STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Matt Blessing
Board Chair

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Madison, WI 53705
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Public Records Board Meeting
Wisconsin Department of Justice
17 West Main Street, Room 150A
Risser Justice Building
Madison, WI 53703

January 11, 2016
1:30 pm

Agenda

The public may submit written comments to PublicRecordsBoardComments@Wisconsin.gov until 11:59 pm Wednesday, January 6, 2016.

1. Roll Call

2. Comments from Public Records Board Chair regarding the Public Records Board, its statutory responsibilities and the index presented at the August 24, 2015 Board meeting, including transitory records. Introductory materials about the use and adoption of general records schedules are available here: http://www.prb.wi.gov/docview.asp?docid=16116&locid=165.
(Matt Blessing, State Archivist, Wisconsin Historical Society)

3. Records Management Committee Report
(Bryan Naab, Deputy Auditor-Legislative Audit Bureau)

   a. Index presented at August 24, 2015 Board meeting, including Records Retention Disposition Authorizations (RDAs) from:

      - 86 RDAs from 9 state agencies
      - 65 RDAs from 6 counties and local governments
      - 16 RDAs from the University of Wisconsin-Madison
      - 55 RDA changes from the Administrative General Records Schedule, including review of standing committee work associated with transitory records.

      See attached index, listing the individual affected RDAs, including those in the Administrative General Records Schedule. Also available at http://publicrecordsboard.wi.gov/.

4. Public Comment Period
   a. Statements from members of the public will each be limited to one minute per person.

5. Board Discussion regarding the index presented at the August 24, 2015 Board meeting, including transitory records.

6. Consideration and Possible Action on August 24, 2015, Administrative General Records Schedule, including transitory records.

7. Adjourn

NOTE: Room 150A of the Risser Justice Building is accessed via the Martin Luther King Jr. Blvd. entrance.

Agency Name						
Division #		*Division Name*				
	Index #	*RDA #*	*RDA Title*	*Status*	*Retention*	*Disposition*
115-AGRICULTURE, TRADE & CONSUMER PROTECTION						
/140/		*TCP WEIGHTS / MEASURES*				
	1	00349000	WEIGHTS & MEASURES INVESTIGATION AND PROSECUTION CASE FILES	Pending	EVT+10	DEST
			Confidential status changed to "no"			
145-INSURANCE						
/210/		*STATE LIFE INSURANCE FUND*				
	2	00034000	INDIVIDUAL POLICY DOCUMENTS	Amended	EVT+25	DEST
			Event and Retention changed: EVT+25; EVT=Termination of Policy			
	3	00088000	BOND TRANSACTIONS	Amended	FIS+6	DEST
			Description: LAB reference removed; Retention changed: 6 years			
	4	00090000	ANNUAL STATEMENT OFFICE WORKPAPERS	Amended	EVT+4	DEST
	5	00092000	1099 AND BACK-UP WITHHOLDING REPORTS	Amended	CY+7	DEST
	6	00093000	GENERAL LEDGERS	Amended	FIS+6	DEST
			Description: LAB reference removed; Retention changed: 6 years			
	7	00095000	POLICY DATA	Amended	EVT+5	DEST
	8	00096000	STATUTORY ANNUAL STATEMENT & FISCAL GAAP WORK PAPERS	Amended	FIS+6	DEST
			Description: LAB reference removed; Retention changed: 6 years			
	9	00097000	FIMMAS (FLEXIBLE INSURANCE, MARKETING, MANAGEMENT AND ADMINISTRATIO	Amended	EVT+25	DEST
			Event and Retention changed: EVT+25; EVT=Termination of Policy			
285A-UW MADISON						
	10	GRS01696.	UW-MADISON CAMPUS SCHOOL/COLLEGE/DEPARTMENT ALUMNI RECORDS	Amended	CR+50	UW-TRANS
/522410/		*SLH - CYTOLOGY*				
	11	53001848	CYTOLOGY ACCESSION LOGS	Pending	EVT+2	DEST
	12	53001849	CYTOLOGY TEST REQUISITIONS AND AUTHORIZATIONS	Pending	EVT+2	DEST
	13	53001850	CYTOLOGY TEST PROCEDURES	Pending	EVT+2	DEST
	14	53001851	CYTOLOGY ANALYTIC SYSTEM RECORDS	Pending	EVT+2	DEST
	15	53001852	CYTOLOGY PROFICIENCY TESTING RECORDS	Pending	EVT+2	DEST
	16	53001853	CYTOLOGY LABORATORY QUALITY ASSURANCE REPORTS	Pending	EVT+2	DEST
	17	53001854	CYTOLOGY TESTING REPORTS - PATHOLOGY	Pending	EVT+10	DEST

