VERIFICATION, OTHER FINANCIAL AID DOCUMENTATION ALONG WITH DOCUMENTATION OF THE DENIAL OF THE VETERAN'S BENEFIT.

EVENT = DATE OF DENIAL

00123B00. WITHDRAWN APPROVED VETERANS EDUCATION REIMBURSEMENT GRANT EVT+0/3 DEST Y

THE VETERANS EDUCATION REIMBURSEMENT GRANT PROGRAM IS MAINTAINED IN ACCORDANCE WITH WI S.S. 45.20 AND VA 2.02.

A VETERAN WHO MEETS ELIGIBILITY REQUIREMENTS MAY BE REIMBURSED FOR TUITION AND FEES FOR FULL TIME AND PART-TIME CREDITS UPON SATISFACTORY COURSE COMPLETTION. THE STUDENT MUST BE ENROLLED AS AN UNDERGRADUATE AT AN ELIGIBLE UW, TECHNICAL COLLEGE, OR APPROVED PRIVATE INSTITUTION OF HIGHER EDUCATION.

REIMBURSEMENT IS CURRENTLY 100% OF THE TUITION AND FEES NOT COVERED BY OTHER GRANTS, SCHOLARSHIPS, OR REMISSIONS. THE MAXIMUM NUMBER OF CREDITS FOR WHICH A VETERAN MAY RECIEVE REIMBURSEMENT IS BASED ON THE AMOUNT OF TIME THE VETERAN SERVED ON ACTIVE DUTY. AFTER A VETERAN REACHES THE 10 YEAR DELIMITING DATE FOLLOWING SEPERATION FROM ACTIVE DUTY, WDVA WILL BANK ANY UNUSED EARNED CREDITS TO A MAXIMUM OF 60 CREDITS FOR USE AS A PART-TIME STUDENT. THERE IS NO DELIMITING DATE FOR USE OF THE BANKED CREDITS, WITH VETERANS AFFAIRS TRACKING THE REMAINING CREDITS. ONCE A VETERAN OBTAINS A BACHELOR DEGREE, HE OR SHE IS NO LONGER ELIGIBLE FOR THE VET ED REIMBURSEMENT GRANT.

THIS RECORD SERIES MAY INCLUDE A PRE-APPLICATION, AN APPLICATION, INCOME VERIFICATION, OTHER FINANCIAL AID DOCUMENTATION AND DOCUMENTATION OF THE WITHDRAWAL OF THE APPLICATION.

EVENT = DATE OF WITHDRAWAL

00124000. ASSISTANCE TO NEEDY VETERANS (ANV) PROGRAM P PERM Y

THE ASSISTANCE TO NEEDY VETERANS PROGRAM (ANV) IS MAINTAINED IN ACCORDANCE WITH WI S.S. 45.40, 45.01 AND ADM VA 2.01. THE ANV GRANT PROGRAM PROVIDES LIMITED HEALTH CARE AND SUBSISTENCE ASSISTANCE TO VEYERANS. IN ADDITION, THE UNREMARIED SPOUSE AND DEPENDENTS OF A VETERAN KILLED IN ACTION OR IN THE LINE OF DUTY ARE ELIGIBLE TO APPLY FOR ASSISTANCE. THE SPOUSE AND DEPENDENTS OF SERVICE MEMBERS WHO HAVE BEEN ACTIVATED OR DEPLOYED, EXPERIENCE A LOSS OF INCOME DUE TO THE ACTIVATION OR DEPLOYMENT AND SUFFER AN ECONOMIC EMERGENCY ARE ALSO ELIGIBLE TO APPLY FOR THE ANV GRANT.

HEALTH CARE AID PROVIDES FOR FINANCIAL ASSISTANCE FOR DENTAL CARE, VISION CARE, AND HEARING CARE FOR QUALIFIED APPLICANTS. A "DESCRIPTION OF BENEFITS" (DOB) LISTING APPROVED CARE AND A TIME PERIOD FOR WHICH THE CARE MUST BE OBTAINED IS PROVIDED TO THE VETERAN OR UNREMARIED SPOUSE. THE DESCRIPTION OF BENEFITS IS SUBMITTED TO THE HEALTH CARE PROVIDER TO RETURN TO WDVA WITH BILLING INFORMATION FOR PAYMENT.

SUBSISTENCE AID MAY E PROVIDED TO AN ELIGIBLE VETERAN WHEN THERE IS A LOSS OF INCOME DUE TO ILLNESS, INJURY OR NATURAL DISASTER. ASSISTANCE IS PROVIDED TO THOSE ELIGIBLE , WHO HAVE EXHAUSTED ALL OTHER SOURCES OF AID.

GRANT AWARDS FOR THE HEALTH CARE AID AND SUBSISTENCE AID COMBINED CANNOT EXCEED THE ASSISSTANCE TO NEEDY VETERANS PROGRAM LIFETIME LIMIT. THIS RECORD SERIES MAY MAINTAIN THE VETERAN'S AND /OR DEPENDENT'S PERSONAL INFORMATION SUCH AS DATE OF BIRTH, SOCIAL SECURITY NUMBER, INSURANCE INFORMATION, INCOME AND ANY OTHER ASSISTANCE RECIEVED.

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00014000. WISCONSIN VETERANS GRAVE REGISTRATION CR+4 TRANS OTHER Y

THIS RECORDS SERIES IS A RECORD OF BURIAL PLACES LOCATED WITHIN THE STATE FOR PERSONS WHO SERVED IN THE ARMED FORCES, AND IS WRITTEN IN ACCORDANCE WITH WIS. STAT. 45.62 AND WIS. STAT 45.001

THE RECORD SERIES IS CREATED BY WI COUNTY VETERANS SERVICE OFFICERS AND WI VETERANS CEMETERY PERSONNEL AND ENTERED INTO THE WEB BASED VETERANS BENEFITS APPLICATION TRACKING SYSTEM DATA BASE.

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THE RECORDS MAY INDICATE THE VETERANS NAME, DATE OF BIRTH AND DEATH, BIRTH PLACE, SERVICE IN WHICH ENGAGED, DESIGNATION OF ARMED FORCES UNIT, SERVICE NUMBER AND OR SOCIAL SECURITY NUMBER, RANK AND PERIOD OF SERVICE, NAME AND LOCATION OF CEMETERY OR OTHER PLACE IN WHICH THE BODY IS INTERRED, LOCATION OF GRAVE WITHIN THE CEMETERY, AND CHARACTER OF THE HEADSTONE OR OTHER MARKER, IF ANY, AT THE DECEASED VETERAN'S GRAVE, AS WELL AS NAME AND ADDRESS OF NEXT OF KIN AND RELATIONSHIP TO THE DECEASED. THE RECORDS HAVE BEEN CREATED FOR VETERANS BEGINNING WITH THE CIVIL WAR, AND ARE USED BY THE DEPARTMENT OF WI VETERANS MUSEUM IN PROVIDING INFORMATION TO THE PUBLIC. THESE RECORDS WILL BE KEPT FOR 4 YEARS PRIOR TO TRANSFERRING TO THE WISCONSIN VETERANS MUSEUM.

RETENTION: CR + 4 YEARS AND TRASNFER TO WISCONSIN VETERANS MUSEUM

**00118000.** **MILITARY FUNERAL HONORS PROGRAM** **EVT+1** **DEST** **Y**

THIS RECORDS SERIES IS WRITTEN IN ACCORDANCE WITH WIS. STAT. 45.60 AND VA17.01-17.06 WHICH DOCUMENT THE COORDINATION OF THE PROVISION OF MILITARY FUNERAL HONORS FOR DECEASED VETERANS. UPON RECEIPT OF THE MILITARY FUNERAL HONORS REQUEST FORM, SUBMITTED BY THE FUNERAL HOME OR THE VETERANS SERVICE OFFICE, ELIGIBILITY OF THE DECEASED VETERAN IS VERIFIED. ELIGIBILITY VERIFICATION INCLUDES REVIEWING DOCUMENTS REGARDING SEPARATION DOCUMENTS, RECORDS SOURCED FROM THE USDVA, VITAL RECORDS, INFORMATION ON MONETARY BENEFITS INCLUDING LOANS, AND OTHER RECORDS. SECTION 45.04 OF THE WISCONSIN STATUTES, VA 1.10(1) WIS. ADMIN. CODE, AND 36 CFR 1228.168 PROVIDE RESTRICTIONS FOR RELEASE OF THE DOCUMENTS CONTAINED IN THIS RECORDS SERIES.

\*\*NOTE THAT AS PER 36 CFR 1228.168, MILITARY RECORDS, SUCH AS DD-214S, CANNOT BE RELEASED UNTIL 62 YEARS AFTER THE SERVICEMEMBER'S SEPARATION FROM THE MILITARY.

