

# 245-WISCONSIN HISTORICAL SOCIETY

RDA #	RDA Title	Retention	Disposition	PII
<u>00180000.</u>	<u>SPECIAL PROGRAM RECORDS</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>N</u>
	RECORDS OF SPECIAL PROGRAMS CREATED BY THE DIVISION OF HISTORIC SITES AND MUSEUM. RECORDS MAY INCLUDE CORRESPONDENCE, DIAGRAMS, DRAWINGS, POSTERS, RESEARCH NOTES, BACKGROUND MATERIALS, PAMPHLETS/BROCHURES, LABELS, ARTIFACT LISTS, AND CLIPPINGS RELATED TO THE PREPARATION OF SPECIFIC PROGRAMS. PROGRAMS MAY BE CONDUCTED FOR MORE THAN ONE SEASON.			
	RETENTION: THESE PROGRAM FILES WILL BE RETAINED FOR 5 YEARS FOLLOWING THE CLOSE OF THE FIRST SEASON THE PROGRAM IS USED.			
	RETENTION: EVENT (END OF 1ST SEASON OF THE PROGRAM) + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00181000.</u>	<u>TOUR RECORDS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	REGISTRATIONS, LISTS OF PARTICIPANTS, RELEASE FORMS (IF APPLICABLE), CORRESPONDENCE, AND OTHER NOTES RELATED TO ARRANGEMENTS FOR TOUR GROUPS. MAY ALSO INCLUDE RECEIPTS AND PAYMENT DOCUMENTATION.			
	RETENTION = EVENT (END OF SEASON) + 5 YEARS AND DESTROY CONFIDENTIAL.			
<u>00182000.</u>	<u>NATIONAL HISTORY DAY REGISTRATION FORMS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	REGISTRATIONS FOR REGIONAL AND STATE NATIONAL HISTORY DAY (NHD) COMPETITIONS. REGISTRATIONS CONTAIN STUDENT AND PARENT CONTACT INFORMATION AND INFORMATION ABOUT THE STUDENT'S NHD PROJECT.			
	RETENTION = CR + 6 YEARS AND DESTROY CONFIDENTIAL.			
<u>00183000.</u>	<u>NATIONAL HISTORY DAY STUDENT COMPETITION FILES</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	STUDENT PROJECT FILES CONTAIN STUDENT WORK SUBMITTED AS PART OF REGIONAL OR STATE NATIONAL HISTORY DAY COMPETITIONS AND JUDGE COMMENT SHEETS. THE STUDENT WORK IS PROCESS PAPERS AND BIBLIOGRAPHIES AND THESE ARE USED TO VERIFY PROJECT ORIGINALITY AND ACCURACY. JUDGE COMMENT SHEETS ARE RETAINED TO CLARIFY ANY SCORING ISSUES THAT MAY ARISE.			
	FILES CONTAIN STUDENT NAMES.			
	RETENTION = CREATION + 6 YEARS AND DESTROY CONFIDENTIAL.			
<u>00188000.</u>	<u>PUBLIC LANDS PERMITS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	PERMITS TO CONDUCT FIELD ARCHAEOLOGY ON ALL NON-FEDERAL PUBLIC LANDS UNDER WIS. STATS. 44.47. PERMITS CONTAIN INFORMATION ABOUT THE PERSON/ORGANIZATION CONDUCTING THE ARCHAEOLOGICAL INVESTIGATION, LOCATION OF THE PROPOSED WORK, THE TYPE OF INVESTIGATIONS, THE PURPOSE OF THE INVESTIGATIONS, THE DATES OF THE FIELD WORK, AND THE LOCATION WHERE ARTIFACTS, IMAGES, AND ASSOCIATED RECORDS WILL BE CURATED. FORMS ARE SIGNED BY THE ARCHAEOLOGIST REQUESTING THE PERMIT, THE LAND OWNER, AND THEN THE STATE ARCHAEOLOGIST. EACH PERMIT IS ASSIGNED A PUBLIC LANDS PERMITS NUMBERS THAT CONTAINS THE YEAR THE PERMIT WAS ISSUED AND THE SEQUENTIAL NUMBER OF THE PERMIT, E.G. PLP 15-021. AN EXCEL TABLE IS USED TO TRACK PERMITS THAT ARE SIGNED EACH YEAR.			
	AS OF JANUARY 1, 2016, PERMITS ARE MAINTAINED ELECTRONICALLY.			
	PERMANENT RETENTION IS NECESSARY BECAUSE PERMIT FILES PROVIDE A CHAIN OF TITLE FOR THE ARTIFACTS THAT ARE RECOVERED FROM PUBLIC LANDS AND THE ASSOCIATED RECORDS THAT ARE CREATED THROUGH THE WORK.			

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<u>00001000.</u>	<u>COMPLIANCE CASE FILES</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
	PROJECTS USING FEDERAL OR STATE FUNDS, OR REQUIRING FEDERAL LICENSES OR PERMITS, BUT BE EVALUATED TO CONSIDER THEIR EFFECTS ON PROPERTIES OF HISTORICAL, ARCHITECTURAL, ENGINEERING, CULTURAL OR ARCHEOLOGICAL SIGNIFICANCE. THE FEDERAL OR STATE AGENCY MUST ATTEMPT TO IDENTIFY SIGNIFICANT			

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PROPERTIES THAT ARE PRESENT IN THE PROJECT AREA AND ATTEMPT TO AVOID OR MINIMIZE ADVERSE EFFECTS ON SUCH PROPERTIES.

RECORDS CONSIST OF: PROJECT DESCRIPTIONS, MAPS, PLANS AND HISTORIC PRESERVATION DIVISION'S REVIEW COMMENTS AND RECOMMENDATIONS CONCERNING ACTIONS NEEDED TO COMPLY WITH SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT (PL 89-665), S44.22 OR THE WISCONSIN STATUTES: OR WITH OTHER FEDERAL OR STATE ENVIRONMENTAL PROTECTION AND HISTORIC PRESERVATION LAWS. ADDITIONALLY, THESE RECORDS MAY CONTAIN SUCH DOCUMENTS AND BUILDING PLANS AND SPECIFICATIONS, FACILITIES MASTER PLANS, ENVIRONMENTAL ASSESSMENTS AND DRAFT AND FINAL ENVIRONMENTAL IMPACT STATEMENTS.

THIS SERIES MAY CONTAIN PLANS FOR SECURE STRUCTURES AS DEFINED BY WIS. STAT. 101.12(5) WHICH ARE CONFIDENTIAL PER WIS. STAT. 101.12(5)(C)

RETENTION: EVENT(ANNUAL SINGLE AUDIT) + 4 YEARS AND DESTROY CONFIDENTIAL

<u>00001A00.</u>	<u>HABS AND HAER REPORTS</u>	<u>EVT+4</u>	<u>SHSW</u>	<u>N</u>
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PHOTOGRAPHS AND DRAWINGS PERTAINING TO THE HISTORICAL PRESERVATION DIVISION'S (DIVISION) EVALUATION OF THE EFFORTS ON PROPERTIES OF HISTORICAL, ARCHITECTURAL, ENGINEERING, CULTURAL, OR ARCHAEOLOGICAL SIGNIFICANCE BY PROJECTS USING FEDERAL OR STATE FUNDS, OR REQUIRING FEDERAL OR STATE LICENSES, PERMITS, AUTHORIZATIONS, OR IN-KING SUPPORT, OR THAT AFFECT HUMAN BURIAL SITES. RECORDS TRANSFERRED TO THE ARCHIVES ARE OF TWO TYPES: 1) DUPLICATE COPIES OF REPORTS ABOUT WISCONSIN BUILDINGS AND STRUCTURES SUBMITTED TO THE HISTORICAL AMERICAN BUILDINGS SURVEY (HABS) AND THE HISTORIC AMERICAN ENGINEERING RECORDS (HAER), AND 2) REPORTS OR FILES CONTAINING HABS-LEVEL AND/OR HAER-LEVEL DOCUMENTATION SUBMITTED TO THE DIVISION IN SATISFACTION OF LEGAL AGREEMENTS PURSUANT TO WHICH THE DIVISION WAS A PARTY.

RETENTION: EVENT(ANNUAL SINGLE AUDIT) + 4 YEARS AND TRANSFER TO STATE ARCHIVES(WHS)

<u>00002000.</u>	<u>STATE AGENCIES RECORDS FILES</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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CORRESPONDENCE WITH STATE AGENCIES, APPRAISAL NOTES AND REPORTS, AND TRANSMITTAL FORMS REGARDING STATE GOVERNMENT RECORDS. THIS SERIES INCLUDES APPRIASAL REPORTS WRITTEN BY ARCHIVISTS THAT EVALUATE WHETHER RECORDS SHOULD BE TRANSFERRED TO THE STATE ARCHIVES OR REMAIN AT THE STATE ARCHIVES, AND CORRESPONDENCE WITH AGENCIES CONCERNING ISSUES SUCH AS RECORDS RETENTION, ACCESS TO RECORDS, SAMPLING TECHNIQUES.

PERMANENT RETENTION IS NECESSARY BECAUSE THIS SERIES INCLUDES DOCUMENTS WHICH PROVE SHSW OWNERSHIP OF COLLECTIONS AS WELL AS DOCUMENTS THE DECISIONS AND ACTIONS TAKEN ON COLLECTIONS.