	18	53001855	CYTOLOGY SLIDES	Pending	EVT+10	DEST
	19	53001856	CYTOLOGY SLIDES - NEGATIVE - UNSATISFACTORY & SUSPICIOUS - POSITIVE	Pending	EVT+5	DEST
	20	53001857	CYTOLOGY SLIDES - FINE NEEDLE ASPIRATION & SURGICAL PATHOLOGY	Pending	EVT+10	DEST
	21	53001858	CYTOLOGY SURGICAL BLOCKS AND TISSUE	Pending	EVT+10	DEST
/534220/		*MED SCH- MEDICINE- ALLERGY*				
	22	53001844	ASTHMA AND ALLERGY CLINICAL RESEARCH STUDIES	Pending	EVT+10	DEST
/560210/		*STUDENT AND ACADEMIC AFFAIRS*				
	23	56001845	PHARMACY STUDENT RECORDS	Pending	EVT+30	DEST
	24	56001846	PHARMACY APPLICATION AND ADVISING FOR PROSPECTIVE STUDENTS - NOT OF	Pending	CR+5	DEST
/873173/		*SCH VET MED- PATHOBIO SCIENCES,MYCOBACTI*				
	25	87001847	MYCOBACTERIA DIAGNOSTIC LAB TEST RESULTS AND SUPPORTING DOCUMENT/	Pending	EVT+7	DEST

370-NATURAL RESOURCES						
	26	01132000	HEARING CONSERVATION PROGRAM TEST RESULTS	Pending	CR+50	DEST
			Confidential citation clarified			

395-TRANSPORTATION						
/036/		*DTIM - TRANSIT*				
	27	00390000	JOB-RIDE PROGRAM FILE	Extend	CR+5	DEST
	28	00392000	RIDE SHARING PROGRAM CONTRACT FILES	Extend	CR+5	DEST
	29	00598000	SECTION 5310 CAPITAL GRANT PROGRAM	Extend	EVT+3	DEST
	30	00599000	S. 85.21 PROGRAM FILE	Extend	EVT+3	DEST
	31	00600000	SEC. 5307,5309,5311,5313/5314 PROGRAMS FILE	Extend	EVT+3	DEST
	32	00601000	S. 85.20 PROGRAM FILE	Extend	EVT+3	DEST
	33	00602000	TDM PROGRAM FILE	Extend	CR+5	DEST
	34	00603000	RTAP PROGRAM FILE	Extend	EVT+3	DEST
	35	00628000	WISCONSIN TRANSPORTATION ASSISTANCE PROGRAM (WETAP) FILES	Extend	EVT+7	DEST

435-HEALTH SERVICES						
/219/		*DLTC - SOUTHERN WISCONSIN CENTER*				
	36	00903000	DAILY CARE DATA - PSYCHOLOGY	Amended	CR+2	DEST
	37	00919000	OUTPATIENT DATA	Amended	CR+2	DEST
	38	00920000	OUTPATIENT APPOINTMENTS AND SURGERY APPOINTMENTS RECORDS	Amended	EVT+1	DEST
	39	00922000	CLIENT CLOTHING AND PERSONAL ITEMS INVENTORY	Amended	EVT+3	DEST