RETENTION: EVENT(DATE OF APPROVAL/DENIAL) + 1 YEAR AND DESTROY CONFIDENTIAL

**00118B00.** **MILITARY FUNERAL HONORS TRAINING AND CERTIFICATION** **FIS+5** **DEST** **N**

IN ACCORDANCE WITH WIS. STAT. 45.60(1)(B), TRAINING AND CERTIFICATION INFORMATION IS SCANNED AND ENTERED ON A WORKSHEET WHICH IS USED TO RECOGNIZE A VETEARN'S SERVICE ORGANIZATION AND/OR INDIVIDUALS WHO MEET MINIMUM REQUIRED STANDARDS TO BE CONSIDERED FOR REIMBURSEMENT FOR THE PROVISION OF MILITARY FUNERAL HONORS. VETERANS SERVICE ORGANIZATIONS INCLUDE GROUPS SUCH AS THE AMERICAN LEGION POSTS, VETERANS OF FOREIGN WARS, AMVETS, ETC. A LIST OF QUALIFIED INDIVIDUALS FOR EACH VETERANS SERVICE ORGANIZATION IS MAINTAINED WITH THE WORKSHEET.

RETENTION: FIS + 5 YEARS AND DESTROY

**00119000.** **INTERMENT RECORDS** **EVT+1** **DEST** **Y**

This record series contains documents regarding application and eligibility for burial under Wis. Stat. §§ 45.61(4). Wisconsin Stat. §§ 45.62(1) allows the department to compile records of veteran's burial places located within the state. Information can include decedent name and vital information, date of schedule service, name of cemetery, and location of veteran's grave in the cemetery, next of kin and contact information, Military Funeral Honors information and veteran's military and eligibility information, which may include a marriage certificate for spousal burial and birth certificate for dependent children.

Records may begin as paper documents but are scanned to digital format as soon as possible. Information is entered in the Interment Register and the federal Burial Operations Support System at the time of interment.

Box 16 Confidential Content: The release of confidential information may be included in eligibility documents are protected by Wise. Stat. 45.04.

EVENT = Interment + 1 Year.

**00119A00.** **INTERMENT REGISTER RECORDS** **P** **PERM** **Y**

This record series is for the interment register records of the Wisconsin Veterans Memorial Cemeteries. Wisconsin Department of Veterans Affairs may compile records of veteran's burial places located in Wisconsin per Wis. Stat. § 45.62(1). Eligibility information is specified in Wis. Stat. § 45.61(2). These records will be maintained permanently in a database by WDVA to be accessible online and via kiosks in the cemeteries and through the Wisconsin Veterans Museum (WVM). These records have been created for veterans beginning with the Civil War and are used by the Department and the WVM in providing information to the public.

Box 16 Confidential Content: The release of confidential information which may be included in the eligibility documents is protected by Wis. Stats. § 45.04. Confidential information is not available to the public either by request, via kiosks, or through the WVM.

EVENT = P

**00119B00.** **PRE-REGISTRATION FOR INTERMENT RECORDS** **EVT+1** **DEST** **Y**

This record series contains documents regarding application and eligibility for burial under Wis. Stat. §§ 45.61(2) and 45.61(4) for pre-registration to allow veterans to establish their eligibility for burial in advance. Information can include veteran's name and vital information, name of cemetery, next of kin and contact information and veteran's military and eligibility information. Marriage certificate for spousal burial and birth certificate for dependent children may be included. Pre-registration information will not include date of

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interment or location of grave, as they are determined at time of interment.

These records are maintained as paper documents indefinitely until interment occurs. Once the veteran, or eligible family member, is interred records will be entered into the digital Interment Register (RDA 119A) and the federal Burial Operations Support System. The interment will also trigger the retention period. A new application is to be developed to hold documents/records digitally at some future time. These records are maintained separately from RDA 119 as pre-registrations may never be entered into the Interment Register (RDA 119A).

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EVENT = Interment + 1 Year

<u>00130000.</u>	<u>NURSING DAILY RECORD</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
THESE RECORDS ARE MAINTAINED IN ACCORDANCE WITH DHS 132.45(4)(F) AND 132.45(6)(B) FOR PROVIDING A DAILY WORK SCHEDULE TO EACH RESIDENT BUILDING. EMPLOYEES ARE LISTED SHOWING WHAT BUILDING, FLOOR AND SHIFT THEY ARE SCHEDULED TO WORK. ANY CHANGES TO THE SCHEDULE DURING THE SHIFTS ARE DOCUMENTED ON THE NURSING DAILY RECORD SHEET.				

EVENT = CR + 2 YEARS AND DESTROY.

<u>00131000.</u>	<u>MAINTENANCE INVENTORY RECORD ISSUE</u>	<u>CR+0/1</u>	<u>DEST</u>	<u>N</u>
RECORD OF INVENTORY PARTS CHECKED OUT BY MAINTENANCE STAFF.				
EVENT = CR + 1 MONTH AND DESTROY				

<u>00132000.</u>	<u>RETURN GOODS RECORDS</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
RECORD OF RETURNED GOODS TO VENDOR.				
EVENT = CR + 1 YEAR AND DESTROY				

<u>00133000.</u>	<u>ADMISSION AND DISCHARGE RECORDS - DISCHARGED MEMBERS</u>	<u>EVT+6</u>	<u>SHSW</u>	<u>Y</u>
THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.45(4)(F), DHS 132.52, DHS 132.53(5)(I) AND HIPAA 164.53(J)(2) AND PERTAINS TO MEMBER ADMISSION AND DISCHARGE INFORMATION FOR MEMBERS WHO DISCHARGE. CONTAINS IDENTIFIABLE AND CONFIDENTIAL INFORMATION.				
EVENT = DATE OF DISCHARGE + 6 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).				

<u>00134000.</u>	<u>KEY ISSUANCE AGREEMENT RECORDS</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
RECORD OF AGREEMENTS WITH STAFF, CONTRACTORS AND VOLUNTEERS REGARDING ISSUANCE OF KEYS AT WVH-KING.				
EVENT = AFTER SEPARATION OR INVOLVEMENT WITH WVH-KING + 2 YEARS AND DESTROY				

<u>00136000.</u>	<u>CENTRAL WISCONSIN VETERANS MEMORIAL CEMETERY RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
THIS RECORD SERIES IS MAINTAINED ACCORDING TO WISCONSIN STATUTE 157.62(4) AND HIPAA 45 CFR 164.53(J)(2) AND PERTAINS TO THE BURIALS AND BURIAL APPLICATIONS FOR THE CENTRAL WISCONSIN VETERANS MEMORIAL CEMETERY AT KING INCLUDING BURIAL REQUESTS FOR NON-MEMBER VETERANS.				
EVENT = PERMANENT.				

Dept #: /004/ Department Name: FISCAL SERVICES - LOAN RECORDS

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<u>00009000.</u>	<u>VA ECONOMIC ASSISTANCE LOANS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
THESE RECORDS ARE MAINTAINED IN ACCORDANCE WITH WIS. STAT. 45.34(1) WHICH PROVIDED THE DEPARTMENT TO MAKE ECONOMIC ASSISTANCE LOANS TO ELIGIBLE VETERANS FOR THE PURCHASE OF A BUSINESS OR BUSINESS PROPERTY, CONSTRUCTION OF A GARAGE, THE EDUCATION OF THE VETERAN OR CHILDREN AND THE PROVISION OF ESSENTIAL ECONOMIC ASSISTANCE IF THE DEPARTMENT DETERMINED THAT THE VETERAN SATISFIED THE NEED REQUIREMENTS ESTABLISHED BY THE DEPARTMENT.				

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A FILE WAS ESTABLISHED FOR CORRESPONDENCE AND FORMS USED IN PROCESSING LOAN REQUESTS AND LOAN PAYMENTS SUCH AS THE LOAN APPLICATION, DISBURSEMENT AUTHORITY, CREDIT REPORT, LOAN WORKSHEET, COPY OF OBLIGATIONS, AND SATISFACTION OF MORTGAGE. THE FILE IS FORWARDED TO THE STATE RECORDS CENTER WHEN THE LOAN IS SATISFIED.

RETENTION: EVENT(LOAN SATISFIED) + 7 YEARS AND DESTROY CONFIDENTIAL

<u>0009C00.</u>	<u>DENIED OR WITHDRAWN ECONOMIC ASSISTANCE LOANS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
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THESE RECORDS ARE MAINTAINED IN ACCORDANCE WITH WIS. STAT. 45.33(2).

ECONOMIC ASSISTANCE LOANS WERE PROVIDED TO ELIGIBLE VETERANS TO BE USED FOR THE PURCHASE OF A BUSINESS OF BUSINESS PROPERTY, CONSTRUCTION OF A GARAGE, THE EDUCATION OF THE VETERAN OR CHILDREN AND THE PROVISION OF ESSENTIAL ECONOMIC ASSISTANCE IF THE DEPARTMENT DETERMINED THAT THE VETERAN SATISFIED THE NEED REQUIREMENTS ESTABLISHED BY THE DEPARTMENT.

ALTHOUGH THE ECONOMIC ASSISTANCE LOAN PROGRAM IS CLOSED FOR CREATING NEW LOANS, PAST PRACTICE WAS TO MAINTAIN THE DENIED AND WITHDRAWN APPLICATIONS IN THE VETERANS BASE FILE WHICH IS SCHEDULED UNDER RDA00004. THE DENIED AND WITHDRAWN APPLICATIONS MAY INCLUDE ALONG WITH THE APPLICATION, A LETTER OF DENIAL AND SUPPORTING DOCUMENTS, OR NOTIFICATION OF WITHDRAWAL OF THE APPLICATION. IN ADDITION, OTHER DOCUMENTS MAY BE INCLUDED SUCH AS CREDIT REPORT, EMPLOYMENT AND DEPOSIT VERIFICATION, AND TAX RECORDS. THIS RETENTION SCHEDULE WILL ALLOW FOR PURGING THE DENIED AND WITHDRAWN APPLICATIONS FROM THE VETERANS BASE FILES.

