

# 115-AGRICULTURE, TRADE & CONSUMER PROTECTION

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<b><u>00053000.</u></b>	<b><u>FINANCIAL DEFAULT CASE FILES</u></b>	<b><u>EVT+15</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>Dairy Plant Security and Food Contractor Security default case files. These files may include commercial surety bonds, other assigned security financial statements and trusteeship records for dairy plants or food contractors who have failed leaving unpaid obligations to milk producers or Wisconsin growers. These files would also contain audit records used to determine claims of producers or growers, collections of security, hearings allowing claims, distribution of monies available to claimants and related material.</p> <p>The financial statements included in these records are confidential and not subject to public inspection under s. 100.03(5)(f), Wis. Stats., and are subject to exposure only if it becomes necessary as part of a default or enforcement action.</p> <p>Year created: 1978 Confidential: S. 100.03(5)(f), Wis. Stats. Arranged: First by license group, and then by case file. Annual accumulation varies from year to year - most years zero accumulation, other years 5 or 6 cubic feet. Used by: Business Trade Practices and Agency Legal staff for default proceedings.</p> <p>RETENTION: EVENT( Date case is finalized) + 15 years and destroy</p>				

Dept #: /100/ Department Name: FOOD SAFETY, DIVISION OF

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<b><u>00069000.</u></b>	<b><u>FEDERAL CONTRACTS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
<p>Record contains contracts, invoices and support documents relating to reimbursement received from USDA and FDA.</p> <p>Partnerships include: MDP-Microbiological Data Program, PDP-Pesticide Data Program, Catfish, Juice Partnership, FDA Food Inspection, USDA Shell Egg, COOL - "Country of origin label", Food Defense</p> <p>Federal Contracts - MOUs Records were created in 1969 10 total cubic feet accumulation</p> <p>RETENTION: EVENT (Close of contract year) + 6 years and destroy confidential</p>				
<b><u>00073000.</u></b>	<b><u>INVESTIGATIVE CASE FILE - EXCEPTION</u></b>	<b><u>EVT+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>Records consist of Investigation, Inquiry, inspection conducted because of consumer complaints and accidents involving food transportation. Many inquiries are brought to a resolution at the first visit and thus, no further action is required, therefore, there is no case. If further action is required, incident becomes a case. WI Stats. Chapters 93-100, Stats, Division of Administrative Rules, ATCP 55-89.</p> <p>RETENTION: EVENT (Resolution) + 3 years and destroy confidential</p>				
<b><u>00074000.</u></b>	<b><u>MEAT PRODUCT FORMULAS</u></b>	<b><u>EVT+0/1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
<p>This record series contains information submitted by meat processing plants including; product name, added ingredients, i.e. spices, species, wather and chemicals; method of preparation, i.e. mixing of added ingredients; cooking and cooling procedures. Ingredient statement in order of predominance of ingredients. This is the recipe of products produced in a plant.</p> <p>Original records are located in Central Office and locked plant file maintained by DATCP.</p> <p>Confidential material not subject to open records, trade secrets. Inspector in charge reviews plant production therefore able to keep records very current.</p> <p>Formulation are governed by ATCP 55.</p> <p>Retain records for life of product or product formulation amended, destroy in a confidential manner, per s. 134.90, stats. Retain 1 week after discontinued.</p> <p>RETENTION: EVENT (Product discontinued) + 1 week and destroy confidential</p>				
<b><u>00076000.</u></b>	<b><u>ANTIBIOTIC RESIDUE CASE FILE</u></b>	<b><u>CR+3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>

RDA #	RDA Title	Retention	Disposition	PII
	<p>Analytical results of antibiotic residue testing on suspect slaughter animals performed by Veterinarian staff, testing for levels and antibiotics. Documents include: antibiotic residue result; drug certificate - submitted along with slaughter animal which indicates if a drug was administered and withdrawal period of said drug; owner of animal; condemnation report completed by Vet indicating a positive result and confirmed by the lab; that animal is unable to be slaughtered for human consumption; warning letter to owner of animal.</p> <p>Records are housed in Central Office. Retain records for 3 years.</p> <p>RETENTION: EVENT (Creation) + 3 years and destroy confidential</p>			
<u>00077000.</u>	<u>MEAT ESTABLISHMENT IN-PLANT RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>Records housed at the plant contain documents that include: Open and closed NR's; Procedure Schedule; Plant Profile; Establishment procedure worksheet; e-coli/SSOP/HACCP basic compliance checklists; approved formulas, label audit and label audit log; pork certification; WDATCP lab sample reports; sampling schedule; FM-11 slaughter report/schedule; water potability report (bacteriology); FM-51 certification of sewage and effluent waste disposal; record of compliance or violation of manufactured meat items; and IDV's. These are the only set of files and are located and maintained in-plant by the DATCP inspector in charge.</p> <p>Retain for the event + 3 years. Violations may become a case for Compliance and then the record would be maintained for 7 years. Event = receipt of information.</p> <p>RETENTION: EVENT (Receipt of Information) + 3 years and destroy confidential</p>			
<u>00080000.</u>	<u>MEAT LICENSE APPLICATION - MEAT PROCESSOR CUSTOM, MEAT ESTABL</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>Record contains original application and supportive documents - supervisor check list and inspection schedule agreements, licensed under Wis Statutes 97.42 and 95.72. The inspection schedule agreement is for plant where production requires an inspector present. Staff and plant operator set up this schedule. Supervisor check list which accompanies the application from the region to supplement the application.</p> <p>License type includes: Meat Processor Custom, License Type 23; Meat Establishment, License Type 29; Mobile Slaughterers, License Type 25.</p> <p>Original records are housed in Central Office. A copy is kept in the locked plant file.</p> <p>Retain documents for 3 years after close of business or change of ownership and destroy.</p> <p>RETENTION: EVENT (After close of business) + 3 years and destroy confidential</p>			
<u>00081000.</u>	<u>MEAT LICENSE - HISTORY OF CUSTOM MEAT PROCESSOR, MEAT ESTABLIS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>Meat Establishment history file, ATCP 55, ATCP 56, ATCP 58</p> <p>License types include:            *Type 23 - Custom Meat Processor            * Type 25 - Mobile Slaughter - Registration            * Type 29 - Meat Establishment</p> <p>Records contains documents that include a 3 - year history of the plant, the sanitary and operational history for both the facility and the products handled. Documents could include: regulatory and informational letters, sample collection results and generated correspondence, supervisory review and evaluation reports and custom slaughter reports.</p> <p>Original records housed in Central Office and a copy is kept in the locked in-plant file maintained by DATCP.</p> <p>Retain for event + 3 years unless associated with a compliance file, then kept for 7 years. Event = date of correspondence.</p> <p>RETENTION: EVENT (Date of correspondence) + 3 years and destroy confidential</p>			
<u>00082000.</u>	<u>MEAT LICENSE APPLICATION - OTHER</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>Contains original application, licensed under Wis. Statutes 97.42 and 95.72</p> <p>License Type 22 - Meat Renderers            License Type 24 - Mink Ranchers - Registration            License Type 36 - Animal Food Processor            License Type 37 - Dead Animal Collector            License Type 45 - Meat and Poultry Wholesale - Registration            License Type 46 - Grease Processor            License Type 47 - Meat Cold Storage Warehouse - Registration</p> <p>Original records are housed in Central Office.            Retain documents for 3 years after close of business or change of ownership.</p> <p>Correct License Type 24 from "Milk" Ranchers to "Mink" Ranchers; Delete License Type 48 as that is incorrect (belongs under type 45)</p>			

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (After close of business/new ownership) + 3 years and destroy confidential				
<u>00083000.</u>	<u>MEAT LICENSE HISTORY - OTHER</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
Meat Establishment history file, ATCP 55, ATCP 56, ATCP 58				
License Type 22 - Meat Renderers License Type 24 - Mink Ranchers - Registration License Type 36 - Animal Food Processor License Type 37 - Dead Animal Collector License Type 45- Meat and Poultry Wholesale - Registration License Type 46 - Grease Processor License Type 47 - Meat Cold Storage Warehouse - Registration				
Could also include establishments that are not licensed but would handle a meat product. Original records are housed in Central Office. Retain documents for 3 years if visited 2 times a year; retain for 6 hears if visited only once.				
Correct License Type 24 from "Milk" Ranchers to "Mink" Ranchers; Delete License Type 48 as that is incorrect (belongs under type 45)				
RETENTION: EVENT (Site visits) + 6 years and destroy confidential				
<u>00084000.</u>	<u>SLAUGHTER REPORTS FROM OFFICIAL PLANTS</u>	<u>EVT+0/1</u>	<u>DEST</u>	<u>N</u>
This record series contains the documents submitted by meat inspectors which indicates the numbers of animals slaughtered and poundage of product. Information is entered into the database which provides a summary report and annual report.				
Destroy records (summary report and annual report) 1 month after completion of annual report provided entered into the database system.				
RETENTION: EVENT (Annual report entered into database) + 1 month and destroy				
<u>00085000.</u>	<u>SUMMARIES AND REPORTS OF SLAUGHTER STATISTICS FROM OFFICIAL P</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
This record series contain the summary of the slaughter information which indicates the numbers of animals slaughtered and poundage of product which is used to complete monthly reports submitted to USDA.				
Information is entered to the database from the slaughter reports. Maintain summaries and reports for 3 years, same as USDA.				
RETENTION: EVENT (Creation) + 3 years and destroy				
<u>00086000.</u>	<u>SAMPLING PROGRAM FILE</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
This record series contains the sample collection record (could include a copy of the regulatory correspondence relating to non-complying sample).				
Sample collection record is housed in Central Office and is used to monitor the sampling program on a management level. Retain for 2 years and destroy.				
RETENTION: EVENT (Date of sample) + 2 years and destroy confidential				
<u>00087000.</u>	<u>AGENT PROGRAM - CONTRACT</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
Record contains the contract issued to city/county health departments giving authorization to follow ATCP 74, which allows city/county health department to act as an authorized agent of the division in licensing retail food establishments.				
ATCP 74 Records were created in 1985 1.5 total cubic feet accumulated				
RETENTION: EVENT (End of contract) + 3 years and destroy confidential				
<u>00087B00.</u>	<u>AGENT PROGRAM - AUDIT</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
Record contains the audit/evaluation conducted by Food Safety Scientists of city/county health department's records (inspection records of establishments; routine correspondence).				
ATCP 74 10 total cubic feet accumulated				
RETENTION: EVENT (Date of audit) + 5 years and destroy confidential				
<u>00090000.</u>	<u>PRODUCT GRADING INSPECTION</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>

Dept #:	<u>/100/</u>	Department Name:	<u>FOOD SAFETY, DIVISION OF</u>			
RDA #	RDA Title	Retention	Disposition	PII		
	Record contains grade inspection reports, violation letters and correspondence pertaining to the quality grading of butter, cheese and eggs. Statue multiple product graders conduct audits for grade verification of products.					
	ATCP 81 ATCP 85 ATCP 88					
	Records were created in 1980 3 total cubic feet accumulated					
	RETENTION: EVENT (Date of transaction) + 5 years and destroy confidential					
<u>00091000.</u>	<u>MILK PRODUCER PERMIT AND LICENSE HISTORY</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>		
	Record contains: *Original application signed by both the dairy producer and plant field person. Indicates plant milk will be shipped to and information pertaining to well and water supply. May include a status change form submitted to amend application. *Routine and non-routine inspections, warning letters, and regulatory correspondence warning or degrade letters, drug residue certificate of compliance following action involving drug residue in fluid milk; and informational correspondence. *Plans and correspondence relating to construction, reconstruction and alteration of milking installations on farms, i.e. pipeline, bulk tanks, plate coolers, milking parlors. Plans are reviewed and approval letter is sent by Food & Dairy Specialists *Monthly analytical results of somatic cell, standard plate county, temperature, water results and drug residue submitted by plant for dairy producer.					
	ATCP 60 and 3-A Standards Records were created in 1978 160 total cubic feet accumulated					
	RETENTION: EVENT (Date of routine inspecting or monthly quality, notice that license no longer required, or close of business) + 4 years and destroy confidential					
<u>00094000.</u>	<u>FOOD AND DAIRY LICENSE HISTORY</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>		
	Added: Record contains: *Original license application, receipted fees, and renewal notice for division/bureau license, permits and certifications. *Site, equipment and vehicle inspection results submitted by Food Safety Inspectors which indicate the physical and sanitary condition of equipment and licensed facility used in the production of food processing or handling. *Observation of procedures performed by licensed personnel. *General or regulatory correspondence and warning letters. Including Variance request reviews and food handling equipment review *Inactive records when license no longer required.					
	Retail Food Establishment - ATCP 75 Food Processor - ATCP 70 Dairy Plant - ATCP 80 Bulk Milk Weigher and Sampler - ATCP 82 Cheesemaker - ATCP 69 Buttermaker - ATCP 69 Milk & Ice Cream Tester - ATCP Brick & Muenster Cheese Grader - ATCP 81 Retail Food Establishments licensed by City/County Health Dept - ATCP 74 Food Warehouse - ATCP 71 Milk Distributor, S 97.24 Bulk Milk Tanker - ATCP 82 American Cheese Grader - ACTP 81 Swiss Cheese Grader - ATCP 81 Butter Grader - ATCP 81					
	Records were created in 1978 48 total cubic feet accumulated					
	RETENTION: EVENT (Date of document, date of receipt of termination, notice, license placed in out of business status) + 4 years and destroy confidential (provided folder status is Out of Business)					
<u>00097000.</u>	<u>DAIRY &amp; FOOD LICENSE, INCLUDING PERSONAL LICENSE APPLICATIONS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>		
	Records contains original license application, including renewal coupons/amended applications; plant transfer, implant number change. Pertains to: Retail Food Est.-ATCP 75; Food Warehouse-ATCP 71; Food Processor _ATCP 70; Milk Distributor-s.97.24; Dairy Plant-ATCP 80; Bulk Milk Tanker-ATCP 82; Bulk Milk Weigher & Sampler-ATCP 82; Cheesemaker & Buttermaker-ATCP 69; Milk & Cream Tester-ATCP 82; Brick, Muenster, American, Swiss cheese Grader-ATCP 81; Butter Grader-ATCP 81 and Dairy Producer_ATCP 60; Bulk Milk Tanker Operator-ATCP 82; Laboratory Analyst-ATCP 77; Laboratory Certification-ATCP 77.					