PERMNET

<u>00003000.</u>	<u>LOCAL GOVERNMENT RECORDS CORRESPONDENCE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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CORRESPONDENCE WITH LOCAL GOVERNMENTS REGARDING THE DISPOSAL OF PUBLIC RECORDS AND TRANSFER OF RECORDS TO THE STATE ARCHIVES. THE SERIES INCLUES NOTIFICATION FROM LOCAL GOVERNMENT REGARDING THE DISPOSAL OF RECORDS AND THE RESPONSE OF THE STATE ARCHIVES. THE SERIES ALSO INCLUDES TRANSMITTAL LETTERS FOR RECORDS TRANSFERRED TO OR DEPOSITED WITH THE STAT ARCHIVES.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00016000.</u>	<u>PRESS PRODUCTION FILES</u>	<u>EVT+20</u>	<u>DEST</u>	<u>N</u>
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THIS RECORD SERIES CONTAINS THE "PRESS-READY" MATERIALS USED BY PRINTERS TO PRODUCE WISCONSIN HISTORICAL SOCIETY PRESS PUBLICATIONS. PRESS READY MATERIALS ARE PRIMARILY ELECTRONIC AND CAN INCLUDE QUARK X-PRESS DOCUMENTS, FONTS, IMAGE FILES (.TIFF OR .JPG), AND ADOBE ILLUSTRATOR FILES.

ELECTRONIC FILES ARE STORED ON THE SHSW NETWORK AND ON REMOVABLE MEDIA IN THE PRODUCTION MANAGER'S OFFICE.

EVENT = PUBLICATION + 20 YEARS AND DESTROY

<u>00019000.</u>	<u>ADMINISTRATIVE SUBJECT FILE OF THE STATE ARCHIVIST</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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REPORTS, MEMORANDA, AND RELATED CORRESPONDENCE OF THE STATE ARCHIVIST AND ADMINISTRATOR OF THE LIBRARY-ARCHIVES DIVISION. SERIES INCLUDES RECORDS REGARDING THE DIVISION'S ADMINISTRATION, FILES ON THE OPERATION OF EACH SECTION, AND SUBJECT FILE ON ARCHIVAL ISSUES.

CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).

<u>00021000.</u>	<u>ADMINISTRATIVE SUBJECT FILE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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MINUTES, REPORTS, CORRESPONDENCE AND GRANT REVIEW FILES OF THE BOARD. THE BOARD IS ESTABLISHED BY

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	EXECUTIVE ORDER AND REVIEWS GRANT APPLICATIONS FOR THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION (NHPRC). FOR ADMINISTRATIVE PURPOSES, THE BOARD IS ATTACHED TO THE WISCONSIN HISTORICAL SOCIETY.			
	RETENTION = CREATION + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00025000.</u>	<u>COLLECTIONS CORRESPONDENCE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
	CORRESPONDENCE WITH DONORS AND POTENTIAL DONORS RELATING TO THE ACQUISITION OF MANUSCRIPT MATERIALS, PHOTOGRAPHS, AND PRINTED MATERIALS.			
	CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00028000.</u>	<u>CURATOR GENERAL CORRESPONDENCE FILES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	GENERAL CORRESPONDENCE FILES OF CURATORIAL STAFF WITH PROFESSIONALS IN OTHER MUSEUMS, ARCHAEOLOGISTS, HISTORIANS, COLLECTORS, AND THE GENERAL PUBLIC CONCERNING DONATIONS TO THE COLLECTIONS, INFORMATION ABOUT ARTIFACTS, MUSEUM ACTIVITIES, AND OTHE RELATED ACTIVITIES.			
	THIS RECORD SERIES IS RETAINED PERMANENTLY BECUASE THE OBJECTS DONATED TO THE SHSW ARE RETAINED PERMANENTLY.			
	PERMANENT			
<u>00030000.</u>	<u>EXHIBITS FILES</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>Y</u>
	CORRESPONDENCE, DIAGRAMS, DRAWINGS, POSTERS, RESEARCH NOTES AND BACKGROUND MATERIAL, PAMPHLETS, EXHIBIT LABELS, LISTS OF ARTIFACTS, AND CLIPPINGS RELATED TO THE PREPARATION OF SPECIFIC MUSEUM EXHIBITS.			
	EVENT = CLOSE OF EXHIBIT + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00033000.</u>	<u>DIVISION AND DEPUTY ADMINISTRATOR SUBJECT FILES</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
	SUBJECT FILES CONCERNING THE ADMINISTRATION OF THE DIVISION AND SPECIAL PROJECTS RELATED TO INDIVIDUAL SITES. INCLUDES CORRESPONDENCE, REPORTS, REFERENCE MATERIAL, FINANCIAL DATA, AND STATISTICS.			
	EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00034000.</u>	<u>DIVISION AND DEPUTY ADMINISTRATOR CORRESPONDENCE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
	CORRESPONDENCE CONCERNING DIVISION ADMINISTRATION. INCLUDES CORRESPONDENCE WITH WHS ADMINISTRATORS, SITE DIRECTORS, GOVERNMENTAL AGENCIES, AND THE GENERAL PUBLIC.			
	EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00038000.</u>	<u>STAFF SUBJECT FILES</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
	STAFF SUBJECT FILES INCLUDE REFERENCE FILES ON SITE HISTORY AND OPEARTIONS, BROCHURES, AND MATERIAL COLLECTED FROM SIMILAR INSTITUTIONS.			
	EVENT = SUPERSEDED AND DESTROY			
<u>00042000.</u>	<u>EXHIBIT LOAN FILES</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
	THESE RECORDS INCLUDE ALL MATERIALS RELATING TO THE LOAN OF ARCHIVAL MATERIALS FOR THE PURPOSE OF EXHIBITION.			
<u>00044000.</u>	<u>LETTER OF INDEMNIFICATION/REPRODUCTION REQUEST</u>	<u>EVT+75</u>	<u>DEST</u>	<u>Y</u>
	LETTER OF INDEMNIFICATION/REPRODUCTION REQUEST SIGNED BY PATRON WHEN PHOTOGRAPHIC PRINTS ARE ORDERED FROM CIRCUS WORLD MUSEUM. LETTER OF INDEMNIFICATION STATES THAT PATRON: 1. AGREES TO PAY ALL CHARGES FOR SERVICES 2. WILL NOT FURNISH OTHERS WITH COPIES OF IMAGES ORDERED, 3. WILL NOT ALTER IMAGES SIGNIFICANTLY WITHOUT STAFF PERMISSION, AND 4. ASSUMES ALL RESPONSIBILITY FOR VIOLATION OF THE RIGHTS OF OWNERSHIP, INFRINGEMENT OF COPYRIGHT, OR INVASION OF THE RIGHTS OF PRIVACY OR LAWS OF LIBEL RESULTING FROM USE OF MATERIAL ORDERED.			
	LETTER OF INDEMNIFICATION COULD BE USED IF ANY LEGAL ACTION IS TAKEN RESULTING FROM THE USE OF IMAGES ORDERED THROUGH CIRCUS WORLD MUSEUM.			
	EVENT = AUTHORIZATION GRANTED + 75 YEARS AND DESTROY CONFIDENTIAL			
<u>00047000.</u>	<u>COLLECTION USE FORMS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>

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THIS SERIES CONSISTS OF FORMS COMPLETED BY CWM LIBRARY USERS WISHING TO USE CWM COLLECTIONS. THIS SERIES INCLUDES CALL SLIPS WHICH ARE REQUIRED TO PAGE OF COLLECTIONS, DAILY SIGN IN LOGS, AND ANNUAL REGISTRATION FORMS. EACH OF THESE FORMS MUST BE COMPLETED BY ANYONE WISHING TO ACCESS A COLLECTION AT CWM LIBRARY.

EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL.

<b>00048000.</b>	<b><u>REFERENCE CORRESPONDENCE</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS SERIES PROVIDES A RECORD OF THE REFERENCE QUESTIONS ANSWERED BY THE STAFF.

EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL.

<b>00051000.</b>	<b><u>REHABILITATION TAX CREDIT APPLICATION FILES</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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FILES INCLUDE ALL DOCUMENTS RELATING TO BUILDING REHABILITATION PROJECTS IN WHICH THE OWNER HAS APPLIED TO RECEIVE INCOME TAX CREDITS. THESE TAX INCENTIVES ARE AVAILABLE PURSUANT TO THE INTERNAL REVENUE CODE. A SUPPLEMENTAL STATE INCOME TAX CREDIT IS AVAILABLE UNDER WIS. STAT. 77.28(6). THESE PROJECTS INVOLVE BUILDINGS THAT ARE LISTED THE NATIONAL REGISTER OF HISTORIC PLACES. THE FILES MAY INCLUDE CORRESPONDENCE BETWEEN OWNER AND STATE HISTORIC PRESERVATION OFFICE (SHPO); COMPLETED APPLICATIONS; PHOTOGRAPHS OF THE BUILDING BEFORE AND AFTER COMPLETION OF PROJECT; CONSTRUCTION DRAWINGS; WORK AND MATERIAL SPECIFICATIONS; THE PROGRAM'S VIEW OF THE APPLICATIONS; THE NATIONAL PARK SERVICE'S FINAL REVIEW OF THE APPLICATION.