445-WORKFORCE DEVELOPMENT						
/620/		*UNEMPLOYMENT INSURANCE*				
	40	00001000	CANCELLED CONTRIBUTION TAX REFUND CHECKS	Amended	EVT+4	DEST
	41	00002000	CANCELLED BENEFIT-SPECIAL CHECKS - PAPER	Amended	EVT+4	DEST
	42	00003000	CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS	Amended	EVT+1	DEST
	43	00003A00.	CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS-CD'S	Amended	EVT+10	DEST
	44	00020B00.	"1099 G" UNEMPLOYMENT INSURANCE BENEFITS/TAX YEAR TO DATE SUMMARY F	Amended	EVT+10	DEST
	45	00020D00.	"1099 G" UNEMPLOYMENT INSURANCE BENEFITS/TAX TNNI (TEN NINETY NINE) FI	Amended	EVT+10	DEST
	46	00020E00.	"1099" UNEMPLOYMENT INSURANCE BENEFITS TAX / TAX-MISCLASSIFIED WORKE	Amended	EVT+4	DEST
	47	00047000	UI QUARTERLY TAX (CONTRIBUTION) REPORT	Amended	EVT+0/3	DEST
	48	00047B00.	UI QUARTERLY TAX (CONTRIBUTION) REPORT - IMAGED	Amended	EVT+6	DEST
	49	00047C00.	UI QUARTERLY TAX (CONTRIBUTION) REPORTS, APPEALS PENDING, BANKRUPTC	Amended	EVT+6	DEST
	50	00049B00.	UI QUARTERLY WAGE REPORT-IMAGED	Amended	EVT+6	DEST
	51	00049C00.	UI QUARTERLY WAGE REPORT-APPEALS, BANKRUPTCIES, AND DELINQUENT EMF	Amended	EVT+6	DEST
	52	00049D00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS	Amended	EVT+6	DEST
	53	00049E00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS - WAGE ONLY EMPLOYER	Amended	EVT	DEST
	54	00050000	UI QUARTERLY WAGE REPORTS	Amended	EVT	DEST
	55	00056000	UI RECEIPT BOOKS	Amended	EVT+6	DEST
	56	00057000	UI DEPOSIT SLIPS, CREDIT MEMOS AND DEPOSIT TAPES	Amended	EVT+4	DEST
	57	00058000	MONTHLY SUMMARY TOTALS AND VOUCHERS	Amended	EVT+6	DEST
	58	00061000	LEGISLATIVE AUDIT BUREAU REPORTS AND OTHER REPORTS FOR NON- DWD AU	Amended	EVT+1	DEST
	59	00068000	CHECK BATCH RECORDS	Amended	EVT+4	DEST
	60	00072000	RETURN CHECK RECORD	Amended	EVT+4	DEST
	61	00082D00.	NON-SUBJECT EMPLOYER HISTORY FILES -IMAGED	Amended	EVT+3	DEST
	62	00083E00.	SUBJECT EMPLOYER HISTORY FILES - MONETARY INITIAL DETERMINATIONS - PAI	Amended	CR+15	DEST
	63	00083G00.	SUBJECT EMPLOYER HISTORY FILES - IMAGED	Amended	EVT+4	DEST
	64	00083H00.	SUBJECT EMPLOYER HISTORY FILES-TAX DELINQUENCY-IMAGED	Renewal	EVT+10	DEST
	65	00088000	OUTSTANDING CHECK LISTS	Amended	CR+5	DEST
	66	00089000	BANK RECONCILIATIONS	Amended	FIS+4	DEST
	67	00097D00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FC	Amended	EVT+10	DEST
	68	00097E00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FC	Amended	EVT+4	DEST
	69	00157000	RETURNED CHECK INDEX CARDS	Amended	CR+4	DEST
	70	00159000	REPLACEMENT CHECK AUTHORIZATION	Amended	EVT+4	DEST
	71	00338000	STATE UNEMPLOYMENT INSURANCE TAX ENTERPRISE SYSTEM (SUITES) AUTOM/	Amended	EVT+6	DEST
	72	00338A00.	TAX COLLECTION LETTERS	Renewal	EVT+6	DEST

	73	00338B00.	UI TAX AUDIT - UI FIELD AUDIT APPLICATION RECORDS	Renewal	EVT+4	DEST
	74	00338C00.	UI TAX AUDIT - COMPLETED UI FIELD AUDITS	Renewal	EVT+6	DEST
	75	00338E00.	BENEFIT COLLECTION LETTERS	Renewal	EVT+4	DEST
	76	00338I00.	OUTGOING CORRESPONDENCE	Amended	CR+6	DEST
	77	00338J00.	GREAT PLAINS GENERAL LEDGER	Amended	EVT+6	DEST
	78	00339000	UI TAX AND ACCOUNTING REPORTS	Renewal	EVT	DEST
	79	00465000	IRS FEDERAL TAX INFORMATION	Amended	EVT+6	DEST