RDA #	RDA Title	Retention	Disposition	PII
<p>Retain for event + 5 years. Event = date license is no longer active</p> <p>RETENTION: EVENT(Date of Inactive License) + 5 years and destroy confidential</p>				
<u>00101000.</u>	<u>USDA SHELL EGG REGULATORY</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
<p>Record contains the inspection reports submitted by grading personnel, grading eggs at federally registered establishments, per agreement with USDA.</p> <p>MOU Records created in 1980 3 total cubic feet accumulated</p> <p>RETENTION: EVENT (Close of federal fiscal year) + 3 years and destroy confidential</p>				
<u>00102000.</u>	<u>SAMPLE COLLECTION RECORDS (SCR) RESULTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
<p>Record contains analytical results of food items sampled by Food Safety Inspectors or authorized agents at retail, wholesale and point of production. Dairy SCR's are filed with plant documents. Food SCR's are filed by county.</p> <p>Wis. Stats. Chpt. 97 Records created in 1979 6 total cubic feet accumulated</p> <p>RETENTION: EVENT (Date of sample) + 3 years and destroy confidential</p>				
<u>00102A00.</u>	<u>FOOD SAMPLE COLLECTION RECORDS RESULTS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
<p>Record contains analytical results of food items sampled by food safety inspectors or authorized agents at retail, wholesale and point of production entered or transferred into an electronic database. WI Stats Chpt. 97</p> <p>RETENTION: EVENT (Date of sample) + 4 years and purge</p>				
<u>00104000.</u>	<u>MILK AND MILK PRODUCTS VITAMIN ASSAY</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
<p>Record contains lab results, warning letters and correspondence to and from processors of fluid milk and milk products to which vitamins and minerals are added. Lab results are a complete analysis and biological assay of each product submitted to the regulatory agency at least once every 6 months.</p> <p>ATCP 80, Dairy Plants and Pasteurized Milk Ordinance Records created in 1978 3 cubic feet accumulated</p> <p>RETENTION: EVENT (Date of result or letter) + 3 years and destroy confidential</p>				
<u>00246000.</u>	<u>LABORATORY CERTIFICATION AND LABORATORY ANALYST HISTORY</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
<p>Record contains:</p> <ul style="list-style-type: none"> <li>*Original license application, receipted fees collected, and annual renewal notice for laboratories and persons engaged in testing milk and food. Analysts are licensed through the laboratory they are employed at.</li> <li>*Test results of alternative procedures for testing milk and water. These tests authorize alternative test methods available to laboratories by laboratory personnel.</li> <li>*Reviews conducted by Laboratory Evaluation Officers on Laboratory Analyst on their ability to perform accurate tests of milk and food.</li> <li>*Case files of the laboratories inspected. Including on-site inspections, personnel resumes, proficiency testing, inspection accreditation, performance reports, correspondence and evaluations.</li> <li>*Inactive records when license no longer required.</li> </ul> <p>ATCP 77 Records created in 22 total cubic feet accumulated</p> <p>RETENTION: EVENT (Superseded or close of business) + 5 years and destroy confidential</p>				
<u>00250000.</u>	<u>FOOD PRODUCTS LABEL REVIEW - APPROVE</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
<p>Record contains labels for food products submitted for review. Routine correspondence to and from business to bring label into compliance.</p> <p>Wis. Stats. Chpt. 97 Records created in 3 total cubic feet accumulated</p>				

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (Date of approval letter) + 1 year and destroy confidential				
<u>00250B00.</u>	<u>FOOD PRODUCTS LABEL REVIEW - CONTROVERSIAL</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>N</u>
Record contains labels for food products submitted for review, which are controversial in nature. Product is usually associated with compliance cases (see RDA #00072). Product is unique, expands beyond the standards of identity, or declares information on the label requiring clarification. (e.g.: Organic, BGh, Goya Cheese)				
Wis. Stats. Chpt. 97 Records created in 1969 10 total cubic feet accumulated				
RETENTION: EVENT (Close of case or controversy) + 10 years and transfer to State Historical Society				
<u>00251000.</u>	<u>PUBLIC HEALTH EMERGENCY RESPONSES</u>	<u>EVT+7</u>	<u>SHSW</u>	<u>N</u>
Record contains initial contact and support documents of a health emergency. Includes samples results, actions taken (product recalls). Usually involves many individuals, statewide, or multi-states. Accidents involving food transportation, hazardous materials, contaminants that may affect the food chain: e.g.: Raw milk in northern Wisconsin, train wreck in Weyauwega, Cryptosporidium in Milwaukee.				
Wis. Stats. Chpt. 97 Records created in 14 total cubic feet accumulated				
RETENTION: EVENT (Close of case) + 7 years and transfer to State Historical Society				
<u>00315000.</u>	<u>PRODUCT HOLDING ORDERS, RELEASES, DISPOSALS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
Record contains documentation of products placed on Hold by inspector with a subsequent release or disposal document, depending on outcome of review of products - products may include cheese, milk, outdated baby formula, etc. Some products may be disposed of without a Hold placed.				
Wis Stats. Chapter 97 Records created in 1969 3 total cubic feet accumulated				
RETENTION: EVENT (Date of release or disposal) + 3 years and destroy confidential				
<u>00316000.</u>	<u>MILK SURVEY RATING OFFICER (MSRO)</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
Surveys of Dairy plants and dairy farms conducted by Milk Survey Rating Officers. A volunteer program enabling plant or producers to ship product interstate.				
Wis Stats. Chapter 97 Records created in 1969 3 total cubic feet accumulated				
RETENTION: EVENT (Survey date) + 3 years and destroy confidential				
<u>00317000.</u>	<u>STANDARDIZATION AND/OR CERTIFICATION AUDITS</u>	<u>EVT+4</u>	<u>DEST</u>	<u>N</u>
Record contains inspection audit by supervisor of food safety inspectors which certifies staff's ability to conduct inspections of dairy plants, bulk milk tankers band bulk milk weigher and samplers. Certification is good for 2 years				
Wis Stats. Chapter 97 Records created in 1969 3 total cubic feet accumulated				
RETENTION: EVENT (Date of certification) + 4 years and destroy confidential				
<u>01093000.</u>	<u>ELECTRONIC LICENSING &amp; INSPECTION</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
Purpose: electronic licensing and inspection data through contractor Healthspace to record all facilities, permits, inspections and individuals licensed for programs covered by the State of Wisconsin Statute and Administrative Code. Includes data regarding the status of establishments and inspections as well as certified food managers and licensed practitioners.				
Content: facility name, address, telephone number(s), owner name(s), date permit issued, permit expiration date, facility status, permit (license) status, date renewal is mailed, date fees paid, date permits are printed/issued, licensing agency, name of sanitarian assigned to area, history of changes made to the record during the time the record is active. Report of inspections done at the facilities.				
For individuals, social security numbers and/or driver license number, name, address, date licensed, license expiration date, fees paid, date when renewals are printed/issued, and when required the date exam is taken and date exam is passed.				

Dept #: /100/ Department Name: FOOD SAFETY, DIVISION OF

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

Legal Ref: DHS Administrative Codes 172, 173, 175, 178, 195, 196, 197, and 198.

Closed: 20 years for all active facilities and individuals. 3 years for inactive/closed business and paper inspections.

RETENTION: EVENT (Closed) + 20 years and destroy confidential

Dept #: /140/ Department Name: TCP WEIGHTS / MEASURES

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00105000.</u>	<u>WEIGHT AND MEASURES POLICIES AND PROCEDURES MANUAL</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
------------------	-----------------------------------------------------------	---------------	-------------	----------

This manual consists of policies and procedures for Weights and Measures field staff to use during inspections and other work related activities.

The policies and procedures assist in using correct methods during inspections or directly related activities and when the laws need additional interpretation.

A paper manual is given to each field inspector and management staff and kept until superseded.

The updated electronic document is retained or 10 years.

RETENTION: EVENT (Superseded) + 10 years and destroy

<u>00107000.</u>	<u>REGULATION AND SAFETY SCALE INSTALLATION PERMIT</u>	<u>CR+40</u>	<u>DEST</u>	<u>N</u>
------------------	--------------------------------------------------------	--------------	-------------	----------

This record series consists of scale permits, blueprints and supporting documentation issued for the installation of vehicle and livestock scales in the state. This information is used by Weights & Measures staff to determine if the scale will meet criteria established in ATCP 92 for proper scale installation and operation.

The records are retained for 40 years to maintain the blueprints and installation specifications for the life of the scale.

RETENTION: EVENT (Creation) + 40 years and destroy

<u>00108000.</u>	<u>WEIGHTS AND MEASURES MODULE TRAINING TEST RESULTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
------------------	----------------------------------------------------------	---------------	-------------	----------

This record series consists of individual test results administered by the Department to the inspection staff. This involves an initial training program given to the state and city weights and measures inspectors which culminates with an exam of the material.

This exam is retained in the central office for 10 years.

RETENTION: EVENT (Exam Date) + 10 years and destroy

<u>00109000.</u>	<u>WEIGHTS AND MEASURES INSPECTION REPORTS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
------------------	------------------------------------------------	--------------	-------------	----------

This record series consists of routine Department field test reports generated by State Weights & Measures inspectors, including LPO, the Annual Weights & Measures Report for Municipalities and the Annual Contract City Report, as authorized by Chapters 93 & 98 Wis. Stats.

These reports are used by the Weights & Measures field staff to monitor compliance and are important preliminary steps in developing a possible case due to repeated non-compliance.

These electronic reports are to be retained at DATCP for 10 years and destroyed.

RETENTION: EVENT (Creation) + 10 years and destroy confidential

<u>00110000.</u>	<u>WEIGHTS AND MEASURES METROLOGY LABORATORY REPORTS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
------------------	----------------------------------------------------------	--------------	-------------	----------

This record series consists of weights and measures laboratory analysis reports authorized under Chapter 98, Wis. Stat., including: lab invoices, certificates of calibration, and lab reports.

These records are the laboratory results and billings for tests performed on equipment brought in by city and state inspectors and private service companies, and they are records of traceability.

THESE RECORDS ARE THE LABORATORY RESULTS AND BILLINGS FOR TESTS PERFORMED ON EQUIPMENT BROUGHT IN BY CITY AND STATE INSPECTORS AND PRIVATE SERVICE COMPANIES, AND THEY ARE RECORDS OF TRACEABILITY.

The paper and electronic records are retained in the Weights & Measures Lab for 10 years and then destroyed.



RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (Creation) + 10 years and destroy				
<u>00111000.</u>	<u>WEIGHT AND MEASURES PRIVATE VEHICLE SCALE TEST REPORTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of the test reports received to comply with Chapter 98, Wis. Stats, informing DATCP that the annual private test has been completed.</p> <p>These reports are used by Weights &amp; Measures staff to monitor compliance of vehicle scales and performance of private service companies who install, repair and calibrate vehicle scales statewide.</p> <p>When received in the central office the test reports are checked for accuracy then scanned. The paper copies are destroyed and the scanned images are retained for 10 years.</p> <p>RETENTION: EVENT (Creation) + 10 years and destroy</p>				
<u>00112000.</u>	<u>REGULATION AND SAFETY LICENSE APPLICATIONS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
<p>This record series consists of all regulated businesses and devices that are required to be licensed by the State. License renewals will be an annual process and the forms will monitor any changes in business name, or location of the device on file. These records are authorized by Chap. 98, Wis. Stats.</p> <p>The paper records are retained at DATCP for 3 years followed by 7 years at the State Record Center and then destroyed.</p> <p>The electronic records are retained at DATCP for 10 years and then destroyed.</p> <p>RETENTION: EVENT (Creation) + 10 years and destroy</p>				
<u>00115000.</u>	<u>REGULATION AND SAFETY COMPLIANCE DOCUMENTS AND RE-INSPECTIOI</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
<p>This record series consists of warning letters written to individuals and businesses who have been inspected and found to be violating one or more of the Weights &amp; Measures laws, re-inspection fees that have been assessed to these individuals, investigation files, and compliance documents. The warning letters explain to the violator the inspection results, what law(s) was violated, and requests immediate compliance with possible verification in some instances. Re-inspection fees are assessed based on failed inspection results. Compliance documents include civil forfeiture documents.</p> <p>These records are used by Weights&amp; Measures staff and management as tools to build a case when repeated violations occur and compliance can only be accomplished through legal action.</p> <p>The paper documents are retained at DATCP for 3 years followed by 7 years at the State Record Center and then destroyed.</p> <p>The electronic records are retained at DATCP for 10 years and then destroyed.</p> <p>RETENTION: EVENT (When paper document is scanned) + 10 years and destroy</p>				
<u>00346000.</u>	<u>WEIGHTS AND MEASURES CONSUMER COMPLAINTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
<p>This records series is created by staff in the Bureau of Weights and Measures and consists of correspondence, completed complaint forms, and investigation (inspection) reports involving alleged violation of Chapter 98, ATCP 91,92,93,94, 136 and section 100.45 Wis. Stats. As well as detained documents supporting findings.</p> <p>These complaints are concerned with improper use of device, incorrect device, Liquefied Petroleum Gas (LPG) meter unlicensed, mobile air unlicensed, no tare, packaging &amp; labeling, price misrepresentations, scanner errors, service, short Weight/Measure, technician not certified, vehicle scale-no permit, vehicle scale unlicensed, and fuel quality, where the consumer has been unhappy with a product or service purchased. These files are used to assist consumers who may call requesting information regarding a business; and to track trends and/or percentages of consumer complaints.</p> <p>Records are kept for 10 years to observe trends in business practices and for Statute of Limitations purposes. Electronic records will be retained at DATCP for 10 years and destroyed.</p> <p>RETENTION: EVENT (Case closed) + 10 years and destroy confidential</p>				
<u>00347000.</u>	<u>WISCONSIN APPROVED TRAINING ENTRIES FOR THE MOBILE AIR CONDITIC</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
<p>WI Act 312 eliminated the authority of DATCP to approve training programs, and require training certification of technicians.</p> <p>These records contain the materials submitted by Mobile Air training programs for the purpose of obtaining approval to train technicians engaged in serving/installing/repairing mobile air conditioners or trailer refrigeration equipment under Wis. Admin. Code ATCP 136(2)(1).</p> <p>Retention: EVENT (Training program ended) + 10 years and destroy confidential</p>				
<u>00349000.</u>	<u>WEIGHTS &amp; MEASURES INVESTIGATION AND PROSECUTION CASE FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>



Dept #: /140/ Department Name: TCP WEIGHTS / MEASURES

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

These case files consist of correspondence, completed complaint forms, investigation papers, warning letters, legal documents, subpoena returns, formal statements, and other documents or evidence gathered during the investigation to establish a case regarding possible violations of Chapter 98, ATCP 91, 92, 93, 94, 136 and section 100.45 Wis. Stats. As well as detained documents supporting findings.