ANY CHANGES MADE TO THE PROPERTY FOR FIVE YEARS AFTER THE PROJECT IS COMPLETED MUST BE REVIEWED BY SHPO, WHICH IS WHY FILES ARE RETAINED FOR THAT PERIOD. NATIONAL PARK SERVICE HAS DUPLICATES OF ALL FILES WHICH THEY KEEP FOR 5 YEARS AFTER THE PROJECT IS COMPLETED AND THEN TRANSFER TO THE FEDERAL ARCHIVES, WHICH HOLDS THE FILES FOR 30 YEARS.

RETENTION: EVENT(END OF PROJECT) + 5 YEARS AND DESTROY CONFIDENTIAL

<b>00053000.</b>	<b><u>ARCHEOLOGICAL SITES INVENTORY FORMS</u></b>	<b><u>CR+4</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS SERIES CONSISTS OF FOUR DIFFERENT SITE INVENTORY FORMS:

- 1) WISCONSIN ARCHEOLOGICAL SITE INVENTORY FORM (HP-06-02P);
- 2) WISCONSIN ARCHEOLOGICAL SITE SHORT FORM (HP-06-03P);
- 3) ARCHEOLOGICAL SITE INVENTORY CORRECTION/UPDATE FORM (HP-06-01P); AND
- 4) USDA FOREST SERVICE SITE FORM

INFORMATION ON SUSPECTED OR CONFIRMED ARCHEOLOGICAL SITES IN WISCONSIN IS SUBMITTED BY ARCHEOLOGISTS FROM VARIOUS PRIVATE ARCHAEOLOGICAL CONSULTING FIRMS, STATE AGENCIES, RESEARCH, AND EDUCATIONAL INSTITUTIONS THROUGHOUT THE STATE. DATA FROM THE FORMS IS INPUT INTO THE WISCONSIN HISTORIC PROPERTY DATABASE SYSTEM. ALL FORMS SUBMITTED BEFORE JANUARY 2005 HAVE BEEN RETAINED AND WILL NOT BE DESTROYED UNTIL DATA ENTRY IS VERIFIED. FORMS SUBMITTED AFTER JANUARY 2005 AND ACCOMPANIED BY DRAWINGS OR SKETCH MAPS WILL BE PLACED IN THE ARCHEOLOGICAL SITE FILES (RDA 0059).

RECORD SERIES IS CONFIDENTIAL PER WIS. STAT. 44.48(1)(C) AND WIS. STAT. 157.10(2)(A)

RETENTION: CR + 4 YEARS AND DESTROY CONFIDENTIAL

<b>00057000.</b>	<b><u>ACCHEOLOGICAL REGULATION AND TAX EXEMPT CASE FILES</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
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CASE FILES FOR MANAGING ARCHEOLOGICAL PRESERVATION COVENANTS AND REGULATING TAX EMEPTION STATUS FOR PRIVATE PROPERTY WITH AN ARCHEOLOGICAL SITE. THIS FUNCTION IS CONDUCTED IN COMPLIANCE WITH STATE STATUES AND FEDERAL LAW. IF A PROPERTY HAS AN ARCHEOLOGICAL PRESERVATION COVENANT ON IT, THE FACT IS ENTERED INTO THE ARCHEOLOGICAL SITES INVENTORY DATABASE (PART OF THE WISCONSIN HISTORIC PROPERTY DATABASE SYSTEM). ORIGINAL COVENANT DOCUMENTS ARE MAINTAINED BY THE DIVISION, BUT ARE ALSO RECORDED BY THE REGISTER OF DEEDS. THE PROGRAM IS MANDATED BY WIS. STAT. 70.11(13M).

PERMANENT RETENTION IS NECESSARY BECAUSE ARCHAEOLOGICAL SITES MAY BE SUBJECT TO PERMANENT EASEMENT COVENANT OR SIMILAR RESTRICTION RUNNING.

<b>00058000.</b>	<b><u>UNPUBLISHED ARCHEOLOGICAL REPORTS</u></b>	<b><u>CR+4</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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ARCHEOLOGICAL SURVEY REPORTS GENERATED AS RESULT OF SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE PROJECTS AND DONE UNDER WIS. STAT. 44.40, SURVEY AND PLANNING ARCHEOLOGICAL SUB-GRANT PROJECTS, AND OTHER PROJECTS CONDUCTED UNDER THE AUSPICES OF THE WISCONSIN REGIONAL ARCHAEOLOGY PROJECT. SURVEYS, WHICH ARE CONDUCTED OVER LARGE AREAS, ARE REQUIRED BY BOTH STATE AND FEDERAL LAW IN CERTAIN CIRCUMSTANCES (FOR EXAMPLE, ROAD BUILDING) TO DETERMINE IF AN ARCHEOLOGICAL SITE EXISTS. THE REPORTS MUST BE MAINTAINED PERMANENTLY AT THE STATE ARCHVIES IN ORDER TO DOCUMENT IF OR WHEN A SURVEY WAS CONDUCTED AS WELL AS TO DOCUMENT THE SURVEY RESULTS. PARTIAL DATA FROM THESE REPORTS IS ENTERED IN THE ARCHEOLOGICAL REPORT INVENTORY (ARI), PART OF THE WISCONSIN HISTORICAL PROPERTY DATBASE SYSTEM, WHICH SERVES AS THE INDEX TO THESE REPORTS.

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RECORD SERIES IS CONFIDENTIAL PER WIS. STAT. 44.48(1)(C) AND WIS. STAT. 157.10(2)(A)

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

<b><u>00059000.</u></b>	<b><u>ARCHEOLOGICAL SITE FILES</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
<p>FILES CREATED AND MAINTAINED FOR AN ARCHEOLOGICAL SITE (BOTH LAND AND MARITIME) AFTER THE SITE HAS HAD SOME LEVEL OF INTERPRETATION. SITE FILES ARE CREATED FOR THOSE SITES FOR WHICH THERE IS MORE THAN A SITE FORM AND UNITED STATE GEOGRAPHIC SERVICES (USGS) MAP. THE SITE FILE MAY INCLUDE CORRESPONDENCE, LEGAL DOCUMENTS, SITE INVENTORY FORM, MAPS, DRAWINGS, FIELD NOTES, SKETCH MAPS, AND PHOTOGRAPHS.</p> <p>PERMANENT RETENTION IS NECESSARY BECAUSE THE STATE HISTORICAL SOCIETY MAINTAINS ADMINISTRATIVE RESPONSIBILITY FOR THE STATE'S ARCHEOLOGICAL SITES IN PERPETUITY, PER WIS. STAT. 44.47(5).</p>				
<b><u>00070000.</u></b>	<b><u>FIELD REPORTS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
<p>REPORTS CREATED BY COLLECTION DEVELOPMENT STAFF AFTER VISITING POTENTIAL DONORS. REPORTS INCLUDE INFORMATION ON SIZE, SUBJECT STRUCTURE, AND PROVENANCE OF THE COLLECTION. THE REPORTS USUALLY INCLUDE SOME APPRAISAL INFORMATION FOR EVALUATING THE COLLECTION QUALITY. REPORTS ARE FILED CHRONOLOGICALLY.</p> <p>PERMANENT JUSTIFICATION: BECAUSE THE HISTORICAL SOCIETY RETAINS ITS COLLECTIONS PERMANENTLY, IT IS NECESSARY TO PERMANENTLY RETAIN THE BACKGROUND INFORMATION ABOUT THE ACQUISITION OF THESE COLLECTIONS.</p> <p>PERMANENT</p>				
<b><u>00071A00.</u></b>	<b><u>LEAD CARD FILE</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
<p>THIS SERIES TRACKS MAIL, EMAIL, TELEPHONE AND PERSONAL CONTACTS WITH DONORS. IT INCLUDES DONOR CONTACT INFORMATION, AND COLLECTION SIZE, CONTENT INFORMATION, SUBJECT AREAS, PROVENANCE, AND BIBLIOGRAPHICAL INFORMATION. THE LEAD CARD FILE ALSO SERVES AS AN INDEX TO APPRAISAL REPORTS, DONOR CORRESPONDENCE, AND FIELD REPORTS.</p> <p>PRIOR TO 1991 THE LEAD CARDS ARE A PAPER FILE, AFTER 1991 THE CARD INFORMATION IS STORED IN A DATABASE.</p> <p>PERMANENT JUSTIFICATION: BECAUSE THE HISTORICAL SOCIETY RETAINS ITS COLLECTIONS PERMANENTLY, IT IS NECESSARY TO PERMANENTLY RETAIN THE BACKGROUND INFORMATION ABOUT THE ACQUISITION OF THESE COLLECTIONS.</p> <p>PERMANENT</p>				
<b><u>00073000.</u></b>	<b><u>APPRAISAL REPORTS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
<p>REPORTS COMPLETED AFTER THE AGREEMENT OF A DONATION OF A COLLECTION AND ARE USED TO DOCUMENT THE DECISIONS AND REASONING FOR THE RETENTION AND DESTRUCTION OF DIFFERENT PORTIONS OF A COLLECTION.</p> <p>PERMANENT JUSTIFICATION: BECAUSE THE HISTORICAL SOCIETY RETAINS ITS COLLECTIONS PERMANENTLY, IT IS NECESSARY TO PERMANENTLY RETAIN THE BACKGROUND INFORMATION ABOUT THE ACQUISITION AND HANDLING OF THESE COLLECTIONS.</p> <p>PERMANENT</p>				
<b><u>00074000.</u></b>	<b><u>DEED FILES AND ORAL HISTORY RELEASES</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
<p>LEGAL DOCUMENTS TRANSFERRING OWNERSHIP AND OTHER PROPERTY RIGHTS TO THE SHSW. THE DOCUMENTS DETAIL SPECIFIC RESTRICTIONS TO USE AND ACCESS OR OTHER CONDITIONS. THESE ARE ARRANGED BY DONOR NAME. THIS ALSO INCLUDES ORAL HISTORY RELEASES.</p> <p>PERMANENT JUSTIFICATION: BECAUSE THE HISTORICAL SOCIETY RETAINS ITS COLLECTIONS PERMANENTLY, IT IS NECESSARY TO PERMANENTLY RETAIN THE BACKGROUND INFORMATION ABOUT THE ACQUISITION AND USE OF THESE COLLECTIONS.</p> <p>PERMANENT</p>				
<b><u>00077000.</u></b>	<b><u>CASE FILES</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
<p>CASE FILES BRING TOGETHER INFORMATION WHICH HELPS THE ARCHIVIST UNDERSTAND THE COLLECTION AND IS THE MAIN FINDING AID FOR UNPROCESSED COLLECTIONS. IN GENERAL, CASE FILES WERE CREATED WHEN A COLLECTION HAD MORE THEN ONE ACCESSION, BEGINNING IN 1992, ANYTHING WITH AN INVENTORY RECEIVED A CASE FILE.</p> <p>CASE FILES CONTAIN ACCESSION SHEETS, INVENTORIES, APPRAISAL REPORTS, CORRESPONDENCE WHICH EXPLAINS</p>				