RETENTION: EVENT(DENIED OR WITHDRAWN) + 1 YEAR AND DESTROY CONFIDENTIAL

<u>00021000.</u>	<u>PRIMARY MORTGAGE HOUSING LOANS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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SECTION 45.30 OF THE WISCONSIN STATUTES PROVIDES THAT THE DEPARTMENT MAY MAKE PRIMARY MORTGAGE HOUSING LOANS TO ELIGIBLE VETERANS FOR THE PURCHASE OF A MOBILE HOME, AN EXISTING HOME AND ELIGIBLE REHABILITATION, CONSTRUCTION OF A NEW HOME AND FOR THE REFINANCING OF EXISTING MORTGAGE INDEBTEDNESS.

A FILE IS ESTABLISHED FOR CORRESPONDENCE AND FORMS USED IN PROCESSING LOAN REQUESTS AND LOAN PAYMENTS SUCH AS THE LOAN APPLICATION, DISBURSEMENT AUTHORITY, CREDIT REPORT, MORTGAGE LOAN COMMITMENT, EMPLOYMENT AND DEPOSIT VERIFICATION, DISCLOSURE STATEMENT, PHOTOGRAPHS, SALES MEMORANDA, APPRAISAL REPORT, MORTGAGE NOTE OR CHATTEL SECURITY AGREEMENT, FLOOR PLANS, TITLE INSURANCE POLICY, SPECIFICATIONS, TAX STATEMENTS, CHECK LIST AND SATISFACTION OF MORTGAGE.

THE FILE IS FORWARDED TO THE STATE RECORDS CENTER WHEN THE LOAN IS SATISFIED. AS OF JULY 20, 2000, ANY LOAN FILES PREVIOUSLY SENT TO THE STATE RECORDS CENTER UNDER RDS00021B TITLE "UNSATISFACTORY PAYMENT HISTORY PRIMARY MORTGAGE HOUSING LOANS" WERE INCLUDED WITH RECORDS SENT UNDER THE RDA 00021. WIS. STAT. S. 45.34(1).

<u>00021A00.</u>	<u>UNCOLLECTIBLE PRIMARY MORTGAGE HOUSING LOANS</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
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Wis. Stats. §§ 45.30 - 45.37 governs the Veterans Housing Loan program (Primary Mortgage).

These loans are comparable to those described in schedule RDA 00021, but these loans have not been satisfied and the balance remaining was written-off as uncollectible. These files are retained for a longer period of time because of the outstanding balance on the loan.

These loan files may consist of the loan application, disbursement authority, co-signor letters of intent, child support verification, credit report, mortgage loan commitment, employment and deposit verification, disclosure statements, photographs, appraisal, mortgage note, title insurance policy, truth-in-lending statements and tax statements.

These records contain confidential information and are destroyed confidentially per Wis. Stats. § 45.04.

EVENT: Later date of write-off or judgment

<u>00147000.</u>	<u>UNCOLLECTIBLE VETERANS LOANS</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
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The record series contains loans that have not been satisfied and were written off as uncollectible. The loans originated from several veterans loan programs and are being combined as they are all using the same or similar funding. RDA 0021A remains separate due to a different funding source:

- \* Consumer Loan Program in accordance with 1995 Wis. Stats. § 45.356 and is comparable to the series described in RDA 00093
- \* Economic Assistance Loan Program in accordance with Wis. Stats. § 45.351(2) and is comparable to the series described in RDA 00009
- \* Home Improvement Loan Program in accordance with Wis. Stats. § 45.34(1)(c) and is comparable to the series described in RDA 00066
- \* Personal Loan Program in accordance with Wis. Stats. § 45.42 and is comparable to the series described in RDA 00116
- \* Second Mortgage Housing Loan in accordance with 1989 Wis. Stats. § and is comparable to the series described in RDA 00008.

Dept #: /004/ Department Name: FISCAL SERVICES - LOAN RECORDS

RDA #	RDA Title	Retention	Disposition	PII
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These loan files may consist of the loan application, disbursement authority, co-signor letters of intent, child support verification, credit report, loan commitment, employment and deposit verification, disclosure statements, photographs, appraisal, mortgage note or chattel security agreement, title insurance policy, truth-in-lending statements and tax statements.

These loans files are maintained for a longer period of time because of the outstanding balance due. The twenty-year retention begins with the date the loans were written-off or the date of judgment whichever occurs last.

Confidential information is contained within these files and are to be destroyed confidentially per Wis. Stats. § 45.04.

EVENT: last occurring write-off/judgment date

Dept #: /006/ Department Name: BUDGET AND FACILITIES - BUDGET

RDA #	RDA Title	Retention	Disposition	PII
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<u>00022000.</u>	<u>BUILDING PROJECT FILES STATE FUNDED</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
BUILDING PROJECT FILES HAVE BEEN ESTABLISHED FOR CONSTRUCTION PROJECTS UNDERTAKEN AT THE WISCONSIN DEPARTMENT OF VETEARNS AFFAIRS UNDER THE AGENCY BUILDING PROGRAM. PROJECTS ARE TWO TYPES; MAJOR PROJECTS WITH A COST OF \$760,000 OR MORE AND MINOR PROJECTS WITH A COST OF LESS THAN \$760,000. MAJOR PROJECTS MAY HAVE SUB-FILES FOR DIFFERENT ASPECTS OR CONTRACTORS FOR THE PROJECT. PROJECTS COMPLETED WITH STATE FUNDS ONLY NEED TO BE RETAINED FOR 10 YEARS AFTER THE PROJECT COMPLETION DATE. THE DATE CLOSED IS 10 YEARS AFTER PROJECT COMPLETION.				

RETENTION: EVENT(PROJECT COMPLETION) + 10 YEARS AND DESTROY.

<u>00032000.</u>	<u>BUILDING PROJECT FILES JOINT STATE AND FEDERAL FUNDED</u>	<u>EVT+20</u>	<u>DEST</u>	<u>N</u>
BUILDING PROJECT FILES HAVE BEEN ESTABLISHED FOR CONSTRUCTION PROJECTS UNDERTAKEN AT THE WISCONSIN DEPARTMENT OF VETERANS AFFAIRS UNDER THE AGENCY BUILDING PROGRAM. PROJECTS ARE OF TWO TYPES: MAJOR PROJECTS WITH A COST OF \$760,000 OR MORE AND MINOR PROJECTS WITH A COST OF LESS THAN \$760,000. MAJOR PROJECTS MAY HAVE SUB-FILES FOR DIFFERENT ASPECTS OR CONTRACTORS FOR THE PROJECT.				

PROJECTS THAT HAVE RECIVED FEDERAL GRANT ASSISTANCE NEED TO BE RETAINED FOR 20 YEARS AFTER THE PROJECT COMPLETION DATE, WHICH IS THE DATE AGREED UPON BY THE AGENCY AND FEDERAL AUTHORITY. THE DATE CLOSED IS 20 YEARS AFTER PROJECT COMPLETION.

RETENTION: EVENT(PROJECT COMPLETION) + 10 YEARS AND DESTROY.

Dept #: /007/ Department Name: OFFICE OF LEGAL COUNSEL

RDA #	RDA Title	Retention	Disposition	PII
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<u>00142000.</u>	<u>LEGAL CASE FILES, EMPLOYMENT</u>	<u>EVT+12</u>	<u>DEST</u>	<u>Y</u>
Legal case files on any employment action in state or federal court or any administrative agency. These files must be treated as limited access, confidential, and containing personally identifiable information because they could contain any or all essential elements detailed below.				
* personally identifying information 19.80(3)(a) Wis. Stats., VA 1.10(16), Wis. Admin. Code				
* medical information Pub. L. No. 104-191, 110 Stat. 1936 (1996), VA 1.10(6), Wis. Admin. Code				
* investigation reports 45.04(4) Wis. Stats.				
* service and separation records and/or those provided by the US Department of Veterans Affairs 45.04(2) Wis. Stats. VA 1.10(1), Wis. Admin. Code				
* personnel records VA 1.10 (2), Wis. Admin Code				
* information on applications for benefits pending or adjudicated VA 1.10(3), Wis. Admin. Code				
* Federal military records, such as DD-214s, cannot be released until 62 years after the servicemember's separation from the military 36 CFR 1228.168. However, as long as the records in this series are destroyed confidentially, and not related to the Historical Society or anyone else, this does not affect the necessary retention period.				

EVENT = case closing



Dept #: /007/ Department Name: OFFICE OF LEGAL COUNSEL

RDA # RDA Title Retention Disposition PII

00143000. LEGAL CASE FILES, VETERANS BENEFIT APPEALS EVT+2 DEST Y

Legal case files on any veterans appeals to include appeals hearings, decisions and denials for benefits. Due to essential elements detailed below, these files must be treated as limited access, confidential, and containing personally identifiable information.