Paper records and assorted media are retained in the central office for 3 years after close of case, then retained at the records center 7 years and then destroyed. Electronic records are retained at DATCP for 10 years and then destroyed.

RETENTION: EVENT (Case closed) + 10 years and destroy confidential

Dept #: /141/ Department Name: TCP CONSUMER PROTECTION

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00130000.</u>	<u>T&amp;CP ADVISORY COUNCILS MINUTES</u>	<u>CR+6</u>	<u>SHSW</u>	<u>Y</u>
<p>This record series consists of agendas of the meetings of the Consumer Protection Advisory Council.</p> <p>Records should be retained for three years within the Division and then retained at the Records Center for 3 more. Then transferred to the State Historical Society.</p> <p>Year Created: 1994 Confidential: No PII: Yes</p> <p>RETENTION: EVENT (Creation) + 6 years and transfer to State Historical Society</p>				

<u>00132000.</u>	<u>CONSUMER PROTECTION CONSOLIDATION</u>	<u>EVT+25</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of documents and correspondence dealing with the consolidation effort of the Bureau of Consumer Protection and the Department of Justice.</p> <p>The records involve the Department of Justice and the Department of Agriculture, Trade and Consumer Protection. Due to this fact, we request that the records be retained at the Records Center for the amended retention time.</p> <p>Year Created: 1994 Confidential: No PII: No</p> <p>RETENTION: EVENT + 25 years and destroy</p>				

<u>00134000.</u>	<u>CONSUMER PROTECTION SECURITY PROGRAM</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
<p>The security program requires persons involved in selling future service plans (buyers clubs), Chap 136; dating service contracts, 100.75(a); fitness and weight reduction center contracts, 100.177; and time-share ownership, Chap 707; to file a surety bond with DATCP which remains in effect until it expires or is canceled.</p> <p>DATCP has the responsibility for enforcing the above statutes. These files include financial security documents and correspondence relating to their filing replacement and cancellation.</p> <p>These securities are issued by a bank, surety, or insurance company and may be used in the event the licensee fails to pay for products purchased. DATCP holds the paper documents in a fire-proof, locked safe while they are in effect. When the security is released, canceled or expires, the document is removed from the safe and retained by DATCP for 3 years, then sent to the Records Center for 7 years.</p> <p>RETENTION: EVENT (Expiration or cancellation of security) + 3 years at DATCP and 7 years at SRC and destroy</p>				

<u>00135000.</u>	<u>CONSUMER COMPLAINTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
<p>This record series consists of correspondence, completed complaint forms, investigation papers, and warning letters involving alleged violations of section 100.20, Wis. Stats. as well as detained documents supporting findings. This record series is created by staff in the Bureau of Consumer Protection and Office of Privacy Protection and include correspondence, complaint forms and detailed documents supporting findings. These complaints are concerned with auto repair, landlord/tenant, home improvement, no call, telecommunication, product safety, identify theft, privacy protection problems, and miscellaneous situation where the consumer has been unhappy with a product or service purchased. These files are used to assist consumers who may call requesting information regarding a business; and</p>				

RDA #	RDA Title	Retention	Disposition	PII
	to track trends and/or percentages of consumer complaints.			
	Records are to be retained for 3 years after the closure of the case within the division; and retained 7 years in the Record Center. Records are kept for 10 years to observe trends in business practices and for Statute of Limitations purposes. Electronic records will be retained at DATCP for 10 years and destroyed.			
	Year Created: 1994 Confidential: No PII: Yes			
	RETENTION: EVENT + 10 years and destroy			
<u>00136000.</u>	<u>CONSUMER PROTECTION INVESTIGATION AND PROSECUTION CASE FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	These case files consist of correspondence, completed complaint forms, investigation papers, warning letters, legal documents, subpoena returns, formal statements, and other documents or evidence gathered during the investigation to establish a case regarding possible violations of section 100.20, Wis. Stats.			
	Paper records are retained in the central office for 3 years after close of case; retained at Records Center 7 years and then destroyed. Electronic records are retained at DATCP for 10 years and destroyed.			
	Year created: 1994 Confidential: No PII: Yes			
	RETENTION: EVENT + 10 years and destroy			
<u>00137000.</u>	<u>CONSUMER COMPLAINTS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
	This computerized record series consists of consumer complaints which include the name of a complainant, business and dates of complaints alleging violations under Section 100.20, Wis. Stats, received by Regional offices.			
	This record series is created by staff on their computers using a Nomad software program in the Regional Offices. The records are accessible to all Regions and the Central Office. Records will be migrated to updated software when necessary.			
	RETENTION: EVENT (Creation) + 6 years and destroy			
<u>00240000.</u>	<u>CONSUMER COMPLAINTS &amp; INVESTIGATIONS, REFERRALS &amp; COURT CASE</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	Pursuant to s. 93.06(1), 93.06(9), 93.07(24) and 93.16 Wis. Stats., these are electronic data records of the Bureau of Consumer Protection Program containing information on Consumer Complaints, Investigations, Referrals, Court Cases and Telephone Solicitor Registration Files. These electronic records may include name, address & phone number of complaint number; actions taken by all parties; staff notes; and descriptive complaint categories.			
	The electronic data records are retained for 10 years after close of case and then purged by the Division, in cooperation with BITS.			
	The agency TRAC & Investigation TRACK electronic records are stored in a database that was created in SQL. Should these programs be replaced, department staff will move data into the new system.			
	Year Created: 2001 Confidential: Yes PII: Yes			
	RETENTION: EVENT (Close of case) + 10 years and destroy			
<u>00320000.</u>	<u>WI NO CALL REGISTRATION</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	Pursuant to ss. 100.52 Wis. Stats., this record series consists of current and closed WI No Call registration files.			
	Registration renewals are an annual process and the forms will monitor any changes in business name, or location. When a license renewal is not received or DATCP receives other information that the telemarketer has ceased business, the file is closed.			
	The electronic records are retained at DATCP for 10 years and then destroyed.			
	RETENTION: EVENT (Registration ceases/file closed) + 10 years and destroy confidential			
<u>00321000.</u>	<u>WI NO CALL ADMINISTRATION FILES</u>	<u>EVT+20</u>	<u>SHSW</u>	<u>N</u>
	The WI No Call Program was enacted in 2003, Chap. 127, Subchapter V. The record series consists of rule drafting, reports, research and extra material initially sent out from meetings.			
	Due to the fact that this rule was looked at again during the last legislative session, we request that the records be retained in case further rule drafting is required to end the program, including telephone solicitor registration.			

Dept #: /141/ Department Name: TCP CONSUMER PROTECTION

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (End of program) + 20 years and transfer to State Historical Society				
<u>00322000.</u>	<u>CUSTOMER SATISFACTION SURVEY</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
This series consists of questionnaires sent out by WI Agriculture Statistical Service (WASS). The information returned to WASS is used to create a report for the Bureau of Consumer Protection.				
RETENTION: EVENT (Creation) + 3 years and destroy				
<u>00323000.</u>	<u>CP AMANDA RECORDS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
Electronic data records of Consumer Protection program licensing records for WI No Call Program, ss. 100.52, Wis. Stats.; Consumer Protection Security Program, Chap 135 and Chap 707 and ss. 100.175(5)(1), 100.177(13)(b), Wis. Stats.; and Regulation & Safety programs, ss. 98.16, 98.18, 98.224, 98.245 & 100.45, Wis. Stats.				
RETENTION: EVENT (Creation) + 10 years and destroy				

Dept #: /142/ Department Name: TCP DAIRY TRADE REG

RDA #	RDA Title	Retention	Disposition	PII
<u>00034000.</u>	<u>AGRICULTURAL PRODUCER SECURITY FINANCIAL STATEMENTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
This series includes the annual and interim financial statements that licensed contractors must file with DATCP. Contractors are businesses that buy products from farmers - dairy plants, warehouse keepers, grain dealers, vegetable contractors. This series also includes DATCP's summary analysis of the financial statement. The financial statements themselves are created by the licensees, and submitted to DATCP.				
Pursuant to s. 126.84, Wis. Stats., these records are confidential and not open to public inspection.				
Authority: Chapter 126 of the Wisconsin Statutes Year Created: 1950 Confidential: Yes. S. 126.84 Wis. Stats. Arranged: first by program area - dairy, vegetable contractor, and grain elevators, and then licensee. Used by: staff in the Business Trade Practices				
RETENTION: EVENT (10 years after statement date) + 3 years at DATCP and 7 years at SRC and destroy confidential				
<u>00034A00.</u>	<u>AGRICULTURAL PRODUCER SECURITY FINANCIAL STATEMENTS ELECTRO</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
Spreadsheets of calculations used in analysis of the producer's financial statement.				
Year Created: 1990 Used by: staff in the Business Trade Practices				
RETENTION: EVENT (Date of the financial statements) + 6 years and destroy confidential				
<u>00051000.</u>	<u>SECURITIES HELD FOR PRODUCER SECURITY AND PUBLIC WAREHOUSE K</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
Pursuant to Chapter 126, Wis. Stats, DATCP must hold security for certain licensed milk contractors, grain dealers, grain warehouse keepers, and vegetable contractors. Further, pursuant to Chapter 99, Wis. Stats., licensed public warehouse keepers are required to file Security. These securities may be in the form of commercial surety bonds, bank letters of credit, cash or cash equivalents such as certified deposits, or (public warehouse keeper only) proof of commercial liability insurance.				
These securities are issued by a bank, surety, or insurance company and may be used in the event the licensee fails to pay for farm produces purchased, or fails to responsibly maintain depositors' property. DATCP holds the paper documents in a fire-proof, locked safe while they are in effect. When the security is released, canceled or expires, DATCP removes the document from the safe, and places it in a file drawer.				
In some rare cases, records contain personal financial information such as bank account numbers and social security numbers. Wis. law relating to these things has not changed. However, the United States Patriot Act now requires more personal data (signor's s.s. numbers and driver's license numbers) be included with this banking information. Since some (not all) of these records include that data, destroying confidential now seems appropriate.				
Year Created: 1969 May contain Personally identifiable Information: Arranged: chronologically				