455-JUSTICE						
	80	00012000	CASE FILES	Amended	EVT+11	DEST

485-VETERANS AFFAIRS						
/002/		*DIVISION OF VETERANS PROGRAMS*				
	81	00021000	PRIMARY MORTGAGE HOUSING LOANS	Renewal	EVT+7	DEST
			Confidential citation clarified			

515-EMPLOYEE TRUST FUNDS						
/700/		*ETF DEPARTMENT RECORDS*				
	82	00064000	DEPARTMENT WORKER INSTRUCTIONS	Amended	EVT	DEST
			Title changed; Description language clarified.			
	83	00165000	RDS - MEMBER RECORDS	Pending	EVT+10	DEST
	84	00165A00.	RDS - TABLES	Pending	EVT+10	DEST
	85	00165B00.	RDS - CMS MONTHLY UPDATE FILE	Pending	CR+10	DEST
	86	00165C00.	RDS - MONTHLY UPDATE RESPONSE FILE	Pending	CR+10	DEST
	87	00165D00.	RDS - WEEKLY NOTIFICATION FILE	Pending	CR+10	DEST
	88	00165E00.	RDS INITIAL RETIREE FILES	Pending	CR+10	DEST
	89	00165F00.	RDS ENROLLMENT REJECTION FILE	Pending	CR+10	DEST
	90	00165G00.	RDS PBM QUARTERLY FILE	Pending	CR+10	DEST
	91	00165H00.	RDS ANNUAL RECONCILIATION	Pending	CR+10	DEST
	92	00165I00.	RDS PROGRAM ANNUAL APPLICATIONS	Pending	CR+10	DEST
	93	00165J00.	PHARMACY PLAN CODE CFM	Pending	CR+10	DEST
	94	00165K00.	RDS RELATED TEST CASES	Pending	EVT+0/6	DEST
	95	00171000	BCS - MEMBER RECORDS	Pending	EVT	DEST
	96	00171A00.	BCS - TABLES	Pending	EVT	DEST
	97	00171B00.	BCS INPUTS	Pending	EVT+7	DEST

	98	00171C00.	BCS OUTPUTS	Pending	CR+3	DEST
	99	00171D00.	BCS RELATED TEST CASES	Pending	EVT+1	DEST
	100	00172000	INSURANCE MATERIALS - OPTIONAL INSURANCE PLANS AND LONG-TERM CARE P	Pending	EVT+6	DEST
	101	00173000	PROPOSALS, CONTRACTS AND RELATED CORRESPONDENCE - APPROVED OPTIC	Pending	EVT+10	DEST
	102	00174000	PROPOSALS, CONTRACTS AND RELATED CORRESPONDENCE - APPROVED LONG	Pending	EVT+20	DEST