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RDA #	RDA Title	Retention	Disposition	PII
	ASPECTS OF THE COLLECTION, A SECURITY COPY OF REGISTER, ADN CLIPPINGS AND PAMPHLETS CONTAINING BACKGROUND INFORMATION  PERMANENT			
<u>00078000.</u>	<u>MANUSCRIPT ACCESSION FORMS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	THE ACCESSION FORM IS ONE OF THE OFFICIAL RECORDS DOCUMENTING DONATIONS TO THE SHSW COVERING MANUSCRIPTS, PHOTOGRAPHS, FILMS, AND RECORDED SOUND COLLECTIONS.  THIS RECORD SERIES CONTAINS THE ACCESSION NUMBER, DONOR NAME, ADDRESS, DESCRIPTION OF MATERIALS, AND INVENTORY. IN SOME INSTANCES PRIOR TO 1988 THE ACCESSION RECORD ALSO ACTED AS A DEED OF GIFT.  IN 1992 THE ACCESSION FORM WAS DISCONTINUED, EXCEPT FOR PHOTO AND FILM COLLECTIONS, AND THE INFORMATION IS ENTERED DIRECTLY INTO THE ARCHIVES CATALOG. A PRINT-OUT OF THE ENTRY WITH A COPY OF THE INVENTORY IS KEPT IN THE CASE FILE (RDA 245/0077).  THE PAPER ACCESSION FORMS ARE DESTROYED AFTER THEY HAVE BEEN MICROFILMED.  PERMANENT			
<u>00078A00.</u>	<u>MANUSCRIPT ACCESSION MASTER LIST</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	THE ACCESSION MASTER LIST IS A SUMMARY OF ALL ACCESSIONS IN A CALENDAR YEAR. THE PRIMARY LIST IS KEPT BY ACCESSION NUMBER, AND FOR SOME YEARS THERE ARE ALSO LISTS BY DONOR NAME, SUBJECT, AND LISTS OF WISCONSIN CENTER FOR FILM AND THEATER RESEARCH (WCFTTR), AND AREA RESEARCH CENTER (ARC) ACCESSIONS.  THE ACCESSION MASTER LIST GENERALLY CONTAINS THE ACCESSION NUMBER, DONOR NAME AND CONTACT INFORMATION, COLLECTION TITLE, DATE AND INITIALS OF COLLECTING STAFF, COLLECTION SIZE, SUBJECT, AND FROM 1952-1957 A COLLECTION DESCRIPTION. FOR EARLY YEARS, THE ACCESSION LIST MAY BE THE ONLY PLANCE IN WHICH AN ACCESSION WAS NOTED.			
<u>00084000.</u>	<u>LETTER OF INDEMNIFICATION/REPRODUCTION</u>	<u>CR+75</u>	<u>DEST</u>	<u>Y</u>
	LETTER OF INDEMNIFICATION/REPRODUCTION REQUEST SIGNED BY PATRON WHEN PHOTOGRAPHIC PRINTS ARE ORDERED FROM THE VISUAL MATERIALS ARCHIVE. LETTER OF INDEMNIFICATION STATE THAT PATRON: 1) AGREES TO PAY ALL CHARGES FOR SERVICES; 2) WILL NOT FURNISH OTHERS WITH COPIES OF IMAGES ORDERED; 3) WILL NOT ALTER IMAGES SIGNIFICANTLY WITHOUT VISUAL MATERIALS ARCHIVE STAFF PERMISSION; AND 4) ASSUMES ALL RESPONSIBILITY FOR VIOLATION OF RIGHTS OF OWNERSHIP, INFRINGEMENT OF COPYRIGHT OR INCASION OF THE RIGHTS OF PRIVACY OR LAWS OF LIBEL RESULTING FROM USE OF MATERIAL ORDERED.  LETTER OF INDEMNIFICATION COULD BE USED IF ANY LEGAL ACTION IS TAKEN RESULTING FROM THE USE OF IMAGES ORDERED THROUGH THE VISULA MATERIALS ARCHIVE.  EVENT = CR + 75 YEARS AND DESTROY CONFIDENTIAL			
<u>00085000.</u>	<u>VISUAL MATERIALS PHOTOGRAPH REPRODUCTION WORK ORDER</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	VISUAL MATERIALS ORDER FORM FOR PHOTOGRAPHIC REPRODUCTIONS ORDERED THROUGH SECTION. INCLUDES THE FOLLOWING INFORMATION: 1) PATRON'S NAME; 2) PATRON'S ADDRESS AND PHONE NUMBER; 3) ITEMS BEING REPRODUCED; 4) TYPE OF REPRODUCTION ORDERED; 5) REPRODUCTION COSTS; AND 6) ANY USE FEE CHARGED.  EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL			
<u>00086000.</u>	<u>REFERENCE CORRESPONDENCE</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	PURPOSE: THIS SERIES PROVIDES A RECORD OF THE REFERENCE QUESTIONS ANSWERED BY THE STAFF.  DESCRIPTION: CORRESPONDENCE DEALING WITH REFERENCE REQUESTS TO THE LIBRARY ARCHIVES DIVISION CONCERNING THE HOLDINGS OF THE HISTORICAL SOCIETY.			
<u>00087000.</u>	<u>REFERENCE ARCHIVIST SUBJECT FILES</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
	GENERAL FILE COMPILED BY SHSW REFERENCE STAFF. THIS SERIES CONTAINS BACKGROUND INFORMATION ON COPYRIGHT ISSUES, MONTHLY REPORTS, PROJECT REQUESTS, AND CORRESPONDENCE AND MEMORANDA WITH ARCHIVE STAFF.  EVENT = SUPERSEDED AND DESTROY			
<u>00088000.</u>	<u>COLLECTIONS FILES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	ARCHIVES REFERENCE STAFF CREATED THIS SERIES TO GATHER INFORMATION ABOUT COLLECTIONS. THIS SERIES IS SIMILAR TO THE CASE FILE (RDA 245/0077) BUT CONTAINS LEGAL INFORMATION NOT FOUND ELSEWHERE.			



RDA #	RDA Title	Retention	Disposition	PII
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THIS SERIES CONTAINS PERTINENT INFORMATION ABOUT A COLLECTION SUCH AS CORRESPONDENCE, LETTERS ASKING PERMISSION TO USE, LETTERS AND AGREEMENTS GRANTING ACCESS TO RESTRICTED AND CONFIDENTIAL MATERIAL, AND LEGAL INFORMATION ABOUT THE COLLECTION.

PERMANENT RETENTION

<u>00089000.</u>	<u>CALL SLIPS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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PURPOSE: CALL SLIPS ARE REQUIRED FOR PAGING OF COLLECTIONS.

DESCRIPTION: CALL SLIPS ARE REQUESTS BY PATRONS TO USE A COLLECTION AND CONTAIN THE FOLLOWING INFORMATION: SERIES CALL NUMBER, SERIES TITLE, BOXES NEEDED, REASON FOR USE, SIGNATURE OF PATRON, AND DATE.

NOTE: ANNUAL ACCUMULATION OF APPROX. 0.5 CUBIC FEET.

EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL

<u>00090000.</u>	<u>ANNUAL REGISTRATION FORMS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
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PURPOSE: THIS SERIES ALLOWS THE REFERENCE STAFF TO GATHER INFORMATION ABOUT PATRONS FOR STATISTICAL PURPOSES AND CONTAINS ADDRESSES AND TELEPHONE INFORMATION IN CASE THE STAFF NEEDS TO CONTACT THE PATRON.

DESCRIPTION: PATRONS FILL OUT ANNUAL REGISTRATION FORMS ONCE IN A FISCAL YEAR BEGINNING IN JULY. THE FORMS CONTAIN THE FOLLOWING INFORMATION: SIGNATURE, DATE, NAME, ADDRESSES (HOME AND LOCAL), INSTITUTIONAL ASSOCIATION, STATUS, SUBJECT OF STUDY, AND RELEASE OF NAME TO OTHERS DOING SIMILAR RESEARCH, IDENTIFICATION, PURPOSE OR RESEARCH, PROPOSED PRODUCT(S) OF RESEARCH, AND THE RULES OF THE ARCHIVES REFERENCE ROOM.