RDA #	RDA Title	Retention	Disposition	PII
	Used by: Business Trade Practices staff Accumulation: less than one cubic foot			
	These are essential records. These records provide a mechanism for farmers or consumers to be reimbursed (at least partially) in the event they are defaulted against by a licensee.			
	RETENTION: EVENT (Expiration or return date) + 5 years and destroy confidential			
<b><u>00054000.</u></b>	<b><u>MONTHLY FEE STATEMENTS FROM MILK CONTRACTORS AND DAIRY WHOI</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	Persons who sell "selected dairy products" (as defined in Ch. ATCP 103 Wis. Adm. Code) at wholesale must submit a monthly fee to DATCP. Along with the payment, they must submit a one page form that reports the amount of select dairy products sold. Separately, licensed dairy plants must report and pay a milk "procurement fee", (pursuant to s. 97.20, Wis. Stats.). Further, licensed milk contractors are required to submit a monthly fee statement pursuant to s. 126.42, Wis. Stats.			
	These three monthly reports contain amounts of milk procured from producers or the number of pounds of "selected dairy products" manufacture or imported into the state. While there is a significant amount of overlap among the businesses who must file these reports, each set is tied to a different regulatory program. Businesses that regularly file one of these reports may or may not file the others.			
	Records include forms from dairy wholesalers and processors, electronic database records in MS Access for dairy trade practice fees, AMANDA for procurement fees, and producer security fees. (See #310)			
	Year Created: 1986 Contains Personally identifiable Information: Arranged: alpha Annual accumulation: 2 cubic feet per year Used by: Business Trade Practices staff			
	RETENTION: EVENT (Receipt of form (monthly)) + retained by DATCP for 3 years and SRC for 3 years and destroy confidential			
<b><u>00312000.</u></b>	<b><u>PRODUCER SECURITY LICENSES</u></b>	<b><u>CR+7</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
	Pursuant to Ch 126, Wis. Stats., persons who operate as grain dealers, grain warehouse keepers, milk contractors and vegetable contractors must apply for a license from DATCP. These licenses are part of the producer's security program. In addition to the license itself, this record may include additional documents such as correspondence between DATCP and the licensee, quarterly assessment invoices bills that DATCP submits to licensees, and schedules supporting the data on the license. These license applications include some data, such as purchase records or storage capacity that is exempt from Wisconsin's open records law. Therefore, these records are treated as confidential.			
	Arranged: first by program area, and then alpha by applicant. Annual accumulation: Used by: Bureau of Business Trade practices staff.			
	RETENTION: EVENT (Creation) + 7 years and destroy confidential			
<b><u>00318000.</u></b>	<b><u>PRODUCER SECURITY FIELD AUDIT/FIELD REVIEW RECORDS</u></b>	<b><u>EVT+7</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
	Audits and field reviews of business that are, or possibly should be, licensed as "contractors" under Ch 126, Wis. Stats. Records consist of reports filed by field auditors, findings (both DATCP and the company's) relating to a company's financial status, inventories, etc., correspondence related to those findings, and other related documents. Much of this data is relevant to the contractor's purchases from producers and grain storage obligations. Therefore, these records are confidential and exempt from public record laws pursuant to s. 126.84, Wis. Stats.			
	Record was created: 2002 - with the creation of Ch. 126, Wis. Stats. (however, similar programs go back to the 1930's.) Records may contain personally identifiable information. Records are arranged first by license group (grain dealer, grain warehouse keeper, milk contractor and vegetable contractor), and then alpha by contractor name. Annual accumulation is about 3 cubic feet per year. Records used by staff in the Producer Security Section of the Bureau of Business Trade Practices.			
	RETENTION: EVENT (Completion of audit or investigation) + 7 years and destroy confidentially			
<b><u>00319000.</u></b>	<b><u>PRODUCER SECURITY COUNCIL RECORDS</u></b>	<b><u>EVT+20</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
	The Producer Security Council is organized under s. 15.137, Wis. Stats. DATCP secretary appoints individuals to the council. It advises DATCP on administration of the producer security program. Record series includes meeting minutes, announcements, and agendas. Series also includes correspondence to and from members and the trade groups whom they represent. Also, series includes handouts, reports and other documents shared with the council. This council is involved in setting producer security policy that can have long-lasting affects. Further, in the event of a financial default, actions taken by this Council could be very significant in setting precedents.			
	Contains personally identifiable information Arranged: paper documents are arranged in folders by meeting date. E-mails are stored on staff person's e-mail archive folders.			

Dept #: /142/ Department Name: TCP DAIRY TRADE REG

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

RETENTION: EVENT (Meeting date) + 20 years and transfer to State Historical Society

Dept #: /145/ Department Name: TCP WAREHOUSE KEEP / DEALER

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00036000.</u>	<u>INVESTIGATIVE CASE FILES</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>Y</u>
------------------	---------------------------------	---------------	-------------	----------

The Bureau of Business Trade Practices is charged with enforcing numerous business laws and regulations, including: Unfair Sales Act (s. 100.30, Wis. Stats.), Dairy Trade Practices (s. 100.201, Wis. Stats.), Unfair Drug Pricing (s. 100.31), Dairy Plant Volume Premiums (ATCP 100, Subchapter IV, Wis. Adm., Code), and other similar laws. These files contain various records relevant to investigations conducted by DATCP staff. Examples include: Correspondence to and from complainants and respondents, complaints, investigative reports and spreadsheets prepared by DATCP, drug formulary price lists, dairy price cost surveys, producer security audits, field review records, and other evidentiary documents obtained by DATCP during the course of the investigation such as invoices, receipts, contracts, etc. Data may include personally identifiable information about complainants and respondents. It also includes summary information about complaints received and investigations conducted.

Year Created: 1987

May contain Personally identifiable Information:

Arranged: first by program area, and then by alpha (by respondent)

Used by: referenced by Business Trade Practices staff

Accumulation: roughly four cubic feet

RETENTION: EVENT (Close of the investigation) + 3 years at DATCP and 7 years at SRC and transfer to State Historical Society.

<u>00055000.</u>	<u>PUBLIC WAREHOUSE KEEPER LICENSES</u>	<u>CR+7</u>	<u>DEST</u>	<u>Y</u>
------------------	-----------------------------------------	-------------	-------------	----------

DATCP administers Wisconsin's Public Warehouse Keeper Law, Chapter 99 of the Wisconsin Statutes. Public warehouse keepers are required to obtain a license and submit to occasional inspections of their facilities. These records include license applications, correspondence, inspection records, consumer complaints per public warehouse and other documents associated with the annual license. There are currently about 560 license public warehouse keepers.

These records generally do not include personally identifiable information. However, in those cases where an individual is storing merchandise for hire out of their home or farm, their name, address, phone number will be included in the records.

Year Created: 1956

May contain Personally identifiable Information:

Arranged: alphabetically by licensee

Annual accumulation: 1.5 to 4 cubic feet

Used by: Business Trade Practices staff

RETENTION: EVENT (Creation) + 7 years and destroy confidential

<u>00233000.</u>	<u>NOTICE OF MEETING COMPETITION</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
------------------	--------------------------------------	-------------	-------------	----------

This series consists of "notice of meeting competition" documents filed pursuant to s. 100.30(7), Wis. Stats. The Unfair Sales Act (s. 100.30, Wis. Stats.) prohibits sales at a price that is below cost. One of several acceptable exceptions to this prohibition is sales made in order to meet the price of a competitor. In the case of retail sales of motor vehicle fuel, sellers must file a "notice of meeting competition" when they are meeting the price of a competitor. DATCP first began collecting these in 1998 with the passage of 1997 Wisconsin Act 55.

Year Created: 1998

May contain personally identifiable information

Arranged: chronologically by day

Used by: Trade Practices Section

RETENTION: EVENT (Creation) + 2 years and destroy confidential

<u>00310000.</u>	<u>TCP AMANDA RECORDS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
------------------	---------------------------	---------------	-------------	----------

Electronic data records of Trade and Consumer Protection program licensing records for public warehouse keepers, grain dealers, grain warehouse keepers, milk contractors, and vegetable contractors. Records also include register of securities assigned. Requirements for licensing/registration are established in ss. 99.02, 126.11, 126.26, 126.41, and 126.56, Wis. Stats.

Year created: 1980

May contain personally identifiable information

Used by: Business Trade Practices staff

Dept #: /145/ Department Name: TCP WAREHOUSE KEEP / DEALER

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (End of license year) + 10 years and destroy confidential				
<u>00311000.</u>	<u>MUSIC LICENSING CATALOGS AND CONTRACTS</u>	<u>CR+1</u>	<u>DEST</u>	<u>Y</u>
Pursuant to s. 100.206 Wis. Stats., music licensing organizations are required to annually file with DATCP copies of their song catalogs and standard contracts that the music licensing organization have entered into with various types of businesses and other organization. The statute requires DATCP to hold these records to serve as a public repository so that citizens can gain access to them.				
Year created: 1994				
No personally identifiable information:				
Arranged: by music licensing organization				
Annual accumulation: 7 cubic feet				
RETENTION: EVENT (Date document was received) + 1 year and destroy confidential				
<u>00313000.</u>	<u>NON-RENEWED LICENSES - PUBLIC WAREHOUSE KEEPER AND AGRICULTU</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
THIS SERIES IS RELATED TO BOTH 00055 AND 000312. THESE ARE LICENSE FILES FOR BUSINESSES THAT HAVE NOT RENEWED THEIR LICENSE.				
YEAR CREATED:				
MAY CONTAIN PERSONALLY IDENTIFIABLE INFORMATION				
ARRANGED: FIRST BY TYPE OF LICENSE AND THEN ALPHABETICALLY BY LICENSEE				
ANNUAL ACCUMULATION: LESS THAN 1 CU. FOOT PER YEAR.				
USED BY: BUREAU OF BUSINESS TRADE PRACTICES STAFF				
EVENT = 6 YEARS AND KEEP 3 YEARS AT DATCP FOLLOWED BY 3 YEARS AT RECORDS CENTER AND DESTROY				
CONFIDENTIAL				

Dept #: /146/ Department Name: WIEGHTS & MEASURES - TANKS

RDA #	RDA Title	Retention	Disposition	PII
<u>00181000.</u>	<u>PETROLEUM STORAGE TANK CENTRAL FILES</u>	<u>EVT+50</u>	<u>DEST</u>	<u>N</u>
This record series contains information identifying tank ownership, tank construction and tank contents for underground and aboveground petroleum storage tanks registered in Wisconsin under provisions of WI Admin Code Chapter ATCP 93. These tanks are registered and regulated to prevent groundwater contamination due to petroleum product tank leakage. Records contained in this series include:				
Registration forms for underground and aboveground liquid storage tanks;				
Proof or financial responsibility and exceptions;				
Installation checklist for underground and aboveground tanks and farm or construction AST tanks, and Tank system service & closure assessment reports, 93.140(2)(c) 2 (3) (b) (d).				
These records are kept in a central file for each tank and are tracked by a control number/locator key. The files are updated continually with new and amended information. Long retention time is needed due to unknown potential legal activities at any time in the future.				
RETENTION: EVENT (Tank removal) + 50 years and destroy				
<u>00181A00.</u>	<u>PETROLEUM STORAGE TANK USE PERMITS</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
This record series contains the annual Use Permit issued to an underground liquid storage tank owner for the continued legal use of that tank and associated correspondence. The Use Permit also verifies tank materials and construction meets the requirements of Wisconsin Administrative Code Chapter ATCP 93.				
Use Permits and associate correspondence are retained at DATCP for 1 year then destroyed.				
RETENTION: EVENT (Creation) + 1 year and destroy				
<u>00182000.</u>	<u>LOCAL PROGRAM OPERATOR - INSPECTION CHECKLISTS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
Local Program Operators (LPOS) are organizations, either voluntary or bid, acting as agents of DATCP and involved in performing Wisconsin Administrative Code ATCP Ch.93. The initial contract period runs for 1 year and may be extended for subsequent 5 year periods upon written agreement. Voluntary contracts between Fire Departments, i.e. City Of Madison, La Crosse, etc remain on site until the LPO contract is terminated by providing a 60 day notice, then the files become the property of DATCP. The department determines the need to retain or destroy the records. the record series consists of registration forms, and installation and closures checklists.				

RDA #	RDA Title	Retention	Disposition	PII
<p>Paper records are scanned, verified, and destroyed 4 years after verification.</p> <p>RETENTION: EVENT (Contract terminated) + 10 years and destroy</p>				
<u>00222000.</u>	<u>COMBUSTIBLE AND FLAMMABLE LIQUIDS TANK PLANS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
<p>This record series of tank design drawings, specifications and calculations for aboveground and underground combustible and flammable liquid storage tanks and farm or construction aboveground storage tanks (AST). Plans are submitted for review under Wisconsin Administrative Code Chapter ATPC 93.</p> <p>Paper records are scanned, verified, and destroyed 4 years after verification.</p> <p>RETENTION: EVENT (Creation) + 10 years and destroy</p>				
<u>00244000.</u>	<u>UNDERGROUND AND ABOVEGROUND STORAGE TANK CREDENTIALS</u>	<u>CR+4</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains specific credentials such as licenses, certifications or registrations under Wisconsin Administrative Code Chapter ATPC 93 associated with the inspection, testing and installation of underground and aboveground petroleum product storage tanks and farm or construction AST tanks. These credentials relate to activities associated with the inspection, testing and installation of underground and aboveground petroleum product storage liquid storage tanks. The requirements that need to be met for successful attainment of an approved credential are administered by the division in accordance with rules in the Wisconsin Administrative Code SPS 305. The credentialing process includes issuance of credentials, suspensions and revocations.</p> <p>The retention schedule for these records is intended to extend over two credentialing cycles. Such credentials and pertinent information about them are contained in the division's administrative code concerning credentialing requirement.</p> <p>Information contained in this record series includes applicant name, Social Security Number, address, telephone number, employer and/or work location information, exam score, amount of fee and date paid, license number, credential expiration date and other pertinent information gathered as needed.</p> <p>Specified data from these paper records are entered to an electronic relational database.</p> <p>RETENTION: EVENT (Creation) + 4 years and destroy confidential</p>				
RETENTION: CR + 4 YEARS AND DESTROY CONFIDENTIAL				
<u>00244A00.</u>	<u>UNDERGROUND &amp; ABOVEGROUND STORAGE TANK &amp; PECFA PROGRAM CF</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains the electronic data for specific credentials such as licenses, certifications or registrations under chapter 101.145 and 167 of the Wisconsin Statutes. These credentials relate to activities associated with the construction of buildings and structures, specific components and elements that serve buildings and structures, inspection activities and the like. The requirements that need to be met for successful attainment of an approved credential are administered by the division in accordance with rules in the Wisconsin Administrative Code. Credentialing processes include issuance of credentials, suspensions and revocations.</p> <p>The retention schedule for these records is intended to extend over two credentialing cycles. Such credentials and pertinent information about them are contained in the division's administrative code concerning credentialing requirement.</p> <p>Information contained in this record series includes applicant name, Social Security Number, address, telephone number, employer and/or work location information, exam results, license number, credential expiration date and other pertinent information gathered as needed.</p> <p>Specified data from these paper records are entered to an electronic relational database.</p> <p>RETENTION: EVENT (Last approved credential renewal date) + 3 years and destroy confidential</p>				
<u>00255000.</u>	<u>LOCAL PROGRAM OPERATOR PARTICIPANT FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains documents such as: Contracts, record of payments, audit reports, and related correspondence pertaining to the subject contract agent. (Local Program Operator - LPO) and the Department.</p> <p>RETENTION: EVENT (End of contract) + 10 years and destroy confidential</p>				
<u>00348000.</u>	<u>INSPECTOR RECORDS OF STORAGE TANK FACILITIES</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of information from inspector files for storage tanks facilities. This includes site plans, test reports and inspection reports on tank ownership, tank construction, and tank contents for underground and aboveground petroleum storage tanks registered in Wisconsin under provisions of Wis. Admin. Code ch. ATPC 93.</p>				



Dept #: /146/ Department Name: WIEGHTS & MEASURES - TANKS

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

RETENTION: EVENT (Creation) +10 years and destroy

Dept #: /200/ Department Name: ANIMAL HEALTH

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00018000.</u>	<u>DIVISION OF ANIMAL HEALTH LICENSE AND REGISTRATIONS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
------------------	------------------------------------------------------------	--------------	-------------	----------

This records series consists of routine applications for DAH issued licenses or certifications, including dog sellers, animal dealers, animal truckers, markets, feed-lots, equine quarantine stations, farm raised deer (including medical separation applications, hunting preserves, fencing certificates, and CWD monitoring program), and brands, along with correspondence, inspection reports, warning notices, compliance action notices, quarantines, animal health documents, legal entity verification, copies of original licenses/registrations with updated application agreements, property maps, invoices for reimbursement of testing of program related fees, census information, and fending specifications.