GENERAL SCHEDULES						
	103	VARIOUS	ADMINISTRATIVE RECORDS GENERAL SCHEDULE	Amended		
		ADM00011.	ADM00011: TRANSITORY RECORDS	Amended	EVT	DEST
		ADM00100.	ADM00100: FORM HISTORY FILES	Pending	EVT+5	DEST
		ADM00101.	ADM00101: FORMS ROUGH DRAFT AND CHANGE REQUEST FILES	Pending	EVT+0/6	DEST
		ADM00102.	ADM00102: FORMS INVENTORY RECORDS	Pending	FIS+4	DEST
		ADM00103.	ADM00103: FORM REQUEST ORDERS	Pending	EVT+0/1	DEST
		ADM00104.	ADM00104: FORMS CATALOG/LISTING	Pending	EVT+0	DEST
		ADM00110.	ADM00110: INTERLIBRARY LOAN FILES	Pending	EVT+3	DEST
		ADM00111.	ADM00111: CATALOG OF HOLDINGS	Pending	EVT+0	DEST
		ADM00112.	ADM00112: CIRCULATION OR LOAN REPORTS	Pending	EVT+0	DEST
			ADM00112: Confidential status changed to "may" and clarifying note added			
		ADM00120.	ADM00120: MAIL PICKUP AND DELIVERY RECORDS	Pending	CR+1	DEST
		ADM00121.	ADM00121: MAIL AND MESSENGER SERVICE DISTRIBUTION AND ROUTING PLANS,	Pending	EVT+0	DEST
		ADM00122.	ADM00122: MAILING ADDRESS LISTS	Pending	EVT+0	DEST
		ADM00123.	ADM00123: MAIL MOVE UPDATES	Pending	EVT+0	DEST
		ADM00130.	ADM00130: RECORDS INVENTORY FILES	Pending	EVT+10	DEST
		ADM00131.	ADM00131: RECORDS RETENTION/DISPOSITION AUTHORIZATIONS (RDA) - PRB OF	Pending	EVT+100	DEST
		ADM0131A.	ADM0131A: RECORDS RETENTION/DISPOSITION AUTHORIZATIONS (RDA) - AGENC	Pending	EVT+20	DEST
		ADM00132.	ADM00132: RECORDS/DISPOSITION AUTHORIZATION (RDA) INDEX FILE	Pending	EVT+10	DEST
		ADM00133.	ADM00133: RECORDS INVENTORY DISPOSITION FILES	Pending	CR+25	DEST
		ADM00134.	ADM00134: RECORDS STORAGE/TRANSFER FILES	Pending	CR+3	DEST
		ADM00135.	ADM00135: RECORDS MANAGEMENT PROGRAM SUBJECT FILES	Pending	EVT+10	DEST
		FORMS001.	FORMS001: FORM HISTORY FILES	Supersede	EVT+3	DEST
			Superseded by ADM00100			
		FORMS002.	FORMS002: FORM INVENTORY RECORDS	Supersede	FIS+4	DEST
			Superseded by ADM00102			
		FORMS003.	FORMS003: FORM REQUEST ORDERS	Supersede	EVT+0/1	DEST
			Superseded by ADM00103			

		FORMS004.	FORMS004: FORMS INVENTORY REPORTS	Supersede	EVT	DEST
			Superseded by ADM00001			
		FORMS005.	FORMS005: FORMS MANAGEMENT PROGRAM SUBJECT FILES	Supersede	EVT	DEST
			Superseded by ADM00011			
		FORMS006.	FORMS006: FORMS WORKGROUP/COMMITTEE MINUTES	Supersede	CR+5	DEST
			Superseded by ADM00027			
		FORMS007.	FORMS007: FORMS CATALOG/LISTING	Supersede	EVT	DEST
			Superseded by ADM00104			
		FORMS008.	FORMS008: FORMS MANAGMENT POLICIES, PROCEDURES AND PLANNING DOCUM	Supersede	EVT+3	DEST
			Superseded by ADM00023 & ADM00027			
		FORMS009.	FORMS009: PROCESS/BUSINESS/SYSTEMS ANALYSIS PROJECT FILES	Supersede	EVT+3	DEST
			Superseded by ADM00027			
		LIB00001.	LIB00001: INTERLIBRARY LOAN FILES	Supersede	EVT+3	DEST
			Superseded by ADM000110			
		LIB00002.	LIB0002: CATALOG OF HOLDINGS	Supersede	EVT	DEST
			Superseded by ADM00111			
		LIB00003.	LIB00003: CIRCULATION OR LOAN REPORTS	Supersede	EVT	DEST
			Superseded by ADM00112			
		LIB00004.	LIB00004: REFERENCE REQUESTS RECORDS	Supersede	EVT	DEST
			Superseded by ADM00010			
		LIB00005.	LIB00005: COLLECTION ACQUISITION RECORDS	Supersede	EVT	DEST
			Superseded by ADM00011			
		LIB00006.	LIB00006: SERIALS SUBCRIPTION RECORDS	Supersede	EVT	DEST
			Superseded by ADM00011			
		LIB00007.	LIB00007: LIBRARY SUBJECT AND CORRESPONDENCE FILES	Supersede	EVT	DEST
			Superseded by ADM00011			
		LIB00008.	LIB00008: LIBRARY COMMITTEE MINUTES	Supersede	CR+5	DEST
			Superseded by ADM00027			
		LIB00009.	LIB00009: LIBRARY OPERATIONS POLICIES AND PROCEDURES	Supersede	EVT+3	DEST
			Superseded by ADM00023			
		LIB00010.	LIB00010: LIBRARY CONTRACTS	Supersede	EVT+4	DEST
			Superseded by PUR00010			
		LIB00011.	LIB00011: LIBRARY BUDGET DOCUMENTATION	Supersede	FIS+4	DEST
			Superseded by BUD00006			