NOTE: ANNUAL ACCUMULATION OF APPROX. 1.0 CUBIC FEET.

EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL

<u>00091000.</u>	<u>DAILY SIGN-IN LOG</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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PURPOSE: THE DAILY SIGN-IN LOG TRACKS TIME SPENT BY RESEARCHERS IN THE ARCHIVES RESEARCH ROOM AND ALLOWS THE REFERENCE STAFF TO COMPILE STATISTICAL INFORMATION.

DESCRIPTION: THE DAILY SIGN-IN LOG CONTAINS THE DATE, PATRON'S NAME, AND TIME SPENT IN THE RESEARCH ROOM.

EVENT = CR + 10 YEARS AND DESTROY CONFIDENTIAL

<u>00092000.</u>	<u>AREA RESEARCH CENTER TRANSFER LOG</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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TRACKING INFORMATION FOR THE AREA RESEARCH CENTER (ARC) TRANSFER PROGRAM. INCLUDES COLLECTION INFORMATION, CALL NUMBER, SHIPMENT (SENT AND RECEIVED DATES), EXTENT, AND PATRON INFORMATION.

THE AREA RESEARCH CENTER NETWORK TRANSFERS ARCHIVAL MATERIAL BETWEEN REPOSITORIES ON UW SYSTEM CAMPUSES AT EAU CLAIRE, GREEN BAY, LA CROSSE, MILWAUKEE, OSHKOSH, PARKSIDE, PLATTEVILLE, RIVER FALLS, STEVENS POINT, STOUT, SUPERIOR, AND WHITEWATER. THERE IS ALSO AN ARC AT THE NORTHERN GREAT LAKES VISITOR CENTER IN ASHLAND.

RETENTION: CR + 10 YEARS AND DESTROY

<u>00092A00.</u>	<u>AREA RESEARCH CENTER TRANSFER FORMS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
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PAPER FORMS USED TO TRACK WHS COLLECTIONS TRANSFERRED TO AREA RESEARCH CENTERS (ARCS). FORMS LIST COLLECTION TITLE, CALL NUMBER, DATE SHIPPED, AND EXTENT OF MATERIAL TRANSFERRED.

EVENT = COLLECTION RETURN + 10 YEARS AND DESTROY

<u>00095000.</u>	<u>CONTRACT AND PROJECT RECORDS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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PURPOSE: THIS SERIES PROVIDES A RECORD OF CONSERVATION WORK ORDERED AND COMPLETED BY CONSERVATION LAB STAFF.

DESCRIPTION: CONTRACT AND PROJECT RECORDS INCLUDES CONTRACTS, CORRESPONDENCE, DAILY WORK LOGS, AND WORK ORDERS RELATING TO ALL IN-HOUSE AND PRIVATE PATRON CONSERVATION WORK.

EVENT = CLOSE OF PROJECT + 7 YEARS AND DESTROY CONFIDENTIAL

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<u>00096000.</u>	<u>ADMINISTRATIVE SUBJECT AND REFERENCE FILES</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
	PURPOSE: THIS SERIES IS REQUIRED TO MAINTAIN ADMINISTRATIVE ACCOUNTABILITY OVER THE CONSERVATION LAB'S WORK.			
	DESCRIPTION: SUBJECT-BASED FILES INCLUDING BUDGET RECORDS, SPECIAL PROJECT AND GRANT FILES, AND REFERENCE MATERIALS.			
	EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00097000.</u>	<u>ADMINISTRATIVE CORRESPONDENCE</u>	<u>CR+3</u>	<u>SHSW</u>	<u>Y</u>
	PURPOSE: THIS SERIES PROVIDES AN OVERVIEW OF CONSERVATION TECHNIQUES AND ADVANCEMENTS IN THE FIELD.			
	DESCRIPTION: GENERAL INCOMING AND OUTGOING CORRESPONDENCE CONCERNING A VARIETY OF TOPICS NOT RELATED TO SPECIFIC CONSERVATION CONTRACT WORK.			
	CORRESPONDENCE RELATED TO CONSERVATION LAB WORK IS MAINTAINED IN THE SERIES "CONSERVATION LAB CONTRACT AND PROJECT NEEDS" (RDA 95).			
	EVENT = CR 3 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00100000.</u>	<u>LOCAL GOVERNMENT RECORDS PERMANENT PROGRAM DEVELOPMENT F</u>	<u>CR+7</u>	<u>SHSW</u>	<u>N</u>
	OUTLINES, INFORMATION PACKETS FOR THE LEGISLATURE, PUBLICITY MATERIAL, LISTS OF SUPPORTING ORGANIZATIONS, AND STATE HISTORICAL RECORDS ADVISORY BOARD MEETING MINUTES REGARDING THE DEVELOPMENT OF A PERMANENT PROGRAM.			
	CR + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00101000.</u>	<u>LOCAL GOVERNMENT RECORDS GENERAL SCHEDULES DEVELOPMENT FII</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	THIS SERIES CONSISTS OF CORRESPONDENCE ABOUT THE DEVELOPMENT OF GENERAL RECORDS SCHEDULES WITH ASSOCIATIONS AND ADVISORY COMMITTEES FOR LOCAL GOVERNMENT OFFICIALS (E.G. TREASURERES AND REGISTER OF DEEDS).			
	EVENT = SCHEDULE COMPLETE + 10 YEARS AND DESTROY			
<u>00104000.</u>	<u>HISTORY OF WISCONSIN PROJECT FILES</u>	<u>EVT+1</u>	<u>SHSW</u>	<u>N</u>
	ADMINISTRATIVE FILES RELATED TO THE PLANNING, PUBLICITY, AWARDS, AND BUDGET FOR THE HISTORY OF WISCONSIN PROJECT. ALSO INCLUDES AGREEMENTS WITH CONTRIBUTORS AND AUTHORS FOR THE PROJECT.			
	EVENT = CLOSE OF PROJECT + 1 YEAR AND TRANSFER TO STATE ARCHIVES(WHS)			
<u>00105000.</u>	<u>PUBLICATION AND RESEARCH PROJECT FILES</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>N</u>
	THE FILES DEAL WITH THE PUBLICATIONS PRODUCED THROUGH THE DIVISION OF PUBLIC HISTORY.			
	INCLUDED ARE REVIEWS, COPYRIGHT DOCUMENTATION, PERMISSIONS, CORRESPONDENCE DEALING WITH THE DEVELOPMENT OF THE PUBLICATION, PHOTOGRAPHS, DONOR FILES, ORAL HISTORY PROJECTS AND FINAL RESEARCH PROJECTS.			
	EVENT = PUBLICATION + 10 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00106000.</u>	<u>PUBLICATION AND RESEARCH PROJECT WORKING FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	THESE FILES DEAL WITH THE PUBLICATIONS PRODUCED THROUGH THE DIVISION OF PUBLIC HISTORY.			
	INCLUDED ARE ROUTINE CORRESPONDENCE, PRODUCTION SPECIFICATIONS AND CORRESPONDENCE, RESEARCH NOTES AND RELATED MATERIAL.			
	EVENT = PUBLICATION + 10 YEARS AND DESTROY			
<u>00111000.</u>	<u>LOCAL HISTORICAL SOCIETY FILES</u>	<u>CR+10</u>	<u>SHSW</u>	<u>N</u>
	THESE FILES DOCUMENT THE ESTABLISHMENT OF LOCAL HISTORICAL SOCIETIES AND THEIR ACTIVITIES AND INTERACTIONS WITH FIELD SERVICES. ONE FUNCTION OF THIS OFFICE IS TO DOCUMENT THE HISTORY OF THESE VOLUNTEER ORGANIZATIONS , AS WELL AS TO DEVELOP A GOOD WORKING RELATIONSHIP WITH THE VOLUNTEERS THROUGHOUT THE STATE AND PROMOTE THE VARIOUS PROGRAMS.			
	THESE RECORDS INCLUDE CORRESPONDENCE, BY-LAWS, ARTICLES OF INCORPORATION, AND ANNUAL REPORTS FILED			