Electronic records include (but not limited to) Application Management and Data Automation (AMANDA) records. AMANDA is a software created in 2002 to maintain electronic records.

Requirements for licensing are established in Administrative Code Ag 10, Wis. Adm. Code and s. 95 Wis. Stats.

Records contain personally identifiable information. Fish Farm registrations have a confidential component, see Wis. Stats. 95.60(7).

Files are referenced daily by Animal Health staff and/or other government agencies.

RETENTION: EVENT (Creation) + 10 years and destroy confidential

<u>00018D00.</u>	<u>DAH FISH FARM REGISTRATIONS, MEDICAL SEPARATION APPLICATIONS &amp;</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
------------------	---------------------------------------------------------------------------	---------------	-------------	----------

This record series consists of routine applications for DAH issued licenses or certifications, including fish farm registrations, special permits for reintroduction of fish into waters of the state, medical separation applications, along with correspondence, inspection reports, warning notices compliance action notices, quarantines, animal health documents, legal entity verification, copies of original licenses/registrations with updated application agreements, property maps, invoices for reimbursement of testing or program related fees. Requirements for licensing are established in ATCP 10, Wis. Adm. Code and s 95, Wis. Stats. Records contain personally identifiable information. Fish Farm registrations have a confidential component, see Wis. Stats. 95.60(7). 1.5 GB five-year accumulation; alpha filing; created in 1998. Files are referenced daily by Animal Health staff an/or other government agencies.

RETENTION: EVENT ( Date of non-renewal) + 10 years and destroy confidential for type of fish

<u>00019000.</u>	<u>ENFORCEMENT CASE FILES</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
------------------	-------------------------------	---------------	-------------	----------

Records contain incident reports, correspondence, investigation reports, court orders and other documentation of investigation of violations under s. 95, ATCP 10, 12, & 13. Cases include operation without a license, misrepresentation, disease or quarantine violations, falsified purebreds, dead animals, humane violations, and animal licensing violations, court orders, prison sentencing or fines imposed. Case files are marked with the year of case closure. For multiple violations involving the same individual or business, old case files are incorporated into the newest case and retained from the last year of case closure. 2 cubic feet annual accumulation and 5.5 MB electronic data storage, alpha filing started in 1980. Files are referenced daily by animal health staff.

RETENTION: EVENT (Date of last violation) + 20 years and destroy

<u>00019C00.</u>	<u>RECORDS OF INVESTIGATIONS &amp; PROSECUTIONS</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
------------------	-----------------------------------------------------	---------------	-------------	----------

Records containing case numbers, employee identification, date assigned, date closed, activity code, county, license number, telephone number, legal entity, business name, contact person, establishment address, mailing address and disposition. Authority is under Cpt. 93 and 95, Wis., Stats., ATCP 10, 12, & 13 Wis. Adm. Code. Records contain personally identifiable information. Annual accumulation 5.5 MB of database information, which was created in 2003. Files are referenced daily by veterinarians, inspectors, and compliance officers, state office personal and/or other government agencies.

RETENTION: EVENT (Date of last violation) + 20 years and destroy

<u>000191000.</u>	<u>ANIMAL HEALTH OFFICIAL INTERSTATE HEALTH DOCUMENTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
-------------------	-----------------------------------------------------------	-------------	-------------	----------

This record series consists of all interstate health documents which have been filed with this office to show movement of animals into and out of the State, and eligibility of animals to perform the move, including import permits. Documents include the species of animal; including large animal, small animal, and cervid animals, ear tag or other animal identification, name of consignor and consignee, lab test results and/or vaccination status as appropriate. It may also include correspondence. Documents are downloaded from Global Vet-link and USDA's eCVI websites, and stored on the I: drive. Depending on funding source, some CVI's are scanned into an electronic database system for future retrieval. Requirements for official interstate health documents are established in ATCP 10, Wis. Adm. Code, Code of Federal Regulations 9 and the States of destination status and regulations. Records contain personally

identifiable information; fish movement and species information is confidential per Wis. Stats. 95.60(7). 12 cubic foot annual accumulation; alpha/chronologic filing; and created in 1977. Files are referenced daily by Animal Health Bureau staff and/or other government agencies.

RETENTION: EVENT (Creation) + 5 years and destroy

<b><u>00191A00.</u></b>	<b><u>ANIMAL HEALTH FISH IMPORT PERMITS AND HEALTH DOCUMENTS</u></b>	<b><u>CR+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------------------	---------------------	--------------------	-----------------

This record series consists of all interstate health documents which have been filed with this office to show movement of fish into and out of the State, and eligibility of animals to perform the move, including import permits. documents include the species of fish; name of consignor and consignee, and lab test result. it may also include correspondence. requirements for fish import permits and fish health certificates are established in ATCP 10, Wis. Adm. Code, Code of Federal Regulations 9 and the States of destination status and regulations. Records contain personally identifiable information; fish movement and species information is confidential per Wis. Stats. 95.60(7). 1 cubic foot annual accumulation; alpha/chronologic filing; and created in 1998 and 10 MB electronic storage. Files are referenced by Animal Health staff.

RETENTION: EVENT (Creation) + 10 years and destroy

<b><u>00194000.</u></b>	<b><u>ANIMAL MARKET IDENTIFICATION RECORDS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------	----------------------	--------------------	-----------------

Program records of cattle and swine slaughtered at slaughter plants, along with the dates and results of blood tests for Brucellosis and/or Pseudorabies, Brucellosis Ring Test, herd owner, and address, herd health history summary, slaughter plant, Back Tag ID number, trucker and dealer info, recommendations by district veterinarian for herd test. Records are required under Chapter 95 Stats. and ATCP 10, Wis. Adm. Code. Three cubic feet annual accumulation; alpha filing; and created in 1973. Files are referenced by the Brucellosis and Pseudorabies Program Managers, Veterinarians, Inspectors, and Compliance Officers. Records contain personally identifiable information. Files created in 1973.

RETENTION: EVENT (Slaughter date or blood test date) + 10 years and destroy

<b><u>00195000.</u></b>	<b><u>EAR TAG RECORDS</u></b>	<b><u>CR+15</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	-------------------------------	---------------------	--------------------	-----------------

Records consist of ear tags issued to veterinarians, livestock dealers & markets, Dairy Herd Improvement Association (DHIA) program, artificial insemination units, feeder pig dealers & markets, and owners of farm-raised deer. Ear tags are purchased from ear tag manufacturers, and not through DATCP. Purchase and sales records are maintained. Requirements for the official ear tags are established in Chapter 95, Stats. Records contain personally identifiable information, 1/4 cubic foot annual accumulation, are filed numerically, created in 1940. Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

RETENTION: EVENT (Calendar year purchased) + 15 years and destroy

<b><u>00196000.</u></b>	<b><u>ANNUAL DOG LICENSING</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
-------------------------	------------------------------------	---------------------	--------------------	-----------------

Annual Dog Licensing Questionnaire AH-AD 27B and other correspondence relating to dog licensing. records relating to dog licensing. Records relating to the purchase of dog and multiple dog licenses for the county clerks of Wisconsin; reports from the county clerks on number and type issued; and annual summaries of information; and correspondence are maintained in accordance with Wis. Stats 174.07(2)(a)(c)(d) and 174.09(1). Files are maintained by year. Annual accumulation .2 cubic feet. Records were created when the rules were created in 1910. Files are accessed by veterinarians, inspectors, and other governmental agencies.

RETENTION: EVENT (Creation/last annual questionnaire completed) + 2 years and destroy

<b><u>00197000.</u></b>	<b><u>RABIES REPORTS</u></b>	<b><u>EVT+2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	------------------------------	---------------------	--------------------	-----------------

Reports of rabies tests conducted by the State Laboratory of Hygiene, monthly statistical reports, and records of quarantines issued by DATCP-DAH in accordance with Wis. Stats. 95.21. Rabies Control Program of Wis Stats. 93.07(10) Animal Health; Quarantine. Files are maintained by date of test result. Annual accumulation .2 cubic feet. records contain personally identifiable information. records were created when the rules were created in 1910. Files are accessed by veterinarians, inspectors, and other governmental agencies.

RETENTION: EVENT (Report date) + 2 years and destroy

<b><u>00198000.</u></b>	<b><u>NATIONAL POULTRY IMPROVEMENT PLAN PARTICIPANT FOLDER</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	--------------------------------------------------------------------	--------------------	--------------------	-----------------

Folders are maintained for each participant currently enrolled in the National Poultry Improvement Plan or participants that were enrolled within the past two years, but are currently inactive. Folders include applications, test records, flock census reports, inspections reports, correspondence letters, interstate movement certificates, intrastate movement certificates and other materials related to the National Poultry Improvement Plan. Records are in accordance with Administrative Rules ATCP 10.50 poultry and farm-raised game birds; disease control. Folders are filed alphabetically by legal name. The poultry program was started in Animal Health in the 1950's, more recently the NPIP certification was started in 1984. Personally identifiable information such as addresses and telephone numbers and maintained. information is accessed by Animal Health office staff and veterinarians. Annual accumulation of 2 cubic feet.

RETENTION: EVENT (Creation/annual enrollment date of July 1) + 5 years and destroy

<b><u>00212000.</u></b>	<b><u>ANIMAL HEALTH HERD FILE</u></b>	<b><u>CR+20</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	---------------------------------------	---------------------	--------------------	-----------------

This file contains records of livestock herds for brucellosis, tuberculosis, pseudorabies, scrapie, equine infectious anemia, chronic wasting disease, and other livestock animal diseases defined in Wis. Stats 95. Records include correspondence, certificates of inspection, diagnostic reports, owner, legal and veterinarian names, addresses, animal ID, date and type of test & test results, sampling program and reimbursement of funding documents, vaccination dates, epidemiological data related to test sensitivity and specificity, number of animals tested, federal monthly, quarterly and annual reports and inspection reports, dairy plant, and recommendations by the district veterinarian for herd test. File contains herds that are not nor have been diagnosed for the respective diseases. Requirements for the file are State Statute Chapter 95, and Administrative Rules ATCP 10. Files are maintained alphabetically by legal name. Annual accumulation of 8 cubic feet & 32 MB. Files contain personally identifiable information. Files are used by Program Managers, Epidemiologists, District Veterinarians, Animal Health Inspectors, and Compliance Officers.

RETENTION: EVENT (Creation) + 20 years and destroy

<b><u>00215000.</u></b>	<b><u>JOHNE'S DISEASE AD HOC MINUTES</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------	----------------------	--------------------	-----------------

Includes minutes from ad hoc meetings, names and addresses of attendees. Annual paper accumulation of .01 cubic feet. Filed by date. Records may contain personally identifiable, confidential information under s. 95.232, Wis. Stats.

RETENTION: EVENT (Meeting date) + 10 years and transfer to State Historical Society

<b><u>00264000.</u></b>	<b><u>ANIMAL HEALTH FLOCK SELECTING AND TESTING REPORT</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------------	---------------------	--------------------	-----------------

Record contains information of poultry tested for sale, exhibitions, shows, fairs, and swap meets. Reports are in accordance with Administrative Rule 11.62 Fairs and exhibitions. Records are filed alphabetically according to certified tester's last name. The poultry program was started in Animal Health in the 1950's, more recently the flock testing was started in 1984. Personally identifiable information such as addresses and telephone numbers are maintained. Information is accessed by Animal Health office staff, field staff, and veterinarians. Annual accumulation of 1 cubic foot.