		MAIL0001.	MAIL0001: MAIL PICKUP AND DELIVERY RECORDS	Supersede	CR+1	DEST
			Superseded by ADM00120			
		MAIL0002.	MAIL0002: MAIL AND MESSINGER SERVICE DISTRIBUTION AND ROUTING PLANS, S	Supersede	EVT	DEST
			Superseded by ADM00121			
		MAIL0003.	MAIL0003: MAILING ADDRESS LISTS	Supersede	EVT	DEST
			Superseded by ADM00122			
		MAIL0004.	MAIL0004: MAILING SERVICES PROGRAM SUBJECT FILES	Supersede	EVT	DEST
			Superseded by ADM00011			
		MAIL0005.	MAIL0005: MAIL SERVICES POLICIES AND PROCEDURES	Supersede	EVT+3	DEST
			Superseded by ADM00023			
		REC00001.	REC00001 - RECORDS INVENTORY FILES	Supersede	CR+25	DEST
			Superseded by ADM00130			
		REC00002.	REC00002 - RECORD DISPOSAL AUTHORIZATIONS	Supersede	P	DEST
			Superseded by ADM00131			
		REC00003.	REC00003 - RDA HISTORY FILE	Supersede	P	DEST
			Superseded by ADM00131			
		REC00004.	REC00004 - RECORDS DISPOSITION AUTHORIZATION (RDA) INDEX FILE	Supersede	P	DEST
			Superseded by ADM00132			
		REC00005.	REC00005 - RECORDS DISPOSITION FILES	Supersede	P	DEST
			Superseded by ADM00133			
		REC00006.	REC00006 - RECORDS STORAGE/TRANSFER FILES	Supersede	EVT	DEST
			Superseded by ADM00134			
		REC00007.	REC00007 - RECORDS MANAGEMENT PROGRAM SUBJECT FILES	Supersede	EVT	DEST
			Superseded by ADM00135			
		REC00008.	REC00008 - RECORDS MANAGEMENT PLANNING	Supersede	EVT+3	DEST
			Superseded by ADM00027			
		REC00009.	REC00009 - RECORDS MANAGEMENT POLICIES AND PROCEDURES	Supersede	EVT+3	DEST
			Superseded by ADM00023			
		REC00010.	REC00010 - RECORDS MANAGEMENT CONSULTATION VISITS	Supersede	EVT	DEST
			Superseded by ADM00027			

COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MUNICIPALITIES						
/041251/		*CITY OF MILWAUKEE*				
	104	00123000	CITY-WIDE GENERAL SUBMISSION	Amended		
			"Purge" changed to "Destroy Confidential"; LRB references clarified; Duplicative retention schedules combined and clarified; WHS notations added as requested			
/065121/		*VILLAGE OF EAST TROY*				
	105	00001000	VILLAGE-WIDE GENERAL SUBMISSION	Pending		
			WHS notifications updated as requested by WHS			
/068206/		*CITY OF BROOKFIELD*				
	106	00123000	CITY-WIDE GENERAL SUBMISSION	Pending		
			WHS notifications updated as requested by WHS; Page 8-Non-record retention schedules removed; Page 16-Description clarified			