- \* personally identifying information Wis. Stats. § 19.80(3)(a), Wis. Admin. Code VA 1.10(16).
- \* medical information Pub. L. No. 104.191, 110 stat. 1936 (1996), Wis. Admin. Code VA 1.10(6).
- \* monetary details of benefits Wis. Stat. § 45.04(6).
- \* loan information Wis. Stat. § 45.04(7), Wis. Admin. Code VA 1.10(7).
- \* service and separation documents and/or those provided by the US Department of Veterans Affairs records under Wis. Stats § 45.04(2), Wis. Admin. Code VA 1.10(1).
- \* information on applications for benefits pending or adjudicated Wis. Admin. Code VA 1.10(3).
- \* Federal military records, such as DD-214s, cannot be released until 62 years after the servicemember's separation from the military 36 CFR § 1228.168. However, as long as the records in this series are destroyed confidentially, and not released to the Historical Society or anyone else, this does not affect the necessary retention period.

EVENT = case closing

00144000. LEGAL CASE FILES, COLLECTIONS EVT+25 DEST Y

Legal case files on any loan or other collection action in state or federal court. These are the files created by the Office of Legal Counsel containing only necessary documents from initiation to conclusion of the legal collection action. These files must be treated as limited access, confidential, and containing personally identifiable information because they may contain any or all essential elements detailed below.

- \* personally identifying information Wis. Stats. § 19.80(3)(a), Wis. Admin. Code VA 1.10(16).
- \* monetary details of benefits Wis. Stat. § 45.04(6).
- \* loan information Wis. Stat. § 45.04(7), Wis. Admin. Code VA 1.10(7).
- \* information on applications for benefits pending or adjudicated Wis. Admin. Code VA 1.10(3).

EVENT = case closed

Dept #: /008/ Department Name: OFFICE OF THE SECRETARY

RDA # RDA Title Retention Disposition PII

00020000. ADMINISTRATIVE FILES CR+2 DEST N

OFFICE IS ESTABLISHED IN ACCORDANCE WITH CHAPTER 45 WISCONSIN STATUTES.

RECORD SERIES IS ESTABLISHED AS EXECUTIVE ADMINISTRATIVE FILES IN ALPHABETICAL ORDER. THESE FILES CONTAIN CORRESPONDENCE WITHIN THE AGENCY, REQUEST FOR INFORMATION FROM THE CLAIMS OFFICE, AND INTERIUM CHANGES TO DEPARTMENT POLICY AND PROCEDURES.

RECORDS ARE RETAINED FOR TWO YEARS AND DESTROYED LOCALLY.

NO SIMILAR RECORDS ARE KEPT.

EVENT = CR + 2 YEARS AND DESTROY.

00023000. WI AGENT ORANGE STUDIES AND VN VETERAN IDENTIFICATION PROGRAM P PERM N

THIS RECORDS SERIES WAS WRITTEN IN ACCORDANCE WITH WI S.S. 45.045 AND FUNDED FROM THE VETERANS TRUST FUND BY SPECIAL APPROPRIATION APPROVED BY THE LEGISLATURE. THE WI AGENT ORANGE IDENTIFICATION PROGRAM WAS CREATED TO IDENTIFY WI VETERANS WHO SERVED IN VIET NAM AND WERE EXPOSED TO AGENT ORANGE, A HERBICIDE KNOWN TO CONTAIN DIOXIN.

THROUGH IDENTIFICATION OF WI VIET NAM VETERANS, THE WI DEPARTMENT OF VETERANS AFFAIRS WAS ABLE TO ASSIST THE WI DEPARTMENT OF HEALTH AND SOCIAL SERVICES (HFS) IN CONDUCTING A VIET NAM ERA VETERANS MORTALITY STUDY.

THE RECORD SERIES CONTAINS NEWSPAPER CLIPPINGS, CORRESPONDENCE, PAMPHLETS AND PUBLICATIONS FROM THE US DEPARTMENT OF VETERANS AFFAIRS, THE NY CLASS ACTION SUIT AGAINST THE USDVA, THE WI DIVISION OF HEALTH "WI VN VETERAN MORTALITY STUDY, THE CENTER FOR DISEASE CONTROL, VARIOUS STATE'S DVA AGENT ORANGE HEALTH SUMMARIES, AND VETERANS ORGANIZATIONS SUCH AS THE VETERANS OF FOREIGN WARS AND THE DISABLED AMERICAN VETERANS.

Dept #: /008/ Department Name: OFFICE OF THE SECRETARY

RDA #	RDA Title	Retention	Disposition	PII
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RETENTION: PERMANENT: TRANSFER TO THE WI VETERANS MUSEUM

Dept #: /013/ Department Name: VETERANS HOMES - KING ADMINISTRATION RECORDS

RDA #	RDA Title	Retention	Disposition	PII
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<u>00069000.</u>	<u>COMMANDANT'S ADMINISTRATIVE RECORDS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES IS BEING MAINTAINED IN ACCORDANCE WITH WIS ADMIN CODE VA 6.02(11) AND HIPAA 45 CFR 164.53(J)(2).

RECORD SERIES CONTAIN INCOMING AND OUTGOING CORRESPONDENCE RELATING TO THE OPERATIONS OF THE HOME INCLUDING STATUS OPERATIONAL REPORTS FROM THE VARIOUS BUREAUS, STATUS OF EMPLOYEES AND MEMBERS, CONSTRUCTION, FACILITY AND VARIOUS OTHER MANAGEMENT AND STATISTICAL REPORTS. THE INFORMATION COMPILED IN THIS SERIES IS ADMINISTRATIVE IN NATURE AND CONTAINS A MIX OF REFERENCE MATERIAL AND COPIES OF OTHER RECORD SERIES UTILIZED BY THE COMMANDANT TO MANAGE THE DAY TO DAY OPERATION OF THE HOME.

THIS SERIES IS MAINTAINED BY THE COMMANDANT OFFICE FOR A PERIOD OF 6 YEARS.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL.

<u>00070000.</u>	<u>KING VETERANS HOME SPECIAL FUNCTIONS</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
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THIS SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.45(6)(A) AND CONTAINS REQUESTS FOR ANNUAL PICNICS, DINNERS AND PARTIES. THE FUNCTION ORDER SHEETS, NOTES CONCERNING THE PREPARATION FOR THE EVENT, NUMBER OF PEOPLE THAT WILL ATTEND, AMOUNTS OF FOOD REQUIRED AND TYPES OF FOOD TO BE USED.

THIS SERIES IS MAINTAINED FOR A PERIOD OF 2 YEARS.

EVENT = CR + 2 YEARS AND DESTROY.

<u>00071000.</u>	<u>DIETARY WORK PRODUCTION</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
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THIS SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.45(4)(F) AND 132.45(6)(B) AND CONTAINS SCHEDULES FOR COOKS AND SERVICE STAFF, WHICH ARE CREATED AND USED BY THE FOOD PRODUCTION MANAGERS. THIS SERIES IS SOMETIMES REFERRED TO FOR THE PRICING OF SPECIAL FUNCTION MEALS.

THIS SERIES IS MAINTAINED FOR A PERIOD OF 2 YEARS.

EVENT = CR + 2 YEARS AND DESTROY.

<u>00072000.</u>	<u>FOOD TEMPERATURE - DIETARY</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
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THIS RECORD SERIES CONTAINS A RECORD OF DATE, TIME AND TEMPERATURE OF ALL FOOD ITEMS.

EVENT = CREATION + 2 YEAR AND DESTROY

<u>00073000.</u>	<u>MENUS AND THERAPEUTIC DIETS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
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THE RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.45(4)(F), 132.45(6)(A), 132.63(4)(A)(B) AND HIPAA 45 CFR 164.53(J)(2) AND CONSISTS OF MEMBER NUTRITIONAL ASSESSMENTS AND MENUS BASED ON CLINICAL INFORMATION WHICH IS TRACKED BY MEMBER.

EVENT = CR + 2 YEARS AND DESTROY CONFIDENTIAL.

<u>00085000.</u>	<u>VETERANS HOME POLICIES FOR MEMBER CARE</u>	<u>EVT+6</u>	<u>SHSW</u>	<u>N</u>
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THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.60.

THE POLICIES IN THIS RECORD SERIES DESCRIBE THE REQUIREMENTS FOR THE CARE OF MEMBERS AT THE VETERANS HOME AND PROVIDE FOR THE OVERALL HEALTH, WELFARE AND GENERAL CARE A MEMBER WILL RECEIVE AND SET THE REQUIREMENTS THAT A MEMBER WILL FOLLOW WHILE IN THE HOME. IN ADDITION TO THE CARE OF MEMBERS, IT SETS THE GUIDELINES FOR THE CONTROL OF INFECTION WITHIN THE HOME. THE ORIGINAL COPY OF THE GUIDELINES IS HELD IN THE VETERANS HOME ADMINISTRATIVE OFFICE.