RETENTION: EVENT (Date of test) + 5 years and destroy

<b><u>00265000.</u></b>	<b><u>ANIMAL HEALTH CERTIFIED SALMONELLA PULLORUM TESTERS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	-------------------------------------------------------------------	---------------------	--------------------	-----------------

Record contains the name, address, telephone number and date of certification of individuals, 18 years of age and older, certified to conduct Salmonella pullorum testing of poultry in Wisconsin, in accordance with the National Poultry Improvement Plan. Testers are certified or re-certified every 3 years and a current listing is created. Individuals may become certified initially by attending a Salmonella pullorum testing seminar, contacting the Wisconsin Veterinary Diagnostic Laboratory, Barron, Wisconsin or the Department of Poultry Science, University of Wisconsin. Record also contains enrollment form, testing procedures, certification certificate, disease information and National Poultry Improvement Plan rules for testing. The latter information is printed and mailed to participants prior to each seminar, with the certification certificate mailed upon completion of seminar. The poultry program was started in Animal Health in the 1950's, more recently the training program for tester was started in 1984. Personally identifiable information such as addresses and telephone numbers are maintained. Information is accessed by Animal Health office staff, field staff, veterinarians, and is made available to the public on the DATCP website.

Accumulation per 3-year period is 320KB.

RETENTION: EVENT (Date of initial certification or date of re-certification) + 5 years and destroy

<b><u>00288000.</u></b>	<b><u>LIVESTOCK PREMISES REGISTRATION APPLICATIONS</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	------------------------------------------------------------	-------------------	--------------------	-----------------

Initial Livestock Premises Registration application returned from registrant with application information for registrants that hold DATCP livestock - related licenses (other than dairy producer), for non-licensed registrants, and for dairy producer licenses. Information provided by the registrant is confidential, per s. 95.51(5), Wis. Stats. Information is entered into the premises registration database (see #00292 below) for the purpose of animal disease control (when a disease is detected), notifying other livestock owners of an incident, and compliance. Information is also used by licensing staff if a license requires a premises registration (per ATCP 17).

Annual accumulation: 1 cubic yard

RETENTION: EVENT (Entered into premises registration database) and destroy

<b><u>00289000.</u></b>	<b><u>LIVESTOCK PREMISES RENEWAL APPLICATIONS</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	-------------------------------------------------------	-------------------	--------------------	-----------------

Pre-populated Livestock Premises Registration renewal application, returned from registrant with updated information. Information provided by the registrant is confidential, per s. 95.51(5), Wis. Stats. Information is entered into the premises registration database (see #00292 below) for the purpose of animal disease control (when a disease is detected), notifying other livestock owners of an incident, and compliance. Information is also used by licensing staff if a license requires a premises registration (per ATCP 17). Records began in 2006. Annual accumulation: 3 cubic yard.

RETENTION: EVENT (Data entered into premises registration database) and destroy

<b><u>00290000.</u></b>	<b><u>PRINT FILE FOR LIVESTOCK PREMISES RENEWAL FORMS</u></b>	<b><u>EVT</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	---------------------------------------------------------------	-------------------	--------------------	-----------------

RDA #	RDA Title	Retention	Disposition	PII
<p>Electronic file developed from premises registration database used only for pre-populating renewal forms. Records began in 2006. The electronic data will be migrated to any new software program, when warranted.</p> <p>RETENTION: EVENT and destroy</p>				
<u>00291000.</u>	<u>LIVESTOCK PREMISES EXCEPTIONS REPORT</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
<p>Electronic file developed from premises registration database used for compliance. These files are used by the DATCP premises identification coordinator and the premises compliance inspectors to follow-up with those that do not register or renew. Information is confidential, per s. 95.51(5), Wis. Stats. Records began in 2007. The electronic data will be migrated to any new software program, when warranted.</p> <p>RETENTION: EVENT (Close of case) + 6 years and destroy OR 25 years if level 3 compliance (see AH Investigations and Prosecutions RDA).</p>				
<u>00292000.</u>	<u>LIVESTOCK PREMISES REGISTRATION</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
<p>Livestock premises registration database records. Per s. 95.51(5), Wis. Stats., all information provided by the registrant is confidential. The livestock premises identification number that is created through registration is not confidential. Per ATPC 17.02, registration expires on December 31 annually, except for those that have DATCP livestock - related licenses, which expire at the same time as the license. The electronic data will be migrated to any new software program, when warranted. Annual accumulation: 50 - 100MB (1 data tape or 1 CD).</p> <p>RETENTION: EVENT (Creation) + 5 years for current records OR 20 years for archive records past 5 years old</p>				
<u>00293000.</u>	<u>LIVESTOCK PREMISES REGISTRATION HISTORICAL ADMINISTRATION FILES</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>Y</u>
<p>This record series consists of historical materials relating to the planning of and implementing the Livestock Premises Registration program, i.e., project plans, procedural instructions, issues tracking logs, and mission statement. Total accumulation: 1 cubic yard.</p> <p>RETENTION: EVENT (Creation) + 10 years and transfer to State Historical Society</p>				
<u>00293A00.</u>	<u>LIVESTOCK PREMISES REGISTRATION GENERAL ADMINISTRATIVE FILES</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of administrative materials relating to the administration of the Livestock Premises Registration program, i.e., bulletins, directives, memoranda, work plans, procedural instructions, and marketing material. This series also contains copies posted on the agency's intranet, and information for the public posted on the agency's Internet Web site. Additionally, this series consists of letters written by those that register but are outside of the scope of the information requested on the forms (examples include suggested improvements or opposition to the program).</p> <p>Procedural instructions, correspondence, marketing materials Annual accumulation: less than 1 cubic yard.</p> <p>RETENTION: EVENT (Creation) + 3 years and destroy</p>				
<u>00294000.</u>	<u>LIVESTOCK PREMISES REGISTRANT LETTERS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<p>This series consists of letters written by potential registrants that object to registering their livestock premises or this program in general. Files are referenced by the compliance officers. Annual accumulation: less than 1 cubic yard.</p> <p>RETENTION: EVENT (Close of case) + 6 years and destroy if compliance taken OR 25 years if level 3 compliance</p>				
<u>00295000.</u>	<u>JOHNE'S DISEASE CALFHOOD VACCINATION RECORD</u>	<u>EVT+15</u>	<u>DEST</u>	<u>Y</u>
<p>Each vaccination record includes the owner name and address, veterinarian name, animal ID, date of vaccination, vaccine used, age, and breed of every vaccinated animal. Required by state and federal rule for all calves vaccinated for Johne's disease. Requirements for Johne's Disease Calf-hood vaccinations are established in ATPC 10.21, Wis. Adm. Code. Records contain personally identifiable, confidential information under s. 95.232, Wis. Stats. Annual paper accumulation of 0.5 cubic feet; batch filed by month of vaccination. Files are referenced by the Johne's Disease Program Manager, Veterinarians, Inspectors, and Compliance Officers. (DAH-J-2516)</p> <p>RETENTION: EVENT (Vaccination) + 15 years and destroy confidential</p>				
<u>00296000.</u>	<u>JOHNE'S DISEASE VACCINATION AGREEMENT</u>	<u>EVT+15</u>	<u>DEST</u>	<u>Y</u>
<p>Includes the herd owner's name, address and phone, Premises ID, veterinarian name and veterinary license number, clinic name and address, phone/FAX number. Requirements for vaccination are established in Sec. ATPC 10.17, Wis. Adm. Code. Records contain personally identifiable, confidential information under s. 95.232, Wis. Stats. Annual paper accumulation of 0.1 cubic foot. Files are referenced by the Johne's Program Manager, State Veterinarian, Inspectors, and Compliance Officers (DAH - J - 2519)</p>				

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (Closed vaccination agreement) + 15 years and destroy confidential				
<u>00297000.</u>	<u>JOHNE'S DISEASE TEST REPORT</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
Each Johnes disease test report includes the owner name, veterinarian names, addresses, animal ID, date of test & test results. Requirements for Johnes disease test reports are established in ATCP 10.21, Wis. Adm. Code. Records contain personally identifiable, confidential information under s. 95.232, Wis. Stats. Annual paper accumulation of 1 cubic feet; batch filed by date in AMANDA. Files are referenced daily by the Johnes Disease Program Manager, Veterinarians, Inspectors, and Compliance Officers.				
RETENTION: EVENT (Sample collection date) + 6 years and destroy confidential				
<u>00297A00.</u>	<u>JOHNE'S DISEASE TEST REPORT</u>	<u>EVT+2</u>	<u>DEST</u>	<u>Y</u>
Each Johnes disease test report includes the owner name, veterinarian names, addresses, animal ID, date of test & test results. Requirements for Johnes disease test reports are established in ATCP 10.21, Wis. Adm. Code. Records contain personally identifiable, confidential information under s. 95.232, Wis. Stats. Annual paper accumulation of 1 cubic feet; batch filed by date. Files are referenced daily by the Johnes Disease Program Manager, Veterinarians, Inspectors, and Compliance Officers.				
RETENTION: EVENT (Sample collection date) + 2 years and destroy confidential				
<u>00298000.</u>	<u>JOHNE'S DISEASE CONTROL PROGRAM</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
May includes name, address, premises ID, herd classification number and level, herd size, Johnes disease vaccination status, veterinarian name and license number, veterinary clinic address and phone/FAX number, individual test accession numbers and individual animal ID. See Appendix A for full list. Filed per herd and chronological within file. Information is collected in accordance with Sec. ATCP 10.18, Wis. Adm. Code. Records contain personally identifiable confidential information as defined in s. 95.232, Wis. Stats. Annual paper accumulation of 0.5 cubic feet. Files are referenced by the Johnes Disease Program Manager, State Veterinarian, District Veterinarians, Inspectors and Compliance Officers.				
RETENTION: EVENT (Date classification lapsed) + 6 years and destroy confidential				
<u>00299000.</u>	<u>JOHNE'S DISEASE EQUIPMENT GRANT APPLICATIONS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
May include name, address, premises ID, herd classification number, veterinarian name, clinic address and phone/FAX number. Collected per Sec. ATCP 10.19, Wis. Adm. Code. Records contain confidential information as defined in s. 95.232, Wis. Stats. Annual accumulation of 0.25 cubic feet per year. Files are referenced by the Johnes Disease Program Manager.				
RETENTION: EVENT (Grant application submission date) + 6 years and destroy confidential				
<u>00300000.</u>	<u>JOHNE'S DISEASE CERTIFICATION FOR VETERINARIANS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
May include veterinarian name, veterinary license number, clinic address and phone/FAX number. Collected as per Sec. ATCP 10.20. Annual paper accumulation of 0.2 cubic feet. Referenced by Johnes disease Program Manager, State Veterinarian, District Veterinarians, Inspectors and Compliance Officers.				
RETENTION: EVENT (Expiration date) + 6 years and destroy confidential				
<u>00304000.</u>	<u>HUMANE OFFICER TRAINING, CERTIFICATION, APPOINTMENT PARTICIPANT</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
A folder is maintained for any individual who has completed the Humane Officer training course and is certified by DATCP, or completed the training course, is certified by DATCP and appointed by a local jurisdiction. Information includes applications, training date, training test results, certification date, appointment letter from appointing jurisdiction, recertification dates and proof of completion of continuing education requirements, and correspondence. Records are in accordance with Wis. Stat. ss. 173 Administrative Rule ATCP 15. Files are maintained alphabetically. Records contain personally identifiable information.				
RETENTION: EVENT (Training date) + 10 years if not certified OR ongoing if certification is current				
<u>00305000.</u>	<u>LOCAL RABIES CONTROL PROGRAM, TRAINING, CERTIFICATION FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
A folder is maintained for any municipality that establishes a Local Rabies Control Program, and a list is created of anyone that is certified by DATCP, or completed the training course and appointed by a local jurisdiction. Information includes correspondence, training results, and appointment letter from local authority or jurisdiction. Records are in accordance with Wis. Stat. S.95.21, Administrative Rule ATCP 13. Files are maintained alphabetically. Records may contain personally identifiable information.				
RETENTION: EVENT (Training date) + 10 years and destroy if not certified or ongoing if certification is current				
<u>00306000.</u>	<u>AH FISH HEALTH ASSESSMENTS / CERTIFICATIONS</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
This record series consists of official Reports of Veterinary Health Assessments and Fish Health Certifications. Fish Health Assessments are reports of an annual inspection of fish farms, or a 30-day inspection of a lot of fish. They are used to certify that fish are healthy and may include lab results to certify they are disease free. It may also include form letters and correspondence. Requirements are established in ATCP 10, Wis. Adm. Code. And s. 95, Wis. Stats. Records contain personally identifiable information; the type of fish is confidential information; 1/2 cubic foot annual accumulation; alpha/chronologic filing; and created in 1998. Files are				