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	UNDER WIS.STATS. 4403 OF EACH LOCAL HISTORICAL SOCIETY. IT MAY ALSO INCLUDE MATERIAL PRODUCED BY THE LOCAL HISTORICAL SOCIETY INCLUDING BROCHURES, PAMPHLETS, PUBLICATIONS, AND REPORTS. EVENT = CR + 10 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00113000.</u>	<u>MINUTES OF THE COUNCIL OF LOCAL HISTORY AND ITS SUBCOMMITTEES</u>	<u>CR+10</u>	<u>SHSW</u>	<u>N</u>
	MINUTES AND AGENDAS OF THE COUNCIL AND VARIOUS SUBCOMMITTEES. EVENT = CR + 10 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00114000.</u>	<u>REUBEN GOLD THWAITES AWARD FILES</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
	AWARD FILES FOR THE THE REUBEN GOLD THWAITES TROPHY WHICH IS PRESENTED ANNUALLY TO ONE AFFILIATED HISTORICAL SOCIETY FOR CONTINUED EXCELLENCE FOR ITS OVERALL SERVICE TO ITS COMMUNITY OVER A PERIOD OF AT LEAST FIVE YEARS. AWARD FILES INCLUDE NOMINATION FORMS AND NARRATIVES, CORRESPONDENCE, AND PRESS RELEASES. EVENT = CR + 10 YEARS AND DESTROY.			
<u>00121000.</u>	<u>CURATOR REFERENCE FILES</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
	THIS RECORD SERIES CONTAINS RESEARCH AND REFERENCE MATERIALS RELATING TO THE CARE AND MANAGEMENT OF ARTIFACTS. THESE RECORDS WERE CREATED AND MAINTAINED TO PROVIDE QUICK REFERENCE FOR CURATORIAL STAFF. EVENT = SUPERSEDED AND DESTROY.			
<u>00124000.</u>	<u>ACQUISITION LEAD FILES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	THIS SERIES CONTAINS INFORMATION ABOUT ITEMS OFFERED FOR DONATION OR PURCHASE TO THE SHSW AND/OR ANY HISTORIC SITE. MAY INCLUDE PHOTOGRAPHS OF THE ITEM, CORRESPONDENCE WITH THE ITEM'S OWNER, AND SUPPORTING DOCUMENTATION. BECAUSE THE SHSW ACQUIRES ITEMS FOR PERMANENT PRESERVATION, THE SUPPORTING DOCUMENTATION ABOUT THESE ITEMS MUST BE RETAINED PERMANENTLY. PERMANENT			
<u>00127000.</u>	<u>NEW PRODUCT FILE</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>N</u>
	ARTWORK AND DESIGNS OF MERCHANDISE CREATED BY DMHS STAFF OR CONTRACTED FOR DESIGN BY DMHS STAFF. INCLUDES RECORS RELATED TO PRODUCT DEVELOPMENT INCLUDING CORRESPONDENCE WITH VENDORS, DESIGNERS, AND MANUFACTUERS. EVENT = ITEM NO LONGER CARRIED IN STORE + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00128A00.</u>	<u>PRODUCT INVENTORIES</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
	STORE AND FOOD SERVICE MONTHLY AND YEARLY PRODUCT INVENTORIES USED TO TRACK PAST SALES AND TRENDS. EVENT = CR + 3 YEARS AND DESTROY CONFIDENTIAL.			
<u>00129000.</u>	<u>LICENSE AGREEMENTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	COMPLETED CONTRACT ALLOWING OUTSIDE PARTIES TO PRODUCE LICENSED MERCHANDISE WHICH USES STATE HISTORICAL SOCIETY OF WISCONSIN CONTROLLED IMAGES AND ARTIFACTS. EVENT = END OF AGREEMENT + 10 YEARS AND DESTROY CONFIDENTIAL.			
<u>00133000.</u>	<u>LEASE AND MANAGEMENT AGREEMENT</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
	THE LEASE AND MANAGEMENT AGREEMENT BETWEEN CIRCUS WORLD MUSEUM AND THE STATE HISTORICAL SOCIETY OF WISCONSIN. PERMANENT RETENTION IS NECESSARY BECAUSE THE SHSW AND CIRCUS WORLD MUSEUM HAVE AN ONGOING RELATIONSHIP AND THE BACKGROUND DOCUMENTATION TO THIS RELATIONSHIP MUST BE MAINTAINED. PERMANENT			
<u>00136000.</u>	<u>CIRCUS PARADE FILES</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>N</u>

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THIS RECORD SERIES CONTAINS RECORDS RELATED TO THE CREATION OF ALL PARADE ACTIVITIES. THEY INCLUDE DOCUMENTATION RELATING TO CLOWNS, BUDGETING, IDEAS AND PARADE OFFERS, ORGANIZATION OF PARADE UNITS, ORGANIZATION FOR MOUNTED UNITS, PARADE ROUTE AND ORDER, PUBLICITY, SHOWGROUND COORDINATION, TRAIN ACTIVITY, WARDROBE, AND ORGANIZATION OF WORKERS AND VOLUNTEERS. IT ALSO INCLUDES THE CONTRACTS AND NEGOTIATION FOR WILD ANIMAL FEATURES, CARRIAGES, HORSES FOR DIGNITARIES, HORSE TEAMS, MUSICAL GROUPS, AND INDIVIDUALS.

THIS RECORD SERIES ALSO INCLUDES RECORDS FOR THE GREAT CIRCUS PARADE HELD IN MILWAUKEE, WISCONSIN INCLUDING CORRESPONDENCE WITH BOTH INTERNAL AND EXTERNAL PARTIES, NEGOTIATIONS WITH THE CITY OF MILWAUKEE, AND INTERACTIONS WITH GREAT CIRCUS PARADE INC.

THIS RDA COVERS RECORDS WHICH WERE PREVIOUSLY SCHEDULED UNDER RDA00050.

EVENT = PARADE HELD + 3 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).

<b><u>00137000.</u></b>	<b><u>EDUCATIONAL MATERIAL DEVELOPMENT FILES</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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RECORDS RELATED TO PROJECTS CREATED AND MANAGED BY THE OFFICE OF SCHOOL SERVICES. PROJECTS CAN INCLUDE PUBLICATIONS, LESSON PLANS, AND MEDIA CREATION. RECORDS INCLUDE, BUT ARE NOT LIMITED TO, CORRESPONDENCE, MEETING MATERIALS, REPORTS, AND PROJECT PLANNING DOCUMENTS.

RETENTION: EVENT (END OF PROJECT) + 10 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<b><u>00139000.</u></b>	<b><u>SUBJECT FILES</u></b>	<b><u>EVT+0/1</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
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SUBJECT FILES CREATED AND USED BY THE OFFICE OF SCHOOL SERVICES AS REFERENCE FOR RESEARCH AND PUBLICATION PROJECTS.

RETENTION = EVENT (SUPERSEDED) + 0/1 AND DESTROY

<b><u>00140000.</u></b>	<b><u>ARTWORK AND ILLUSTRATIONS</u></b>	<b><u>CR+10</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
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ORIGINAL ARTWORK AND ILLUSTRATIONS USED FOR ANY PURPOSE IN VARIOUS OFFICE OF SCHOOL SERVICES PRODUCTS.

RETENTION: CREATION + 10 YEARS AND DESTROY.

<b><u>00142000.</u></b>	<b><u>BOARD OF CURATORS ELECTION BALLOTS</u></b>	<b><u>CR+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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OFFICIAL BALLOTS FOR ELECTION OF THE WISCONSIN HISTORICAL SOCIETY'S BOARD OF CURATORS. BALLOTS WHICH CONTAIN COMMENTS OR ATTACHED CORRESPONDENCE ARE GOVERNED BY RDA 245/0012 (BOARD OF CURATOR'S CORRESPONDENCE).

RETENTION: CREATION + 1 YEAR AND DESTROY CONFIDENTIAL.

<b><u>00149000.</u></b>	<b><u>SENIOR MANAGEMENT ADMINISTRATIVE SUBJECT FILES</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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SUBJECT FILES RELATING TO TOPICS OF INTEREST TO THE ADMINISTRATION OF THE WISCONSIN HISTORICAL SOCIETY. SUBJECT FILES DOCUMENT THE DECISION-MAKING PROCESS AT THE HIGHEST LEVEL OF AGENCY MANAGEMENT AS WELL AS POLICY IMPLEMENTATION. FILES MAY INCLUDES INFORMATION ON HISTORIC SITES AND MANAGEMENT, MEMOS AND CLIPPINGS.

SENIOR MANAGEMENT INCLUDES THE DIRECTOR, DEPUTY DIRECTOR, CIO, DIVISION HEADS AND DIVISION DEPUTYS.

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

<b><u>00150000.</u></b>	<b><u>PROJECT FILES-LIBRARY-ARCHIVES</u></b>	<b><u>EVT+1</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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RECORDS KEPT BY VARIOUS PROJECT MANAGERS WITHIN THE LIBRARY-ARCHIVES DOCUMENTING SIGNIFICANT COLLECTING, PROCESSING, CATALOGING, AND DIGITAL RESOURCES DEVELOPMENT PROJECTS.

\*\* STATE ARCHIVE PRESERVATION STORAGE FACILITY - ESTIMATED COMPLETION, 2018.

RETENTION: EVENT(CONSTRUCTION OF SAPP\*\*) + 1 YEAR AND TRANSFER TO STATE ARCHIVES(WHS).

<b><u>00157000.</u></b>	<b><u>HISTORIC BUILDING SITES FILES</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>N</u></b>
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FILES CREATED AND MAINTAINED FOR A HISTORIC BUILDING FOR WHICH THERE IS MORE DOCUMENTATION THAN AN INVENTORY CARD. THE FILE MAY INCLUDE CORRESPONDENCE, LEGAL DOCUMENTS, NEWSPAPER CLIPPINGS, NATIONAL REGISTER QUESTIONNAIRES, MAPS, DRAWINGS AND PHOTOGRAPHS. THESE DOCUMENTS ARE USED TO CREATE/UPDATE RECORDS IN THE ARCHITECTURAL AND HISTORY INVENTORY (AHI) DATABASE, PART OF THE WISCONSIN HISTORIC PROPERTY DATABASE SYSTEM. AHI SERVES AS AN INDEX TO THESE FILES.

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NOTE: SELECTED FILES MAY HAVE CONFIDENTIAL STATUS AS OUTLINED BY SECTION 304 OF THE NATIONAL HISTORIC PRESERVATION ACT.