THIS SERIES WILL BE MAINTAINED FOR A PERIOD OF 6 YEARS FROM THE DATE OF THE SUPERSEDING POLICY AND THEN TRANSFERRED TO THE WISCONSIN HISTORICAL SOCIETY. BUREAU COPIES MAY BE DESTROYED UPON BEING

RDA #	RDA Title	Retention	Disposition	PII
	SUPERSEDED. EVENT = SUPERSEDED + 6 YEARS AND TRANSFER TO STATE ARCHIVES.			
<u>00086000.</u>	<u>INFECTION CONTROL POLICIES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	THIS SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 124.08 BY ALL BUREAUS AND PROVIDES THE POLICIES FOR THE CARE OF THE MEMBERS AND THE REQUIREMENTS INVOLVED IN THE CONTROL OF INFECTION THROUGHOUT THE HOME. THE ORIGINAL COPY IS MAINTAINED BY THE HOME ADMINISTRATION OFFICE WHICH IS RESPONSIBLE FOR ITS ISSUANCE AND REVISIONS AS REQUIRED. THE ORIGINAL IS MAINTAINED FOR A PERIOD OF 6 YEARS FROM DATE OF SUPERSEDING POLICY. BUREAU AND SECTION COPIES MAY BE DESTROYED UPON BEING SUPERSEDED. EVENT = SUPERSEDED + 6 YEARS AND DESTROY.			
<u>00094000.</u>	<u>HEALTH CARE COMMITTEE MEETING MINUTES</u>	<u>CR+3</u>	<u>DEST</u>	<u>Y</u>
	THESE COMMITTEE MEETING MINUTES ARE MAINTAINED PER DHS 124.08 AND HIPAA 45 CFR 164.53(J)(2) FOR THE MONTHLY HEALTH CARE COMMITTEE MEETING. THE COMMITTEE IS MADE UP OF A STAFF MEMBER FROM EACH BUREAU OF THE HOME THAT PROVIDES HEALTH CARE. LAUNDRY AND MATERIALS MANAGEMENT STAFF EXCLUDED.  THE MINUTES CONTAIN INFORMATION FROM DISCUSSIONS OF HEALTH CARE ISSUES SUCH AS ACCIDENT AND INCIDENT REPORTS, VACCINATIONS AND IMMUNIZATION OF STAFF, HEPATITIS, FLU, VIRUS, STATUS OF HOME ACTIVITIES, REPORT FORMS, PROCEDURES, ENVIRONMENT AND EQUIPMENT NEEDS. NEW PROCEDURES ARE FIELDDED AND DRAFTS ARE DISCUSSED.  ORIGINAL MINUTES ARE MAINTAINED FOR 3 YEARS. COPIES HELD BY COMMITTEE MEMBERS SHOULD NOT EXCEED 1 YEAR RETENTION. EVENT = CR + 3 YEARS AND DESTROY CONFIDENTIAL.			
<u>00095000.</u>	<u>INFECTION CONTROL COMMITTEE MEETING MINUTES</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	THESE COMMITTEE MEETING MINUTES ARE MAINTAINED PER DHS 124.08 AND HIPAA 45 CFR 164.53(J)(2) AND CONTAIN INPUT AND DISCUSSION OF INFECTIONS, WHICH INCLUDES PARTICIULAR INCIDENTS. THE COMMITTEE WILL INVESTIGATE, TRY TO ESTABLISH THE CAUSE, LOOK FOR COMMON SOURCE OF OUTBREAK AND DISCUSS WAYS TO PREVENT FUTURE OUTBREAKS. THE COMMITTEE WILL RECOMMEND THE APPROPRIATE POLICIES AND PROCEDURES TO PREVENT FUTURE REOCCURRENCE OF INFECTIONS. THE COMMITTEE COMPOSITION INCLUDES, BUT IS NOT LIMITED TO, MEDICAL, NURSING AND LABORATORY STAFF AND THE PHYSICIAN.  ORIGINAL MINUTES ARE MAINTAINED FOR A PERIOD OF 5 YEARS. COPIES HELD BY COMMITTEE MEMBERS SHOULD NOT EXCEED A 1 YEAR RETENTION. EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL			
<u>00098000.</u>	<u>INSERVICE TRAINING</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.44, 132.45(4)(F) AND 132.45(6)(F) AND PROVIDES THE INFORMATION PRESENTED FOR INSERVICE TRAINING FOR STAFF. THE ORIGINALS ARE MAINTAINED BY THE AUTHOR AND COPIES ARE PROVIDED TO STAFF WHEN INSERVICE TRAINING IS MISSED OR NEW STAFF IS ASSIGNED. THE ORIGINAL PRESENTATION IS MAINTAINED TO PROVIDE A RECORD OF INSERVICES GIVEN. EVENT = CR + 2 YEARS AND DESTROY.			
<u>00117000.</u>	<u>MEMBER ABUSE, NEGLECT, MISSING PROPERTY, AND IMJURY OF UNKNOV</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	THIS RECORD SERIES IS MAINTAINED ACCORDING TO WISCONSIN STATUTES 893.51, 893.54, 893.55 AND HIPAA CFR 164.53(J)(2) AND ARE CREATED BY A INTERDISCIPLINARY COMMITTEE WHICH INCLUDES NURSING, SOCIAL SERVICES AND SECURITY STAFF WITH INPUT FROM ALL BUREAU DIRECTORS, SUPERVISORS AND LINE STAFF.  INCLUDED IN THIS SERIES IS THE TYPE OF INCIDENT, ASSESSMENT OF THE MEMBER (BOTH PHYSICAL AND COGNITIVE), WITNESS STATEMENTS, WHO WAS NOTIFIED, WHEN NOTIFIED AND A SUPERVISORY SUMMARY OF THE INCIDENT WITH AT LEAST ONE FOLLOW UP WITHIN 30 DAYS WITH MORE FELLOW UPS IF NECESSARY.  THE REPORTS ARE MOST OFTEN USED BY THE NURSING, SECURITY AND SOCIAL SERVICES STAFF TO ASSURE THE MEMBERS SAFETY AND TO TRACK PROBLEMS OR PATTERNS SO AN INVESTIGATION CAN BE MADE AND ACTED UPON. THE FORMS ARE ALSO REVIEWED BY THE BUREAU OF QUALITY ASSURANCE SURVEYORS AND THE VETERANS ADMINISTRATION SURVEYORS TO ASSURE COMPLIANCE WITH STATE AND FEDERAL REGULATIONS PERTAINING TO THE HEALTH AND SAFETY OF THE MEMBERS. EVENT = DATE OF DISCHARGE OR DEMISE + 6 YEARS AND DESTROY CONFIDENTIAL.			
<u>00137000.</u>	<u>SANITATION RECORDS FOR DIETARY</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>

Dept #: /013/ Department Name: VETERANS HOMES - KING ADMINISTRATION RECORDS

RDA #	RDA Title	Retention	Disposition	PII
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THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.63(7) AND INCLUDES TEMPERATURES RELATED TO THE WATER USED IN THE DISHWASHERS.

EVENT = CR + 4 YEARS AND DESTROY.

<u>00141000.</u>	<u>TEMPERATURE AND SANITATION RECORDS FOR KING CAFE</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
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THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.45(4)(F) AND 132.63(7) FOR REFRIGERATION AND SANITATION INFORMATION.

EVENT = CR + 2 YEARS AND DESTROY.

Dept #: /014/ Department Name: VETERANS HOMES - KING ADMISSIONS RECORDS

RDA #	RDA Title	Retention	Disposition	PII
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<u>00135000.</u>	<u>ADMISSION AND DISCHARGE RECORDS - DECEASED MEMBERS</u>	<u>EVT+6</u>	<u>SHSW</u>	<u>Y</u>
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THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.45(4)(F), DHS 132.52, DHS 132.53 AND HIPAA 45 CFR 164.53(J)(2) AND PERTAINS TO MEMBER ADMISSIONS AND DISCHARGES FOR DECEASED MEMBERS. CONTAINS IDENTIFIABLE AND CONFIDENTIAL INFORMATION.

EVENT = DATE OF DEMISE + 6 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).

Dept #: /015/ Department Name: VETERANS HOMES - KING MEDICAL RECORDS

RDA #	RDA Title	Retention	Disposition	PII
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<u>00045000.</u>	<u>MEMBER MEDICAL RECORDS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES IS HELD IN ACCORDANCE WITH WISCONSIN S. HSS 132, WISCONSIN ADM. CODE AND HIPAA CFR 164.53(J)(2), THE FALSE CLAIMS ACT [31 USCS 3730 ET AL] AND 31 USCS 3731 (B)(2).

THE RECORDS CONTAIN THE MEDICAL HISTORY OF MEMBER FROM ENTRY IN THE HOME UNTIL DEMISE. THE MEDICAL RECORD CONTAINS CLINICAL INFORMATION (I.E: PERSONAL/LEGAL INFORMATION, CARE PLANS, DOCTOR'S ORDERS, NURSE NOTES, DIAGNOSTIC AND ANCILLARY HISTORY, WELLNESS PLANS, REHABILITATION, DIETARY NEEDS AND ACTIVITIES).

THE RECORD WILL BE RETAINED FOR 10 YEARS FOLLOWING THE MEMBER'S DEATH.

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

<u>00045A00.</u>	<u>MEMBER MEDICAL RECORDS - DISCHARGED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES IS HELD IN ACCORDANCE WITH DHS 132.45(4)(F) AND HIPAA 45 CFR 164.53(J)(2),

THE RECORDS CONTAIN THE MEDICAL HISTORY OF A MEMBER FROM ADMISSION TO THE HOME UNTIL MEMBER IS DISCHARGED. THE MEDICAL RECORDS CONTAINS CLINICAL INFORMATION (I.E. PERSONAL, LEGAL, CARE PLANS, DOCTOR ORDERS, NURSING NOTES, DIAGNOSTIC, ANCILLARY, HISTORY, PHYSICALS, WELLNESS PLANS, REHABILITATION, DIETARY NEEDS AND ACTIVITIES).