RDA #	RDA Title	Retention	Disposition	PII
	referenced daily by Animal Health Bureau staff.			
	RETENTION: EVENT (Issue date) and destroy (confidential for type of fish)			
<u>00307000.</u>	<u>QUALIFIED FISH HEALTH INSPECTOR AND LABORATORIES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	This record series consists of documents relating to Qualified Fish Health Inspectors and laboratories that are authorized to complete Fish Health Certificates. Requirements for Qualified Fish Health Inspectors are established in ATCP 10.67, Wis. Adm. Code and s. 95.60, Wis. Stats. Records contain personally identifiable information, 1/4 cubic foot annual accumulation; alpha/chronologic filing; and created in 1997. Files are referenced monthly by Animal Health Bureau staff.			
	RETENTION: EVENT (Last year qualified for inspection) + 10 years and destroy			
<u>00308000.</u>	<u>REIMBURSEMENT OF CHRONIC WASTING DISEASE SAMPLING</u>	<u>CR+10</u>	<u>DEST</u>	<u>Y</u>
	This file contains paper records on requests for reimbursement of Chronic Wasting Disease Sampling. File contains copies of Specimen Submission Form VS 10 - 4, test results from sampling lab and copies of paid invoices from certified CWD veterinarian obtaining samples for testing and copies of the checks issued by the Department of Agriculture, Trade and Consumer Protection. Reimbursements are filed alphabetically by date payment was issued. Reimbursements are being paid through a co-operative agreement with USDA. Annual accumulation is 1 cubic foot.			
	RETENTION: EVENT (Calendar year received) + 10 years and destroy			
<u>00309000.</u>	<u>CERTIFIED CWD SAMPLING VETERINARIANS</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
	This file contains electronic records of veterinarians that are certified to retrieve brain and lymph node samples from cervid animals in the State of Wisconsin. Information included in this file is; name, vet clinic, address, county, phone number, date of certification, date of last certification, when re-certification is due.			
	RETENTION: EVENT (Superseded) and destroy			
<u>00350000.</u>	<u>VEB DISCIPLINARY / FORMAL HEARING CASE FILES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
	Records document the investigative and formal hearing process conducted against credential holders regulated under Wis. Stat. Ch. 89 (Veterinarian Examining Board).			
	Series includes, but not limited to, investigative reports, documentary evidence, formal complaint, credential holder's answer to the complaint, interrogatories, depositions, exhibits, transcripts, motions, briefs, objections, attorney notes, proposed decision, final decision and order, correspondence and monitoring reports received pursuant to order, and confidential treatment records protected by Wis. Stat. Ch. 146.82.			
	Retain 10 years after closed and destroy confidential. "Closed" means date of final decision and order or completion of the appeal process.			
	Retention: EVENT (Closed) + 10 years and destroy confidential			
<u>00351000.</u>	<u>VEB CREDENTIAL CASE FILES</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	Credential Case Files contain all materials and information required by the Veterinarian Examining Board (Wis. Stats. Ch. 89.) For individuals in the following professions to request a credential to practice in the State of Wisconsin: Veterinarians.			
	The file includes the following items: 1) Completed and signed application; 2) Documentation of qualifications, including: Proof of education; 3) Copy of malpractice complaint(s); 4) Copy of relevant court judgments; 5) Drug treatment evidence; 6) verification of credential from other states; 7) Applicant's photo; 8) Applicant testing/exam materials; 9) Significant correspondence providing evidence of qualifications and/or satisfactory completion of examinations.			
	* retain 5 years after date of credential. After entry and verification in the electronic system in compliance with the department's minimal standards pertaining to credential computer records, paper documents will then be destroyed after 1 year.			
	These records are protected by Wis. Stat. Ch. 146.82			
	RETENTION: EVENT (Date of credential) + 5 years and destroy confidential			
<u>00352000.</u>	<u>INCOMPLETE, WITHDRAWN LICENSING CASE FILES - VEB</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
	Series includes incomplete or withdrawn licensing case files for applicants for licensure pursuant to Wis. Stat. Ch. 89.			
	"Closed" means the date of withdrawal or incomplete application notice.			
	Files include partial information and materials which do not fulfill requirements for licensure.			
	RETENTION: EVENT (Closed) + 4 years and destroy confidential			



Dept #: /200/ Department Name: ANIMAL HEALTH

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

Dept #: /300/ Department Name: MKTG - GENERAL

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

- 00002000.**      **MARKETING BOARD BALLOTS**      **EVT+0/3**      **DEST**      **N**
- Records are election ballots and tally sheets from 7 Marketing Boards (Corn, Milk, Cherry, Cranberry, Potato, Ginseng, and Soybean). Ballots may be destroyed 3 months after an election. Ballots were created in conjunction with Wis. Stat. Ch. 96.08.
- RETENTION: EVENT (Date of Election) + 3 months and destroy
- 00151000.**      **GINSENG PROGRAM**      **EVT+3**      **SHSW**      **Y**
- This record series contains application for Root/Seed Certificate and/or license to sell ginseng. May contain returned certificates showing how much ginseng was sold and to whom.
- Authority: Wis. Stat. Ch. 94.50, and Wis. Admin. Code Ch. Adm. 21
- RETENTION: EVENT(License ends or is not granted) + 3 years and transfer to State Historical Society
- 00223000.**      **MEDIATION FILES**      **EVT+3**      **DEST**      **Y**
- This series contains individual case files for farm mediation administered by the Farm Mediation and Arbitration Program which have been closed by the Program. Files include confidential information pertaining to cases mediated under Sec. 93.50.
- The mediation file, which contains the original agreement to mediate signed by all parties, originals of all interim or final agreements entered into by the parties and expense vouchers for the volunteer mediator assigned to the case, is retained for a period of 3 years after the date of the final expenditure report, required to be submitted annually to the United States Department Of Agriculture pursuant to 7 CFR 3915.21(a) and 3915.22(a) or until all issues, including any litigation, claim, negotiation, audit, or other action which is started before the expiration of the 3 year period cited, have been resolved as required by 7 CFR 3915.21(b). Thereafter, files will be confidentially destroyed. These files are confidential: see Sec. 93.50(2)(e), Stats.
- RETENTION: EVENT (Date of final expenditure report) + 3 years and destroy confidential
- 00235000.**      **FARMER ASSISTANCE CASE FILES**      **EVT+3**      **DEST**      **Y**
- This record series contains closed individual case files for distressed farmers who request consultation or assistance under the Farmer Assistance Program administered by the Wisconsin Farm Center. These files may contain correspondence, financial information, case notes, test results, referral information and other relevant information. The files include confidential information pertaining to cases under sec. 93.51(3)(d) Stats. The series is filed alphabetically; i.e., the name of the individual farmer who requests consultation and assistance. The files are retained for a period of three years after the date all issues, including any litigation, claim negotiation, audit or other action which is started before the expiration of the three-year period cited have been resolved. Thereafter, files are destroyed.
- RETENTION: EVENT (Case resolved) + 3 years and destroy confidential
- 00236000.**      **DAIRY FARMER EXIT/ENTRY FILES**      **EVT+3**      **DEST**      **Y**
- This record series contains individual case files for the Dairy Farmer Exit - Entry Program administered by the Wisconsin Farm Center. The Exit - Entry Program assists farmers in the transfer of farm operations as outlined in Wis. Stat. Ch. 93.52. It contains the original application for the Dairy Farmer Exit - Entry Program, match information on buyer and seller, correspondence and other relevant information necessary to provide services.
- RETENTION: EVENT (Case resolved) + 3 years and destroy confidential
- 00237000.**      **STRAY VOLTAGE**      **EVT+3**      **DEST**      **Y**
- This series contains both closed and inactive individual case files for farmers who have requested technical assistance from the REPS program per Wis. Stat. 93.41. Files include identifiable individual records including individual video taped records of on farm management practices, correspondence related to the analysis, case notes, test results, diagnostic reports, referral information, photographs, drawings, etc., general correspondence, phone logs, case closing reports files by REPS staff, etc. Machine readable records may be stored on TRAC (tracking regulation and compliance 98), Word 97, and Excel 97. Machine readable records will be migrated as warranted. All open files are reviewed on an annual basis during the month of January. Files which have had no activity during the prior six month period will be designated as inactive files. Files are retained for a period of three years from the date on which they are designated as inactive and are thereafter destroyed.
- RETENTION: EVENT (Inactive date) + 3 years and destroy confidential



Dept #: /300/ Department Name: MKTG - GENERAL

RDA #	RDA Title	Retention	Disposition	PII
<u>00242000.</u>	<u>WISCONSIN FARM CENTER CALLER LOG SHEETS</u>	<u>CR+3</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains individual Wisconsin Farm Center caller log sheets. Log sheets are used to provide a temporary record of calls received by the Wisconsin Farm Center. Log sheets are used to provide a temporary record of calls received by the Wisconsin Farm Center. Log sheets are used to store data prior to the entry of the data into a machine readable format. Log sheets do not have any administrative, informational, research, historical, legal or evidential value after the data is transferred into machine readable format. Paper entered to electronic formats, verified and destroyed. Electronic maintained 3 years.</p> <p>Records in this series will include confidential information pursuant to Wis. Stat. 93.50(2)(e), 93.51(3)(d), and 93.52.</p> <p>RETENTION: EVENT (Creation) + 3 years and destroy confidential</p>				
<u>00345000.</u>	<u>LIVESTOCK SECTOR DEVELOPMENT PROGRAM INFORMATION</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains documents and reports relating to the Livestock Sector Development program which was created in 2006. The DATCP staff creates, obtains and uses the series along with the Livestock producers. This series accumulates annually and includes client contracts, applications for services, progress reports, sub-contracts with consultants, financial reports, and consultant bills. This series is arranged alphabetically.</p> <p>This series pertains to activities authorized by chapter 93 Wisconsin Statutes.</p> <p>RETENTION: EVENT (End of contract) + 3 years and destroy confidential</p>				

Dept #: /304/ Department Name: MKTG - INTL / NAH

RDA #	RDA Title	Retention	Disposition	PII
<u>00020000.</u>	<u>EXPORT EDUCATION INFORMATION</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
<p>Information related to export education including Wisconsin company information, product (s) information, correspondence with DATCP and related governmental agencies and related export trade information.</p> <p>DATCP technical staff, support staff, and assistances create, obtain, and use record series. Information is created or obtained to provide Wisconsin company information to clients. Information is maintained as reference material for short-term future client requests.</p> <p>The records series pertains to activities authorized by Wis. Stat. § 93.42 - Center for International Agribusiness.</p> <p>Retention: Event (Creation) + 3 years and destroy</p>				
<u>00027000.</u>	<u>MARKET DEVELOPMENT SERVICE INFORMATION</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>N</u>
<p>Information related to incoming international delegations and outbound trade missions. Includes participant lists, marketing materials, company correspondence, recruitment material, company marketing plans, end of year reports, allocation worksheets, reimbursement information, applicant status reports, company participation history, and briefing documents for the Office of the Secretary and staff.</p> <p>The records series pertains to activities authorized by Wis. Stat. § 93.42 - Center for International Agribusiness.</p> <p>"Closed" means the end of the calendar year in which the program is completed.</p> <p>RETENTION: EVENT (Closed) + 5 years and transfer to State Historical Society.</p>				
<u>00028000.</u>	<u>NATIONAL PROMOTION INFORMATION</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
<p>National Promotion Record Series Material includes: Promotion description, event details, company information, budget information, company correspondence, media correspondence, market information and Alice in Dairyland promotions. Electronic documents currently stored on the division's I drive and organized by year and activity.</p> <p>The record series pertains to activities authorized by Wis. Stat. 93.07 - Promotion of Agriculture.</p> <p>RETENTION: EVENT (Fiscal)+ 3 years and destroy</p>				
<u>00030000.</u>	<u>ALICE IN DAIRYLAND PROGRAM INFORMATION</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
<p>Alice in Dairyland Program Information Record Series includes: Alice's Official Biography, Official Photos, Major Press Clippings, Promotional Pieces, end of the year report and finale programs.</p> <p>The record series pertains to activities authorized by Wis. Stat. ch 93 for promotion of agriculture.</p>				

Dept #: /304/ Department Name: MKTG - INTL / NAH

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (Creation) + 5 years and transfer to State Archives				
<u>00031000.</u>	<u>COUNTY FAIRS &amp; AG SOCIETIES STATE AID PROGRAM FILES</u>	<u>FIS+3</u>	<u>DEST</u>	<u>N</u>
State aid fair reports, registered judges, affidavits, promotion material including promotion description, event details, promotional literature, budget information, fair correspondence, and media correspondence.				
DATCP technical, support, assistant staff and fair managers/secretaries create, obtain and use the record series. Information is created or obtained to provide county and district fairs state aid and promotion support to the fair offices and for public information. Information is maintained as a reference material for short term future requests.				
The record series pertains to activities authorized by Wis. Stat. 93.23 - local fairs.				
RETENTION: EVENT (Fiscal) + 3 years and destroy				

Dept #: /307/ Department Name: MKTG - MKT ORDERS

RDA #	RDA Title	Retention	Disposition	PII
<u>00002000.</u>	<u>MARKETING BOARD BALLOTS</u>	<u>EVT+0/3</u>	<u>DEST</u>	<u>Y</u>
Records Are Election Ballots And Tally Sheets From 8 Marketing Boards (Corn, Milk, Cherry, Cranberry, Mint, Potato, Ginseng, And Soybean).				
Wisconsin Statute 7.23 (H) Ballots May Be Destroyed 30 Days After Any Election.				
. Ballots Were Created In Conjunction With Wi Statute 96.08.				
Retain 3 Months After Closed And Destroy.				

Dept #: /700/ Department Name: ARM - PLANT DISEASE

RDA #	RDA Title	Retention	Disposition	PII
<u>00145000.</u>	<u>COOPERATIVE AGRICULTURE PEST SURVEY (CAPS)</u>	<u>CR+3</u>	<u>DEST</u>	<u>N</u>
This record series contains cooperative agreements and required progress reports for the Cooperative Agricultural Pest Survey Program (CAPS) in accordance to Statues 94.01 to 94.10 and ATCP 21 Administrative Code				
RETENTION: EVENT (Creation) + 3 years and destroy				
<u>00146000.</u>	<u>GYPSY MOTH ADMINISTRATIVE RECORDS</u>	<u>CR+2</u>	<u>DEST</u>	<u>Y</u>
Logs of phone calls and e-mails regarding the gypsy moth program listing complaint or comment and what, if any, follow-up was done or needed; all reports and general administrative records that are not actual data records. These records are used to determine possible problem areas for treatment and survey and are used by program managers. The volume of data depends on public complaints. E-mails are printed out and stored in a paper format. These records are used by program managers. These records are stored by year. Authorization granted by s. 93.07, 94.01, 94.02, and ATCP 21, WI Adm. Code				
RETENTION: EVENT (Creation) + 2 years and destroy confidential				
<u>00148000.</u>	<u>GYPSY MOTH PROGRAM</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
The record consists of files containing electronic and paper data of all gypsy moth spray treatment, trapping and egg mass surveys. Daily spray schedule and spray sites, site observation logs, field coordination call-in sheets, mix/load reports, spray calibrations, daily acre/gal spray and phenology. Data sheets listing physical description of gypsy moth trap locations, copies of plat books with gypsy moth trap locations and positive gypsy moth trap catches, including delimitation maps; site description of egg mass survey sites; kept year-by-year.				
This information is used by gypsy moth program staff, the U.S. Forest Service (USFS), Slow the Spread (STS) program staff, and the Slow the Spread Foundation. Authorization granted by s. 93.07, s.94.01, 94.02. 02 and ATCP 21, WI Adm. Code.				