PERMANENT RETENTION IS NECESSARY BECAUSE TO TRACK THE CARE AND CONDITIONS OF HISTORICALLY IMPORTANT BUILDINGS.

<u>00158000.</u>	<u>HISTORIC BUILDING COVENANTS</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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RESTRICTIVE COVENANTS AND PRESERVATION AGREEMENTS BETWEEN PROPERTY OWNERS AND THE STATE HISTORICAL SOCIETY OF WISCONSIN. THE FACT THAT A BUILDING OR PROPERTY HAS A COVENANT ON IT IS ENTERED INTO THE WISCONSIN HISTORIC PROPERTY DATABASE SYSTEM. THE ORIGINAL DOCUMENTS ARE MAINTAINED BY THE DIVISION OF HISTORIC PRESERVATION-PUBLIC HISTORY, BUT ARE ALSO RECORDED BY THE REGISTER OF DEEDS. THEY ARE MAINTAINED PERMANENTLY.

PERMANENT RETENTION IS NECESSARY BECAUSE COVENANTS ARE IN EFFECT FOR PERPETUITY.

<u>00159000.</u>	<u>HOMEOWNERS TAX CREDIT APPLICATION FILES</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
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FILES INCLUDE ALL DOCUMENTS RELATING TO BUILDING REHABILITATION PROJECTS IN WHICH THEY OWNER HAS APPLIED TO RECEIVE HOMEOWNERS TAX CREDITS. THESE TAX INCENTIVES ARE AVAILABLE PURSUANT TO THE WISCONSIN DEPARTMENT OF REVENUE RULES. A SUPPLEMENTAL STATE HOMEOWNERS TAX CREDIT IS AVAILABLE IN CHAPTER HS 3. THESE PROJECTS INVOLVE BUILDINGS THAT ARE ON OR ELIGIBLE FOR THE STATE REGISTER OF HISTORIC PLACES. THE FILES MAY INCLUDE CORRESPONDENCE BETWEEN OWNER AND STATE HISTORIC PRESERVATION OFFICE (SHPO); COMPLETED APPLICATIONS; PHOTOGRAPHS OF THE BUILDING BEFORE AND AFTER COMPLETION OF PROJECT; CONSTRUCTION DRAWINGS; WORK AND MATERIAL SPECIFICATIONS; AND THE PROGRAM'S REVIEW OF THE APPLICATIONS.

ANY CHANGES MADE TO THE PROPERTY FOR FIVE YEARS AFTER THE PROJECT IS COMPLETED MUST BE REVIEWED BY SHPO, WHICH IS WHY FILES ARE RETAINED FOR THAT PERIOD.

RETENTION: EVENT(END OF PROJECT) + 5 YEARS AND DESTROY CONFIDENTIAL

<u>00160000.</u>	<u>BUREAU DIRECTORS' ADMINISTRATIVE SUBJECT AND CORRESPONDENCE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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PRIMARILY SUBJECT FILES WITH A SOME RELATED CORRESPONDENCE DOCUMENTING THE BUREAU'S ROUTINE WORK AND SPECIAL PROJECTS UNDERTAKEN BY THE BUREAU OR SUPERVISED BY THE BUREAU DIRECTOR. BUREAUS INCLUDE PUBLIC SERVICES, PRESERVATION, LIBRARY ACQUISITIONS AND TECHNICAL SERVICES, AND ARCHIVES ACQUISITIONS AND TECHNICAL SERVICES.

RETAIN 5 YEARS AND TRANSFER TO STATE HISTORICAL SOCIETY.

<u>00161000.</u>	<u>GENEALOGY CLASS REGISTRATION FORMS</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
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FORMS COMPLETED BY INDIVIDUALS FOR THE PURPOSE OF REGISTERING FOR LIBRARY / ARCHIVES GENEALOGY CLASSES. INCLUDES PERSONAL AND CONTACT INFORMATION AND CREDIT CARD NUMBERS. SECONDARY USE IS TO CREATE MAILING LIST FOR NOTIFYING REGISTRANTS ABOUT UPCOMING CLASSES.

RETAIN 1 YEAR AND DESTROY

<u>00162000.</u>	<u>DAILY SIGN-IN SHEETS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
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PURPOSE: TO TRACK USAGE OF MICROFORMS COLLECTIONS.

DESCRIPTION: FORMS INCLUDE USERS' NAME, DATE, READER NUMBER, START TIME, STATE OF RESIDENCE, AND PURPOSE OF RESEARCH. INFORMATION IS SUMMARIZED IN THE MICROFORMS MONTHLY REPORT.

RETAIN 2 YEARS AND DESTROY.

<u>00163000.</u>	<u>CASE FILES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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ARTIFACT FILES DETAIL THE HISTORY OF MUSEUM COLLECTIONS INCLUDING CATALOG FORMS, PHYSICAL DESCRIPTIONS, LOCATION, PHOTOGRAPHS, CONDITION REPORTS, AND RESTORATION AND CONSERVATION REPORTS. THESE RECORDS ARE RETAINED PERMANENTLY TO ENSURE THAT MUSEUM HAS A COMPLETE HISTORY OF THE CARE EACH ITEM IN THE COLLECTION HAS RECEIVED. THE FILES ALSO CONTAIN CORRESPONDENCE WITH DONORS OR ARTIFACT SOURCE AND NEEDS OF GIFT.

FILES ALSO INCLUDE ACCESSION RECORDS, DEACCESSION RECORDS, COLLECTIONS COMMITTEE MINUTES, INCOMING AND OUTGOING LOAN RECORDS, AND RECORDS PERTAINING TO COLLECTIONS RESEARCH AND ACCESS.

THESE RECORDS PROVIDE LEGAL PROOF OF COLLECTION OWNERSHIP THEREFORE MUST BE RETAINED PERMANENTLY.

<u>00164000.</u>	<u>SITE POLICIES AND PROCEDURES</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
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Dept #: 1245/Department Name: STATE HISTORICAL SOCIETY OF WISCONSIN

RDA #	RDA Title	Retention	Disposition	PII
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POLICIES AND PROCEDURES GOVERNING THE OPERATION, MAINTENANCE, AND STAFFING OF HISTORIC SITES AND MUSEUMS. POLICIES AND PROCEDURES MAY BE AUTHORED BY SITE DIRECTORS OR DIVISION ADMINISTRATORS.

EVENT = SUPERSEDED + 5 YEARS AND DESTROY

<u>00165000.</u>	<u>SITE DIRECTOR'S CORRESPONDENC AND MEMOS</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
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BUSINESS-RELATED CORRESPONDENCE AND MEMOS OF THE SITE DIRECTOR RELATED TO MANAGEMENT OF THE HISTORIC SITE.

EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00166000.</u>	<u>DIVISION MEETINGS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
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MEETING FILES FOR THE DIVISIONAL MEETINGS, INCLUDING, BUT NOT LIMITED TO, DIVISION MANAGEMENT TEAM MEETINGS AND DIVISIONAL MEETINGS INCLUDING ALL DIVISION STAFF, AND MEETINGS OF STAFF AT SITES/MUSEUMS. MEETING FILES INCLUDE THE AGENDA AND ANY ATTACHED/RELATED MATERIAL INCLUDED FOR DISCUSSION AND MEETING MINUTES. THE DEPUTY DIVISION ADMINISTRATOR MAINTAINS THE OFFICAL COPY OF THIS MATERIAL, COPIES KEPT BY SPECIFIC SITE DIRECTORS CAN BE DISCARDED WHEN NO LONGER NEEDED.

EVENT = CR + 10 YEARS AND DESTROY

<u>00167000.</u>	<u>LIVING HISTORY RECORDS</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>N</u>
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REFERENCE FILES ON INDIVIDUALS PORTRAYED AT HISTORIC SITES. FILES INCLUDE, BUT ARE NOT LIMITED TO, BIOGRAHPICAL INFORMATION ON THE INDIVIDUAL(S) PORTRAYED, DEMOGRAPHIC INFORMATION, AND BACKGROUND ON THE HISTORIC TIME PERIOD IN QUESTION.

EVENT = INDIVIDUAL NO LONGER PORTRAYED + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00168000.</u>	<u>ATTENDANCE REPORTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
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ATTENDANCE REPORTS, AND SCATTERED SUPPLEMENTAL INFORMATION, CREATED BY INDIVIDUAL SITES AND THE DIVISION AS A WHOLE. REPORTS ARE USED TO UNDERSTAND AND TRACK ATTENDANCE PATTERNS AND PLAN FOR STAFFING AND SUPPLY NEEDS.

EVENT = CR + 5 YEARS

<u>00168A00.</u>	<u>ONGOING ATTENDANCE TALLY</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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AN ONGOING TALLY OF SITES AND MUSEUM ATTENDANCE UPDATED CONTINUALLY, USED TO SHOW LONG TERM TRENDS IN ATTENDANCE.

PERMANENT RETENTION IS NECESSARY TO ILLUSTRATE AND TRACK SITE ATTENDANCE OVER TIME. INFORMATION IS USED FOR LONG TERM PLANNING.

PERMANENT

<u>00169000.</u>	<u>MARKETING CORRESPONDENCE</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
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CORRESPONDENCE PERTAINING TO THE MARKETING OF HISTORIC SITES. SERIES MAY INCLUDE, BUT IS NOT LIMITED TO, CORRESPONDENCE WITH MEMBERS OF THE MEDIA, SITE DIRECTORS, SHSW STAFF, AND HISTORIC SITES IN OTHER STATES.

EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL

<u>00170000.</u>	<u>SITE HISTORY FILES</u>	<u>EVT+0/1</u>	<u>SHSW</u>	<u>N</u>
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RESEARCH FILES, BACKGROUND, AND OTHER COLLECTED MATERIALS RELATED THE HISTORY OF THE SITE AND THE PEOPLE/FAMILIES/BUILDINGS REPRESENTED THERE. FILES MAY INCLUDE CORRESPONDENCE, ARTICLES, INTERVIEWS, PHOTOGRAPHS, AND ANY OTHER COLLECTED ITEMS.

EVENT = CLOSURE OF SITE + 1 DAY AND TRANSFER TO STATE ARCHIVES (WHS)

<u>00171000.</u>	<u>SITE DIRECTOR'S SUBJECT FILES</u>	<u>CR+15</u>	<u>SHSW</u>	<u>N</u>
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SUBJECT FILES MAINTAINED BY SITE DIRECTORS ON TOPICS RELATED TO THE ADMINISTRATION OF HISTORIC SITES. INCLUDES, BUT IS NOT LIMITED TO, SITE AND/OR MUSEUM MANAGEMENT INFORMATION AND TOURISM FILES.

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

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<u>00172000.</u>	<u>MARKETING / PUBLICITY FILES</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>N</u>
	PUBLICITY MATERIAL CREATED BY THE DIVISION TO MARKET SITES AND MUSEUMS. INCLUDES, BUT IS NOT LIMITED TO, PHOTOGRAPHS, BROCHURES, VIDEOS, FLYERS, MAILINGS, SAMPLE ADS/PUBLICITY MATERIALS, EVENT-SPECIFIC MATERIAL, PRESS RELEASES, AND NEWSLETTERS.			
	ALTHOUGH THE DIVISION USES FACEBOOK, YOUTUBE, AND TWITTER, THE INFORMATION POSTED THERE IS CONSIDERED COPIES. THE SOURCE FILES FOR THESE SOCIAL MEDIA SITES ARE DESCRIBED ABOVE AND COVERED BY THIS RDA.			
	EVENT = NO LONGER USED + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00174000.</u>	<u>TREATMENT RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
	TREATMENT RECORDS DOCUMENT THE CONDITION OF AN ITEM WHEN IT ARRIVES AT THE CONSERVATION LAB FOR TREATMENT THROUGH PHOTOGRAPHS AND A CONDITION REPORT. ALSO DOCUMENTED ARE THE SPECIFIC CONSERVATION TREATMENTS PERFORMED ON AN ITEM.			
	PERMANENT RETENTION IS NECESSARY BECAUSE THE ITEMS TREATED BY THE CONSERVATION LAB ARE RETAINED PERMANENTLY BY THE WHS, AND DOCUMENTATION IS NEEDED FOR THE LIFE OF THE TREATED ITEM. IT IS NECESSARY TO KNOW WHAT WORK WAS DONE ON THESE ITEMS IN CASE A TREATMENT NEEDS TO BE REVERSED.			
	PERMANENT RETENTION			
<u>00175000.</u>	<u>USER STUDY FINAL REPORTS</u>	<u>CR+2</u>	<u>SHSW</u>	<u>N</u>
	FINAL REPORTS CREATED USING DATA GATHERED DURING LIBRARY-ARCHIVES USER STUDIES.			
	EVENT = CR + 2 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)			
<u>00175A00.</u>	<u>USER STUDY RESEARCH AND DATA</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	SURVEY FORMS AND COLLECTED DATA GATHERED DURING LIBRARY-ARCHIVES USER STUDIES. INCLUDES COMPLETED FORMS AND ANY DATABASES CREATED TO ANALYZE COLLECTED INFORMATION.			
	THIS SERIES ALSO INCLUDES BACKGROUND RESEARCH MATERIALS AND NOTES.			
	EVENT = AFTER FINAL REPORT ISSUES + 2 YEARS AND DESTROY			
<u>00176000.</u>	<u>HISTORICAL MARKERS - APPROVED</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
	INCLUDES MARKER APPLICATION, RESEARCH MATERIAL, PHOTOGRAPHS, AND CORRESPONDENCE WITH APPLICANTS CONCERNING THE PROPOSAL, APPROVAL, AND PREPARATION OF HISTORICAL MARKERS.			
	EVENT = CR + 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS).			
<u>00176A00.</u>	<u>HISTORICAL MARKERS - NOT APPROVED</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
	INCLUDES MARKER APPLICATION, RESEARCH MATERIAL, PHOTOGRAPHS, AND CORRESPONDENCE WITH APPLICANTS CONCERNING THE PROPOSAL OF HISTORICAL MARKERS.			
	EVENT = CR + 5 YEARS AND DESTROY CONFIDENTIAL.			
<u>00177000.</u>	<u>COLLECTIONS COMMITTEE</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	AGENDAS, MEETING MINUTES, APPRAISAL DOCUMENTS, AND OTHER MATERIAL DISTRIBUTED TO MEMBERS OF THE COLLECTIONS COMMITTEE FOR USE IN ACQUISITIONS DECISION MAKING. THESE RECORDS ALSO DOCUMENT ACTIVITIES WITH COLLECTIONS. THE COLLECTIONS COMMITTEE COVERS COLLECTING AT ALL SITES THE WHS OPERATES.			
	PERMANENT RETENTION IS NECESSARY BECAUSE THIS SERIES DOCUMENTS DECISIONS ABOUT COLLECTIONS THE WHS RETAINS PERMANENTLY.			
<u>00178000.</u>	<u>CERTIFIED LOCAL GOVERNMENT PROGRAM</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
	RECORDS OF THE CERTIFIED LOCAL GOVERNMENT PROGRAM, A PRESERVATION PARTNERSHIP BETWEEN LOCAL, STATE AND NATIONAL GOVERNMENTS FOCUSED ON PROMOTING HISTORIC PRESERVATION AT THE GRASS ROOTS LEVEL. THE PROGRAM IS JOINTLY ADMINISTERED BY THE NATIONAL PARK SERVICE (NPS) AND THE STATE HISTORIC PRESERVATION OFFICES (SHPOS) IN EACH STATE, WITH EACH LOCAL COMMUNITY WORKING THROUGH A CERTIFICATION PROCESS TO BECOME RECOGNIZED AS A CERTIFIED LOCAL GOVERNMENT (CLG).			
	RECORDS INCLUDE ANNUAL REPORTS OF THE CLG'S; MEETING AGENDAS AND MINUTES SUBMITTED TO THE SHPO FOR REFERENCE PURPOSES; AND GRANT RECORDS INCLUDING APPLICATIONS AND NOTICE OF AWARDS. NOTE: THE GRANT			

Dept #: /245/

Department Name: STATE HISTORICAL SOCIETY OF WISCONSIN

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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DOCUMENTATION MAINTAINED BY THE PROGRAM OFFICE IS FOR REFERENCE PURPOSES ONLY, THE NATIONAL PARKS SERVICE IS RESPONSIBLE FOR THE RETENTION OF OFFICIAL RECORDS RELATED TO THE GRANT PROGRAM.

EVENT = CREATION + 5 YEARS AND DESTROY CONFIDENTIAL.

<u>00180000.</u>	<u>LIBRARY REFERENCE CORRESPONDENCE</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
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CORRESPONDENCE DEALING WITH REFERENCE REQUESTS TO THE LIBRARY CONCERNING THE HOLDINGS OF THE STATE HISTORICAL SOCIETY OF WISCONSIN.

CR + 1 YEAR AND DESTROY CONFIDENTIAL.

<u>00185000.</u>	<u>CERTIFIED ARCHEOLOGIST LIST FILES</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
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AS REQUIRED BY WIS. STATS. 157.70(1)(i) AND HS 2.04(6), THE CERTIFIED ARCHEOLOGIST LIST CONTAINS ARCHAEOLOGISTS APPROVED BY THE DIRECTOR OF THE WISCONSIN HISTORICAL SOCIETY TO EXCAVATE HUMAN BURIAL SITES. THESE ARCHAEOLOGISTS HAVE AGREED TO PROVIDE CONSULTING SERVICES TO PROSPECTIVE CLIENTS.

THESE SERIES CONSIST OF CURRICULUM VITAE FOR CERTIFIED ARCHEOLOGISTS.

RETENTION: CR+1 YEAR AND DESTROY CONFIDENTIAL

<u>00186000.</u>	<u>BURIAL OFFICE RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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RECORDS RELATED TO THE EXCAVATION OF HUMAN REMAINS AT SPECIFIC BURIAL SITES. RECORDS MAY INCLUDE REPORTS, FIELD NOTES, MAPS, PHOTOGRAPHS, AND PERMISSION TO DISTURB BURIAL SITES, AND INFORMATION ABOUT THE DISPOSITION OF REMAINS.

PERMANENT RETENTION IS SPECIFIED UNDER HS 2.10

<u>00187000.</u>	<u>PRESS AND PUBLICITY FILES</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
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NEWSPAPER CLIPPINGS, BROCHURES, POSTERS, AND RELATED PROMOTIONAL MATERIAL FOR THE DIVISION OF HISTORIC PRESERVATION-PUBLIC HISTORY. INCLUDES MATERIAL RELATED TO ARCHEOLOGY MONTH AND HISTORIC PRESERVATION MONTH.

RETENTION: CR+ 5 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)