292-TECHNICAL COLLEGE SYSTEM						
		FOX VALLEY TECHNICAL COLLEGE				
/292.04/110/		*COLLEGE EFFECTIVENESS*				
	107	CGEFF100.	STRATEGIC IMPROVEMENT PLAN (SIP)	Pending	EVT+4	DEST
	108	CGEFF101.	COLLEGE ACCREDITATION	Pending	EVT+8	DEST
	109	CGEFF102.	COLLEGE STRATEGIC PLANNING	Pending	CR+10	DEST
/292.04/120/		*GLOBAL EDUCATION & SERVICES*				
	110	GLBED100.	STUDENT STUDY ABROAD APPLICATION	Pending	CR+5	DEST
	111	GLBED101.	STUDENT HEALTH INSURANCE	Pending	EVT+1	DEST
	112	GLBED102.	CONTRACTS WITH EDUCATIONAL REPRESENTATIVES	Pending	EVT+7	DEST
	113	GLBED103.	HOUSING CONTRACTS	Pending	EVT+7	DEST
	114	GLBED104.	HOST FAMILY APPLICATIONS	Pending	EVT+2	DEST
	115	GLBED105.	INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO DO NOT ENROLL	Pending	EVT+1	DEST
	116	GLBED106.	INTERNATIONAL STUDENT DOCUMENTS FOR APPLICANTS WHO ENROLL	Pending	EVT+1	DEST

/292.04/130/		*HEALTH SERVICES*				
	117	HRSVS100.	HEALTH RECORD - STUDENT	Pending	EVT+5	DEST
	118	HRSVS101.	HEALTH RECORD - STAFF	Pending	EVT+10	DEST
	119	HRSVS102.	WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES FOR CERTIFIED NU	Pending	EVT+3	DEST
	120	HRSVS103.	STUDENT EVALUATIONS AND FILE FOLDER INFORMATION	Pending	CR+7	DEST
	121	HRSVS104.	DENTAL CLINIC PATIENT RECORDS	Pending	EVT+10	DEST
/292.04/250/		*STUDENT FINANCIAL SERVICES*				
	122	STFIN100.	MILITARY EDUCATION BENEFITS	Pending	EVT+4	DEST
	123	STFIN101.	BUREAU OF INDIAN AFFAIRS CERTIFICATIONS	Pending	EVT+4	DEST
	124	STFIN102.	FEDERAL PELL GRANT ELECTRONIC STATEMENTS OF ACCOUNT (ESOA)	Pending	EVT+4	DEST
	125	STFIN103.	STATE GRANT AND SCHOLARSHIP AWARD ROSTER AND REPORTS	Pending	EVT+4	DEST
	126	STFIN104.	DEPARTMENT OF VETERANS AFFAIRS PROGRAM APPROVALS	Pending	EVT+4	DEST
	127	STFIN105.	PROGRAM PARTICIPATION AGREEMENT	Pending	EVT+4	DEST
	128	STFIN106.	FISCAL RECORDS PERTAINING TO FINANCIAL AID	Pending	EVT+4	DEST
	129	STFIN107.	DIRECT AND FEDERAL FAMILY EDUCATION LOAN (FFEL) PROGRAM RECORDS	Pending	EVT+4	DEST
	130	STFIN108.	MULTI-YEAR MASTER PROMISSORY NOTE	Pending	EVT+4	DEST
	131	STFIN109.	ADMINISTRATION OF THE FEDERAL STUDENT AID (FSA) PROGRAMS RECORDS	Pending	EVT+4	DEST
	132	STFIN110.	THIRD PARTY STUDENT FUNDS	Pending	EVT+4	DEST
/292.04/260/		*STUDENT SERVICES*				
	133	STREC100.	CLASS WAIT LIST	Pending	EVT+0/1	DEST
	134	STREC101.	HONORS	Pending	CR+7	DEST
	135	STREC102.	STUDENT GOVERNMENT ASSOCIATION (SGA) CLUB MATERIALS	Pending	CR+5	DEST
	136	STREC103.	ADVANCED STANDING/COURSE SUBSTITUTION	Pending	EVT+7	DEST
	137	STREC104.	INDIVIDUALIZED TECHNICAL STUDIES (ITS) EDUCATIONAL PLANS AND PORTFOLIC	Pending	EVT+3	DEST
	138	STREC105.	ADMISSIONS DOCUMENTS FOR APPLICANTS	Pending	EVT+5	DEST
	139	STREC106.	STUDENT ACADEMIC RECORDS	Pending	EVT+7	DEST
	140	STREC107.	ACADEMIC RECORDS	Pending	EVT+7	DEST
	141	STREC108.	TRANSFER CREDIT EVALUATIONS	Pending	EVT+3	DEST
	142	STREC109.	HOLD OR ENCUMBRANCE AUTHORIZATIONS	Pending	EVT+1	DEST
	143	STREC110.	STUDENT WAIVERS AND DISCLOSURES	Pending	EVT+7	DEST
	144	STREC111.	REFUND APPEALS TO REGISTRAR	Pending	EVT+3	DEST
	145	STREC112.	YOUTH OPTIONS COURSE REGISTRATION	Pending	CY+3	DEST
	146	STREC113.	STUDENT CONDUCT DOCUMENTATION	Pending	EVT+20	DEST