THE RECORD WILL BE RETAINED FOR A PERIOD OF SIX YEARS FROM DISCHARGE OF MEMBER.

EVENT = DATE OF DISCHARGE + 6 YEARS AND DESTROY CONFIDENTIAL.

<u>00068000.</u>	<u>DENTAL SERVICES RECORDS - DISCHARGED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.45(4)(B), 132.459(5)(B) AND HIPAA 45 CFR 164.53(J)(2) AND CONTAINS INFORMATION ON DENTAL SERVICES FOR MEMBERS OF THE HOME. RECORDS INCLUDE MEMBER DENTAL DIAGNOSIS, XRAY'S AND TREATMENT. THESE RECORDS ARE MAINTAINED WHILE THE MEMBER RESIDES AT THE HOME UNTIL 6 YEARS FROM DATE OF DEMISE.

EVENT = DATE OF DEMISE + 6 YEARS AND DESTROY CONFIDENTIAL.

RDA #	RDA Title	Retention	Disposition	PII
<u>00068A00.</u>	<u>DENTAL SERVICES RECORDS - DISCHARGED</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.45(4)(B), 132.45(5)(B) AND HIPAA 45 CFR 164.53(J)(2) AND CONTAINS INFORMATION ON DENTAL SERVICES FOR MEMBERS OF THE HOME. RECORDS INCLUDE MEMBER DENTAL DIAGNOSIS, XRAYS AND TREATMEN. THESE RECORDS ARE MAINTAINED WHILE THE MEMBER WHILE THE MEMBER RESIDES AT THE HOME AND 6 YEARS FROM THE DATE OF DISCHARGE.</p> <p>EVENT = DATE OF DISCHARGE + 6 Y EARS AND DESTROY CONFIDENTIAL.</p>			
<u>00083000.</u>	<u>NURSING STATION REVIEWS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD IS MAINTAINED IN ACCORDANCE WITH REQUIREMENTS OF DHS 132.45(4)(F) AND HIPAA 45 CFR 164.53(J)(2). THESE RECORDS CONTAIN THE NURSING STATION REVIEW OF THE MEDICATIONS DESCRIBED BY THE PHYSICIAN. THESE REVIEWS ARE COMPLETED BY THE RN ON DUTY AND A PHARMACIST.</p> <p>THESE RECORDS ARE MAINTAINED FOR A PERIOD OF 2 YEAR.</p> <p>EVENT = CR + 2 YEARS AND DESTROY CONFIDENTIAL.</p>			
<u>00088000.</u>	<u>PUBLISHED RESEARCH PROJECTS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	<p>THESE RECORDS ARE MAINTAINED BY THE MEDICAL DIRECTOR ACCORDING TO DHS 132.45(6)(E)(3) AND HIPAA 45 CFR 164.53(J)(2) TO PROVIDE A HISTORY OF MEDICAL RESEARCH CONDUCTED AT THE HOME.</p> <p>THIS RECORD SERIES CONTAINS THE MASER COPY OF ALL PUBLISHED MEDICAL RESEARCH COMPLETED BY THE HOME INVOLVING THE MEDICAL CARE OF THE ELDERLY.</p> <p>THE ORIGINAL RECORD IS CONSIDERED A PERMANENT RECORD. COPIES MAY BE DESTROYED AT THE DISCRETION OF THE HOLDER.</p> <p>PERMANENT</p>			
<u>00091000.</u>	<u>PHYSICIAN'S ORDERS FOR X-RAYS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD SERIES IS MAINTAINED ACCORDING TO DHS 132.45(5)(B)(2) AND HIPAA 164.53(J)(2). THE ORIGINAL ORDERS ARE PART OF THE MEDICAL RECORDS (RDA #45 AND #45A) AND COPY IS MAINTAINED BY THE RADIOLOGY STAFF FOR TWO YEARS FROM THE DATE OF ORDER.</p> <p>EVENT = CR + 2 YEARS AND DESTROY CONFIDENTIAL.</p>			
<u>00092A00.</u>	<u>CLINICAL X-RAYS (DEMISED MEMBERS)</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 124.18(1)(E)(4) AND HIPAA 45 CFR 164.53(J)(2) AND INCLUDE XRAY FILMS AND A COPY OF THE UNSIGNED REPORTS DICTATED BY THE RADIOLOGIST. ORIGINAL SIGNED REPORTS ARE FILED IN THE MEDICAL RECORDS (RDA 45).</p> <p>DEMISED MEMBER RECORDS ARE MAINTAINED FOR A PERIOD OF 6 YEARS FROM DATE OF DEMISE.</p> <p>EVENT = DATE OF DEMISE + 6 YEARS AND DESTROY CONFIDENTIAL.</p>			
<u>00092B00.</u>	<u>CLINICAL X-RAYS (DISCHARGED MEMBERS)</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 124.18 (1)(E)(4) AND HIPAA 45 CFR 164.53(J)(2) AND INCLUDES XRAY FILMS AND A COPY OF THE UNSIGNED REPORT DICTATED BY THE RADIOLOGISTS. ORIGINAL SIGNED REPORTS ARE FILED IN THE MEDICAL RECORDS (RDA #45A).</p> <p>THE RECORDS ARE MAINTAINED FOR A PERIOD OF NOT LESS THAN 6 YEARS FROM THE DATE OF DISCHARGE.</p> <p>EVENT = DATE OF DISCHARGE + 6 YEARS AND DESTROY CONFIDENTIAL.</p>			
<u>00096000.</u>	<u>PATIENT REPORTS (CLINICAL NOTES)</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	<p>THIS RECORD SERIES IS AN INDIVIDUALIZED CLINICAL RECORD WHICH CONTAINS SUBJECTIVE, OBJECTIVE, ASSESSMENTS WHICH REQUIRE ACTION. USUALLY THIS RECORD CONTAINS CLINICAL INFORMATION AND RECOMMENDATIONS THAT ARE SUGGESTIVE IN NATURE WHICH DO NOT REQUIRE ACTIONS. THE ORIGINAL RECORD IS A PERMANENT CLINICAL NOTE PLACED IN THE INDIVIDUAL MEDICAL CHARTS. COPIES ARE MAINTAINED BY THE AUTHOR FOR REFERENCE OF PAST MEDICAL IMPRESSIONS, CLINICAL FINDINGS, FOLLOW UP ON RECOMMENDED TREATMENTS AND THE SUGGESTED COURSE OF ACTION.</p> <p>EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL</p>			
<u>00097000.</u>	<u>CHART REVIEWS AND PHYSICIANS' CORRESPONDENCE</u>	<u>CR+6</u>	<u>DEST</u>	<u>N</u>





Dept #: /015/ Department Name: VETERANS HOMES - KING MEDICAL RECORDS

RDA # RDA Title Retention Disposition PII

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THIS RECORD SERIES IS USED AND MAINTAINED BY THE UNIT SUPERVISOR TO COMPILE AND REPORT ON THE ACTIVITIES AND ACCOMPLISHMENTS OF THE PHYSICAL THERAPY UNIT DURING THE PAST FISCAL YEAR. THESE STATISTICS ARE COLLECTED MONTHLY AND THEN CONSOLIDATED INTO AN ANNUAL REPORT AND A COPY IS GIVEN TO ADMINISTRATION.

RECORDS ARE MAINTAINED WITHIN THE UNIT FOR THE CURRENT FISCAL YEAR PLUS TWO ADDITIONAL FISCAL YEARS.

EVENT = FIS + 2 YEARS & DESTROY.

Dept #: /016/ Department Name: VETERANS HOMES - KING PHARMACY RECORDS

RDA # RDA Title Retention Disposition PII

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00077000. MEMBER PHARMACY RECORD (DISCHARGED) EVT+6 DEST Y

THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH DHS 132.65 AND HIPAA 45 CFR 164.53(J)(2) AND CONTAINS:

RESUME OF MEMBER MEDICATIONS AND TREATMENTS  
PHARMACY ORDER SHEETS  
PHARMACY ORDER SHEETS (SCHEDULE 2 DRUGS)  
PHARMACY ORDER SHEETS (SCHEDULE 3, 4 AND 5 DRUGS)  
PHYSICIANS TELEPHONE ORDERS  
COPY OF ADMISSION APPLICATION

SERIES IS REFERRED TO AS THE RED ROPE FILES. RECORDS ARE MAINTAINED FROM TIME OF ADMISSION UNTIL MEMBER IS DISCHARGED AND THEN RETAINED FOR 6 YEARS FROM THE DATE OF DISCHARGE. THESE RECORDS ARE RETAINED IN THE EVENT THE MEMBER RETURNS TO THE HOME.

EVENT = DATE OF DISCHARGE + 6 YEARS AND DESTROY CONFIDENTIAL.

00077A00. MEMBER PHARMACY RECORD (DEMISE) EVT+6 DEST Y

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 132.65 AND HIPAA 45CFR 164.53(J)(2) AND CONTAINS:

RESUME OF MEMBER MEDICATIONS AND TREATMENTS  
PHARMACY ORDER SHEETS  
PHARMACY ORDER SHEETS (SCHEDULE 2 DRUGS)  
PHARMACY ORDER SHEETS (SCHEDULE 3, 4 AND 5 DRUGS)  
PHYSICIANS TELEPHONE ORDERS  
COPY OF ADMISSION APPLICATION

SERIES IS REFERRED TO AS THE RED ROPE FILES. RECORDS ARE MAINTAINED FROM TIME OF ADMISSION UNTL DEMISE OF MEMBER. THESE RECORDS ARE RETAINED FOR 6 YEARS FROM THE TIME OF DEMISE.

EVENT = DATE OF DEMISE + 6 YEARS AND DESTROY CONFIDENTIAL.

00078000. PHYSICAL INVENTORY - PHARMACY CR+5 DEST N

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 132.65 AND WIS ADMIN CODE CH CSB 2.

THIS SERIES CONTAINS THE BIENNIAL PHYSICAL INVENTORY OF ALL SCHEDULE II, III, IV AND V CONTROLLED SUBSTANCES.

THESE RECORDS ARE MAINTAINED FOR A PERIOD OF 5 YEARS.

EVENT = CR + 5 YEARS AND DESTROY.

00079000. PHARMACY BULK MEDICINE SUUPPLY ORDER (OVER THE COUNTER MEDIC CR+2 DEST Y

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 132.45(45)(F), 132.65 AND HIPAA 45 CFR 164.53(J)(2). THESE RECORDS CONTAIN THE BULK SUPPLY MEDICAL ORDER FOR OVER THE COUNTER MEDICINES ONLY. THE RECORD INDICATES WHO THE MEDICINES AR ORDERED FOR, TYPES OF MEDICINES ORDERED, AMOUNT ORDERED, WHO FILLED THE ORDER, DELIVERED BY WHOM AND WHO RECEIVED THE ORDER AT THE NURSING STATION.

THESE RECORDS ARE MAINTAINED FOR A PERIOD OF 2 YEARS.



Dept #: /016/ Department Name: VETERANS HOMES - KING PHARMACY RECORDS

RDA # RDA Title Retention Disposition PII

EVENT = CR+ 2 YEARS AND DESTROY CONFIDENTIAL.

00080000. CONTINGENCY KITS (NON-CONTROLLED DRUGS) CR+5 DEST Y

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 132.65 AND HIPAA 45 CFR 164.53(J)(2).

THIS SERIES CONTAINS THE NON-CONTROLLED DRUGS FOR THE CONTINGENCY KITS HELD AT THE NURSING STATION. THE RECORD CONTAINS THE AMOUNTS DISTRIBUTED AND SHOWS THE DATE, TIME, MEMBER NAME, ROOM, DOCTOR, DOSE, WHO ADMINISTERED THE MEDICINE AND THE AMOUNT LEFT.

THESE RECORDS ARE MAINTAINED FOR A PERIOD OF 5 YEARS.

EVENT = CR + 5 YEARS & DESTROY CONFIDENTIAL.

00081000. PROOF OF USE FOR CONTROLLED SUBSTANCES CR+6 DEST Y

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 132.65 AND HIPAA 45 CFR 164.53(J)(2). RECORDS CONTAIN A PROOF OF USE RECORD FOR ALL CONTROLLED SUBSTANCES AND SHOW MEMBER NAME, BUILDING, ROOM NUMBER, DRUG ISSUED, DOCTOR, RX NUMBER, AMOUNT, DATE, TIME, DOSE, AMOUNT LEFT AND WHO ADMINISTERED.

TYPE II, CONTROLLED SUBSTANCES ARE MAINTAINED SEPARATELY.

THESE RECORDS ARE MAINTAINED FOR A PERIOD OF 6 YEARS.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL

00082000. PRESCRIPTION RECORDS CR+6 DEST Y

THIS RECORD IS MAINTAINED IN ACCORDANCE WITH DHS 32.45(4)(F), 132.65 AND HIPAA 45 CFR 164.53(J)(2) AND CONTAINS THE RECORD OF THE PRESCRIPTIONS ORDERED BY A MEDICAL DOCTOR OR REGISTERED NURSE FOR USE BY MEMBERS AT THE HOME. PRESCRIPTIONS FOR ALL CONTROLLED SUBSTANCES ARE ENTERED INTO THE PHARMACY COMPUTER SYSTEM AND A MONTHLY REPORT IS CREATED.

TYPE II CONTROLLED SUBSTANCES ARE MAINTAINED SEPARATELY.

THESE REPORTS ARE MAINTAINED FOR A PERIOD OF 6 YEARS.

THE COMPUTER DATA IS CLEARED ONCE THE MONTHLY REPORT IS GENERATED AND VERIFIED.

EVENT = CR + 6 YEARS AND DESTROY CONFIDENTIAL

00145000. PHARMACY RECORDS: MEDICARE PART D CR+10 DEST Y

THIS RECORD SERIES IS MAINTAINED IN ACCORDANCE WITH CENTER FOR MEDICARE AND MEDICAID SERVICES UNDER 42 CFR 423.505(D) REQUIRING A 10 YEAR RETENTION PERIOD AND CONTAINS:

RECORDS INCLUDE FILLED PRESCRIPTIONS, MEDICARE PART D BILLING STATEMENTS, AND PATIENT CARE DOCUMENTATION (SUCH AS PHARMACIST DRUG REGIMENT REVIEWS)

RECORDS MAY CONTAIN CONFIDENTIAL INFORMATION AND/OR PII AND SHOULD BE DEMMED CONFIDENTIAL PER WIS. STATS. 51.30

RETENTION: CR + 10 YEARS AND DESTROY CONFIDENTIAL

Dept #: /023/ Department Name: PROGRAMS AND SERVICES - VETERANS PROGRAMS

RDA # RDA Title Retention Disposition PII

00089000. DISCHARGE REVIEW/PRISON CLIENT RECORDS EVT+5 DEST Y

This record series was created in accordance with Wis. Stat. Ch 45. These records contain documentation of assistance to incarcerated veterans. They may contain documents for discharge reviews, service-connected disabilities, other Federal or State benefits, or other assistance based on veteran status or personal situations.

Access is protected per Wis. Stat. §§ 51.30(4) and 146.83 relate to access to patient health information and records (health information may be included for application of some veterans benefits). Wis. Admin. Code Ch. DHS 94.02 specifies when disclosure without consent is allowed. Wis. Stat. § 19.62(5) defines Personally Identifiable Information. Wis. Stat. § 45.04 provides release of information

Dept #: 1023/ Department Name: PROGRAMS AND SERVICES - VETERANS PROGRAMS

RDA # RDA Title Retention Disposition PII

and records information. Wis. Stat. § 134.97 addresses disposal of records that contain personal information.

EVENT: completion of appeals

Dept #: 1024/ Department Name: PROGRAMS AND SERVICES - STATE APPROVING AGENCY

RDA # RDA Title Retention Disposition PII

00017000. CATALOGS - VA EVT DEST N

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws.  
This Record Series Includes Catalogs Submitted By Schools Approved For The Training Of Veterans Under Title 38, U.S. Code.

Retain Each Catalog Until A New Catalog Has Been Approved For Veterans, Then Destroy The Older Catalog.

Evt=Superseded.

00018000. VOCATIONAL PROGRAMS EVT DEST

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws.  
This Record Series Includes Machine Readable Files Stored On A Word Processing Disk Containing Information On The Approval Status For Veterans Of Each Of The Educational Programs Offered Vocational And Technical Schools. Before Approved By The Educational Approval Board (For Veterans) Can Be Granted The Programs Must Be Authorized By The Board Of Vocational, Technical And Adult Education.

The Information In This Record Series Is Used When Processing Approvals Of Programs For Veterans Training Under Title 38, U.S. Code.

Retain 0 Years After Superseded And Reuse Block Of Memory On Word Processing Disk.

00023000. LISTS OF INSTITUTIONS CURRENTLY TRAINING VETERANS UNDER CHAPTE CR+1 DEST

the Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws.

This Record Series Consists Of Computer-Generated Lists Of Educational Institutions Operating In The State Of Wisconsin That Are Currently Training Veterans Receiving Educational Benefits Under Chapter 34 And/Or 35, Title 38, U.S. Code (Va Report Rcs 212-2 Or Its Equivalent). The Lists Are Prepared Monthly By The Veterans Administration.

00023A00. LISTS OF INSTITUTIONS CURRENTLY TRAINING VETERANS UNDER CHAP CR+30 DEST

Ter 34 And/Or 35, Title 38 U.S. Code

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instructions For The Training Of Veterans Authorized Under Various Federal Laws.

This Series Consists Of Computer-Generated Lists Of Educational Institutions Operating In The State Of Wisconsin That Are

RDA # RDA Title Retention Disposition PII

Currently Training Veterans Receiving Educational Benefits Under Chapter 34 And/Or 35, Title 38, U.S. Code (Va Report Rcs 212-2 Or Its Equivalent). The Lists Are Prepared Monthly By The Veterans Administration.