		LAKESHORE TECHNICAL COLLEGE				
/292.10/112/		*ORGANIZATIONAL DEVELOPMENT CENTER*				
	147	ODC10200.	TRAINING COMPLETIONS	Amended	EVT	DEST
	148	ODC10300.	NEW EMPLOYEE ORIENTATION	Amended	CY+7	DEST
		WISCONSIN INDIANHEAD TECHNICAL COLLEGE				
/292.16/200/		*ACADEMIC AFFAIRS*				
	149	AA000100.	TECHNICAL SKILLS ATTAINMENT (TSA) DOCUMENTS	Pending	EVT+75	DEST
	150	AA000200.	SCHEDULING DOCUMENTS	Pending	CR+5	DEST
	151	AA000300.	TRANSFER AND DUAL CREDIT AGREEMENTS	Pending	EVT+6	DEST
	152	AA000400.	ADVISING	Pending	EVT+3	DEST
	153	AA000600.	FACULTY- GENERATED STUDENT RECORDS	Pending	CR+7	DEST
	154	AA000700.	ACADEMIC EVALUATIONS	Pending	CR+5	DEST
	155	AA000800.	EXTERNSHIP TRAINING AGREEMENTS	Pending	EVT+10	DEST
	156	AA001000.	PROGRAM ASSESSMENT / COLLEGEWIDE OUTCOMES	Pending	CR+15	DEST
	157	CUR00020.	CHALLENGE EXAMS (MASTER EXAM AND FORMS)	Pending	EVT	DEST
	158	CUR00030.	PROGRAM DEVELOPMENT DOCUMENTS	Pending	CR+15	DEST
	159	CUR00040.	CURRICULUM DEVELOPMENT	Pending	CR+10	DEST
	160	CUR00050.	CURRICULUM DOCUMENTATION	Pending	EVT+20	DEST
/292.16/300/		*COLLEGEWIDE*				
	161	COL00010.	COLLEGE HISTORICAL DOCUMENTATION	Pending	CR+20	TRANS OTHER
/292.16/400/		*STUDENT AFFAIRS*				
	162	FA000100.	FINANCIAL AID STUDENT RECORDS AND AWARD ADMINISTRATION RECORDS	Pending	EVT+4	DEST
	163	FA000200.	RECORDS TO ADMINISTER FINANCIAL AID	Pending	EVT+4	DEST
	164	FA000400.	IDENTITY / STATEMENT OF EDUCATIONAL PURPOSE RECORDS	Pending	P	PERM
	165	SA000100.	STUDENT RECORD ADMISSION, ENROLLMENT & REGISTRATION DOCUMENTS	Pending	EVT+5	DEST
	166	SA000200.	STUDENT RECORD ADMISSION DOCUMENTS	Pending	CR+10	DEST
	167	SA000300.	STUDENT RECORDS COURSE & FINAL GRADE DOCUMENTS	Pending	EVT+75	DEST
	168	SA000400.	ACADEMIC APPEALS AND TUITION REFUND APPEALS	Pending	EVT+10	DEST

Status and Disposition Legend

Pending: Submission has not been reviewed before
Amended: Submission has changes from previous version
Renewal: Submission has no changes from previous version
Extend: Sunset date extension request

DEST: Destroy or Destroy Confidential
SHSW: Transfer to Wisconsin Historical Society
UW-TRANS: Transfer to UW Archives
TRANS OTHER: Transfer as noted on submission
PERM: Retain Permanently