**00024000.** **VA AND STATE SCHOOL INSPECTION RECORDS** **CR+3** **DEST**

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

This Record Series Consists Of Machine Readable Files Stored On A Word Processing Disk Containing Lists Of Schools Approved By The Educational Approval Board For Veterans Training, For-Profit Vocational Schools Approved By The Educational Approval Board To Operate In Wisconsin, Records Of Inspections Of Those Schools By Educational Approval Board Staff And Records Showing When Veterans Have Been Enrolled At Those Schools.

This Data From These Files Are Used For Preparation Of Monthly And Quarterly Reports To The Veterans Administration And For Management Information.

Retain One Year After End Of Federal Fiscal Year Then Reuse The Block Of Memory On The Word Processing Disk.

**00025000.** **INSPECTION REPORTS** **CR+2** **DEST**

he Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. Since 1957, The Agency Has Licensed All For-Profit Vocational, Occupational And Technical Schools (Except Schools Of Cosmetology), Located In Wisconsin Or Elsewhere, Which Offer Vocational Courses To Wisconsin Residents And The Courses Of Instruction Offered By These Schools. Since 1964 The Agency Has Licensed Private School Agents Who Solicit Enrollments Within Wisconsin.

Upon Application And Prior To Granting Approval, The Board Or Its Designee Investigates And Inspects All Schools Offering Veterans Training In Wisconsin, All For-Profit Schools Doing Business In Wisconsin, Courses Of Instruction Offered By These Schools And Each Teaching Location Of For-Profit Schools. As A Condition For Continued Approval The Board Or Its Designee Periodically Performs Supervisory Inspections Of Those Schools And Locations.

This Record Series Includes Duplicate Copies Of The Inspection Reports Of Those Schools And Location. (The Original Inspection Reports Are Included In Record Series 292A-00006A). These Inspection Report Copies Are Used To Prepare Monthly And Quarterly Reports On Schools Offering Veterans Training As Required By The Veterans Administration.

**00027000.** **VA CONTRACT FILES** **CR+7** **DEST**

The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws.

This Record Series Includes Contracts With The Veterans Administration And Supporting Documents For Those Contracts, Including, But Not Limited To, Eab Forms 4.03, 4.04, 4.07, 4.08, 4.10 Or Their Equivalents, Va For Rcs 212-2, Travel Vouchers, And Quarterly Reports To The

RDA #	RDA Title	Retention	Disposition	PII
	Veterans Administration, And Other Documents For The Amounts Vouchered To The Veterans Administration For Reimbursement.			
<u>00028000.</u>	<u>APPROVAL INFORMATION, TITLE 38, U.S. CODE</u>	<u>EVT</u>	<u>DEST</u>	
	The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. This Record Series Includes Duplicate Copies Of Notices Of Veterans Administration Acceptance Of Agency Approval Of Programs For Veterans Training (Va Form 22-1998 Or Its Equivalent).  The Original Notices Are Retained In Schoold Files (Record Series 292A-0006).			
<u>00032000.</u>	<u>RECORD OF SCHOOL APPLICATIONS UNDER S.38 U.S. CODE</u>	<u>CR+7</u>	<u>DEST</u>	
	The Educational Approval Board And Its Predecessors Have Since 1944 Approved And Inspected Schools And Courses Of Instruction For The Training Of Veterans Authorized Under Various Federal Laws. This Record Series Consists Of File Cards Containing Records Of Applications Under Title 38, U.S.Code, For Approval For Veterans Training.			
<u>00148000.</u>	<u>FACILITY APPROVAL RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
	The State Approving Agency has since 1944 approved and inspected schools, courses of instruction, and training facilities for veterans and eligible persons. This RDA combines Educational Approval Authority (EAB) expired RDAs 00017, 00028, and 00032 recently transferred to Veterans Affairs from the EAB.  This record series includes documentation related to the approval and re-approval process. Documentation can include school applications, catalogs, handbooks, reports, contracts and correspondence. Approval granted is for training of veterans under 38 C.F.R. pt. 3 and Wis. Stat. § 45.03(11). Federal guidelines for retention of materials is referenced in Federal Department of Veterans Affairs, Records Control Schedule VB-1, Part I, Field manual.  Event= date an approval is superseded or withdrawn. Destroy when an approval is superseded or withdrawn after three (3) years provided there is no litigation or investigation pending.  EVENT = Superseded or approval withdrawn			
<u>00149000.</u>	<u>FACILITY CERTIFICATE OF DISAPPROVAL</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	The State Approving Agency has since 1944 approved and inspected schools and courses of instruction for the training of veterans and eligible persons.  These certificates reflect a negative response to a request for approval of a facility. The certificates provide a summary and final disposition of the application. They are maintained for a longer period of time than the supporting documents in 149A for reference in the event of future applications or inquiries. Facility Certificates of Disapproval relate to training for veterans under 38 C.F.R., pt. 3 and Wis. Stats. § 45.03(11) . Federal guidelines for retention of materials is referenced in the Federal Department of Veterans Affairs, Record Control Schedule VB-I, Part I, Field.  Event= disapproval date. Destroy after ten (10) years provided there is no litigation or investigation pending.  EVENT = Creation			
<u>00149A00.</u>	<u>FACILITY DISAPPROVAL RECORDS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	The State Approving Agency has since 1944 approved and inspected schools and courses of instruction for the training of veterans and eligible persons.  These records contain supporting documentation for the certificates reflecting disapprovals in RDA 149. The retention period is shorter for the supporting documentation as the certificates' summaries provides the necessary information in the event of a future application. Records can include school applications, catalogs, handbooks, contracts and correspondence.  Disapproval supporting documents relate to training for veterans under 38 C.F.R., pt. 3 and Wis. Stats. § 45.03(11). Federal guidelines for retention of materials is referenced in the Federal Department of Veterans Affairs, Record Control Schedule VB-I, Part I, Field.  Event = disapproval date. Destroy after one (1) year provided there is no litigation or investigation pending.  EVENT = Creation			

RDA # RDA Title Retention Disposition PII

**00150000.** **INSPECTION AND INVESTIGATION RECORDS AND REPORTS** **EVT+3** **DEST** **Y**

The State Approving Agency has since 1944 approved and inspected schools and courses of instruction for the training of veterans and eligible persons. This RDA is a combination of recently transferred RDAs to Veterans Affairs from the Educational Approval Authority (EAB) as expired EAB RDA number 00024 - VA and State School Inspection Records and expired EAB RDA number 00025 - Inspection Reports.

This record series includes documentation related to audits, compliance surveys, inspection or supervisory visits or investigations. Content includes reason for action and all documents for determination or completion of action. These records and reports are part of maintaining approval for training of veterans under 38 C.F.R. pt. 3 and Wis. Stat. § 45.03(11). Federal guidelines for retention of materials is referenced in Federal Department of Veterans Affairs, Records Control Schedule VB-1, Part I, Field manual.

The data from these records are used for preparation of monthly and quarterly reports to the Federal Department of Veterans Affairs.

Records may contain Personally Identifiable Information that is protected under Wis. Stats. § 45.04 requiring confidential destruction.

Event = Completion of inspection or investigation. Destroy after 3 years provided there is no litigation or other investigation pending.

EVENT = Completion of Inspection/Investigation

**00151000.** **CONTRACTS, BUSINESS PLANS, AND REPORTS** **CR+7** **DEST** **N**

The State Approving Authority has since 1944 approved and inspected schools and courses of instruction for the training of veterans and eligible persons. This RDA was recently transferred to Veterans Affairs for the Educational Approval Board (EAB) as expired EAB RDA number 00027 VA Contract Files.

This record series includes documentation between the Federal Department of Veterans Affairs and the Wisconsin Department of Veterans Affairs. These records can contain contracts, progress reports, reimbursement vouchers, and other documentation and correspondence relating to the operation and compliance of the State Approving Agency with the Federal Department of Veterans Affairs.

These records are part of maintaining approval for training of veterans under 38 C.F.R. pt. 3 and Wis. Stat. § 45.03(11). Federal guidelines for retention of materials is referenced in Federal Department of Veterans Affairs, Records Control Schedule VB-1, Part I, Field manual.

Event= Creation. Destroy after seven (7) years provided there is no pending litigation or investigation.

EVENT = Creation

**00152000.** **LISTS OF INSTITUTIONS AND VETERANS** **EVT+3** **DEST** **Y**

The State Approving Authority (SAA) has since 1944 approved and inspected schools and courses of instruction for the training of veterans and eligible persons. This RDA combines two RDAs recently transferred to Veterans Affairs for the Educational Approval Board (EAB) as expired EAB RDA numbers 00023 List of Institutions Currently Training Veterans Under Chapter 34 and/or 35, Title 38 U.S. Code and 00023A Lists of Institutions Currently Training Veterans under Chapter 34 and/or 35, Title 38 U.S. Code.

The Federal VA has a current list of institutions and veterans available online. It also issues annual lists of institutions and veterans covering all programs under 38 C.F.R. pt. 3. Federal guidelines for retention of materials is referenced in Federal Department of Veterans Affairs, Records Control Schedule VB-1, Part I, Field manual. The last three (3) years of these lists are used by SAA staff in performing compliance and investigative visits.

Box 16: Confidential Information is contained within these files and are to be destroyed confidentially per Wis. Stats. § 45.04.

Event= New annual list received. Destroy confidentially after three (3) years when new annual list is received, provided there is no pending litigation or investigation.

EVENT = New annual list received