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
RETENTION: EVENT (Creation) + 10 years and destroy				
<u>00150000.</u>	<u>PLANT PEST &amp; BIOLOGICAL PERMITS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
<p>This record contains electronic and paper originals of plant pest and biological control permits for either import or movement within the state, of plant pests or biological organisms, applications, the original of Plant Industry Bureau approval denial of an application and the original of Plant Industry's assessment before approval or denial is given. Permits were all paper until recently. Now most permits are electronic. The paper originals are kept until transferred to electronic records which will be kept 3 years.</p> <p>There is no annual accumulation and the only Environmental Assessment (EA) written is filed by subject matter. The last EA was written in 1993 by Julie Nara about Purple Loosestrife.</p> <p>These records are used by the survey and regulatory staff. Authorization granted by 94.03 and ATCP 21, WI Adm. Code. Records were created in 1990.</p>				
RETENTION: EVENT (Transfer of paper to electronic) + 3 years and destroy				
<u>00332000.</u>	<u>REGULATORY PROGRAM COMPLIANCE AGREEMENT RECORDS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
<p>This record series consists of paper and electronic copies of annual industry compliance agreements for the transport/movement of regulated articles originating from designated pest quarantine zones, as issued by the Bureau. Current examples include the Emerald Ash Borer, Gypsy Moth, Firewood Certification, Thousand Cankers and Japanese Beetle programs. Information collected includes name and address of stakeholder, location of business, and pest treatment/mitigation methods.</p> <p>Records are filed chronologically and by agreement holder.</p> <p>This information is used by Plant Industry regulatory staff. Authorization granted by s.93.01 through s.93.22, and s.94.01 through s.94.11, Wis. Stat. And ATCP 21, Wis. Adm. Code.</p>				
RETENTION: EVENT (Creation) + 5 years and destroy confidential				
<u>00333000.</u>	<u>POTATO ROT NEMATODE (PRN) PROGRAM RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>This record series consists of paper and electronic copies of Notices of Infestation, Quarantine, Holding Orders and Release. Information collected includes name and address of grower, location of fields, and inspection results.</p> <p>Under ATCP 21.14 (3)(e) and 21.14 (3)(f), Wis. Adm. Code, any potato field declared infested is permanently quarantined unless one of the following events occurs: 1) the infested field is fumigated and the next potato crop is found to be nematode-free, or 2) the next two potato crops are found to be nematode-free. Certified seed potato fields must be fumigated, and the potato crop monitored for two years following fumigation to be eligible for quarantine removal.</p> <p>Permanent record retention is required because infested field quarantine status will not be lifted until the above conditions are met. This information is used by Plant Industry regulatory staff. Authorization granted by s.94.01 through s.94.11, Wis. Stat. and ATCP 21, Wis. Adm. Code.</p>				
RETENTION: Permanent				
<u>00334000.</u>	<u>GYPSY MOTH STRATEGIC PLAN</u>	<u>EVT</u>	<u>DEST</u>	<u>N</u>
<p>Document contains the guiding principles for the gypsy moth program. Original plan developed in about 1990. Revised plan was approved in January 2011. The 17--page document will be stored by the year it was approved. This plan is used by administrators from DATCP, DNR, USDA APHIS and USDA Forest Service.</p>				
RETENTION: EVENT (Revised/updated/replaced) and transfer to State Historical Society				
<u>00335000.</u>	<u>NEW AND EMERGING PLANT PEST PROGRAM</u>	<u>CR+1</u>	<u>DEST</u>	<u>N</u>
<p>This record contains visual survey, cut and peel and trapping data sheets for emerald ash borer.</p> <p>Authorization granted by s. 93.07, 94.01, 94.02 and ATCP 21, WI Adm. Code</p> <p>Records were created in 2004.</p>				
RETENTION: EVENT (Creation) + 1 year and destroy				
<u>00336000.</u>	<u>GYPSY MOTH ENVIRONMENTAL ASSESSMENTS</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>
<p>Lists areas of the state considered for gypsy moth treatment and justification for each, options for treatment, pros and cons for each option, pros and cons of no treatment, reports of meetings and public hearings, lists people notified and times and places as part of the scoping process before public hearings. It is the notice listing final decisions and approval to proceed. This information is used by gypsy moth program staff, the U.S. Forest Service (USFS), Slow the Spread (STS) program staff, DNR staff, U.S. Fish and Wildlife, USDA-APHIS and the Slow the Spread Foundation. Authorization granted by s. 93.07, 94.01, 94.02 and ATCP 21, WI Adm. Code.</p>				
RETENTION: EVENT (Creation) + 4 years and destroy				

RDA #	RDA Title	Retention	Disposition	PII
<u>00004000.</u>	<u>FARMLAND PRESERVATION PROGRAM AGREEMENTS</u>	<u>EVT+21</u>	<u>DEST</u>	<u>Y</u>
<p>For agreements applied for prior to July 1, 2009, the record includes the original recorded legal agreement between landowners and the State of Wisconsin for the farmland preservation program (See s. 91.13, Wis. Stats.). The agreements are from 10 years up to 25 years. Agreements under ch. 91, 2007 Stats., ended with the enactment of a new Ch. 91, 2009 Stats. The agreements are filed by county and landowner's name. The agreements are recorded with the county register of deeds office. The paper files include applications that contain social security numbers, phone numbers, land descriptions, and addresses. The information from the agreement is contained in an MS Access database that can create an agreement data sheet. Prior to 1994, much of the information in the files were microfilmed. Section 91.19, 2007 Stats. requires a payback, and if no payback, a lien recorded in the register of deeds office, to remove land from a farmland preservation agreement. The payback requirement results in the department needing to keep the agreement and file materials for 11 years after the agreement expires in case a subsequent agreement is signed. The social security numbers were collected on the application because that information is needed to obtain the FPP income tax credit information from the WI Department of Revenue.</p> <p>RETENTION: EVENT (Approved FPP Agreement) + 21 years and destroy confidential</p>				
<u>00005000.</u>	<u>FARMLAND PRESERVATION PROGRAM AGREEMENT APPLICATIONS</u>	<u>EVT+21</u>	<u>DEST</u>	<u>Y</u>
<p>For agreements applied for prior to July 1, 2009, this record includes the landowner application, copy of the record of ownership (deed), copies of property tax bills, copies of aerial photographs and maps, copies of correspondence, copies of income tax information and copy of the farmland preservation agreement for the farmland preservation program (If microfilmed - there are no paper files). Agreements applications under ch. 91, 2007 Stats., ended with the enactment of a new Ch. 91, 2009 Stats. The paper files include applications that contain social security numbers, phone numbers, land descriptions, and addresses. The information from the agreement is contained in an MS Access database that can create an agreement data sheet. The social security numbers are only included in the paper files. Prior to 1994, much of the information in the files were microfilmed. Section 91.19, 2007 Stats., requires a payback, and if no payback, a lien recorded in the register of deeds office, to remove land from a farmland preservation agreement. The payback requirement results in the department needing to keep the agreement and file materials, including records of transfers of the agreement to new landowners, for 11 years after the agreement expires in case a subsequent agreement is signed. The social security numbers were collected on the application because that information is needed to obtain the FPP income tax credit information from the WI Department of Revenue.</p> <p>RETENTION: EVENT (Approved FPP Agreement) + 21 years and destroy confidential</p>				
<u>00156000.</u>	<u>SOIL &amp; WATER RESOURCE MANAGEMENT (SWRM) GRANT FILES</u>	<u>FIS+4</u>	<u>DEST</u>	<u>Y</u>
<p>Vouchers, purchase orders, application approvals, correspondence, cost-share contracts, extensions and grant contracts for the following programs: Staff and Support, Land and Water Resource Management Shoreland Management, NR 243. These activities are authorized by chs. 91 and 92, Stats. and ATPC 50, Wisc. Admin. Code. These documents are filed by county by year. Files are used by state agencies, the Land and Water Conservation Board (LWCB), county conservation departments, and landowners and operators. Estimated annual accumulation: 3.0 lineal feet. These documents may contain personally identifiable information</p> <p>RETENTION: EVENT (Close of fiscal year of creation) + 4 fiscal years and destroy</p>				
<u>00156A00.</u>	<u>CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) GRANT FILES</u>	<u>FIS+4</u>	<u>DEST</u>	<u>Y</u>
<p>Vouchers, purchase orders, application approvals, correspondence, cost-share contracts, grant contracts for the CREP program. These activities are authorized by ch. 93, Stats. and ATPC 50, Wisc. Admin. Code. These documents are filed by county by year. Files are used by state agencies, county conservation departments, and landowners and operators. Estimated annual accumulation: .5 lineal ft. These documents may contain personally identifiable information</p> <p>RETENTION: EVENT (Close of fiscal year of creation) + 4 fiscal years and destroy</p>				
<u>00156B00.</u>	<u>DRAINAGE GRANT FILES</u>	<u>FIS+4</u>	<u>DEST</u>	<u>Y</u>
<p>Vouchers, purchase orders, application approvals, correspondence, cost-share contracts, grant contracts for the drainage program. These activities are authorized by ch. 88, Stats. and ATPC 48, Wisc. Admin. Code. These documents are filed by district by year. Files are used by state agencies, drainage boards, and county conservation departments. Estimated annual accumulation: .5 lineal ft. These documents may contain personally identifiable information</p> <p>RETENTION: EVENT (Close of fiscal year of creation) + 4 fiscal years and destroy</p>				
<u>00156C00.</u>	<u>SWRM, CREP, AND DRAINAGE GRANT FILES</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
<p>Database to track pertinent information relating to grant files described in 00156, 00156A, and 00156B. See authorities listed above (RDA 156).</p>				

RDA #	RDA Title	Retention	Disposition	PII
<p>These documents may contain personally identifiable information.  Files will e migrated to updated software or electronic storage when warranted.  Files are used by state agencies.</p> <p>Annual accumulation of 50 MB</p> <p>RETENTION: EVENT + 4 years or superseded and destroy</p>				
<u>00159000.</u>	<u>SWRM ANNUAL ALLOCATION OF GRANT FUNDS FOR COUNTY STAFF AND I</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
<p>Provides counties funding administered using the documents in 00156. Contains meeting tables, correspondence, spreadsheets, preliminary allocation plans, environmental assessments, allocation plans, supplemental plans and other modifications.  These activities are authorized by chs. 91 and 92, Stats. and ATCP 50, Wisc. Admin. Code.  These documents are filed chronologically by grant year  Estimated annual accumulation: .5 lineal ft.  Files are used by state agencies, the LWCB, and county conservation departments, and county representatives and organizations.</p> <p>RETENTION: EVENT (Department approval of the final allocation) + 7 years and destroy</p>				
<u>00159A00.</u>	<u>SWRM FINAL ANNUAL ALLOCATION OF GRANT FUNDS FOR COUNTY STAFF</u>	<u>EVT+15</u>	<u>SHSW</u>	<u>N</u>
<p>Provides counties funding administered using the documents in 00156. Contains meeting tables, correspondence, spreadsheets, preliminary allocation plans, environmental assessments, final allocation plans, supplemental plans and other modifications.  These activities are authorized by chs. 91 and 92, Stats. and ATCP 50, Wisc. Admin. Code.  These documents are filed chronologically by grant year  Estimated annual accumulation: .5 lineal ft.  Files are used by state agencies, the LWCB, and county conservation departments, and county representatives and organizations.</p> <p>RETENTION: EVENT+ 15 years and transfer to State Historical Society</p>				
<u>00160000.</u>	<u>SOIL EROSION, NUTRIENT MANAGEMENT AND RELATED REPORTS</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
<p>Contains ad hoc, annual, biennial and T-by-2000 reports. These reports are prepared for purposes internal and external to the Division.  Supporting documents are collected and/or prepared in connection with these reports.  Many reports are required by statute, rule, department or other entities such as the audit bureau.  These documents are filed by topic and organized chronologically  Estimated annual accumulation: 4.5 lineal ft.  Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and organizations.</p> <p>RETENTION: EVENT (Report is completed) + 5 years and destroy</p>				
<u>00160A00.</u>	<u>SOIL EROSION, NUTRIENT MANAGEMENT AND RELATED REPORTS</u>	<u>EVT+15</u>	<u>SHSW</u>	<u>N</u>
<p>Contains ad hoc, annual, biennial and T-by-2000 reports. These reports are prepared for purposes internal and external to the Division.  Supporting documents are collected and/or prepared in connection with these reports.  Many reports are required by statute, rule, department or other entities such as the audit bureau.  These documents are filed by topic and organized chronologically  Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and organizations.</p> <p>RETENTION: EVENT + 15 years and transfer to State Historical Society</p>				
<u>00162000.</u>	<u>EVALUATION AND REPORTING ON IMPLEMENTATION OF SWRM AND LWRM</u>	<u>EVT+4</u>	<u>SHSW</u>	<u>N</u>
<p>Contains annual county reports, survey responses, and other data collected or prepared for evaluation purposes. Annual and other reports may be generated based on evaluation activities.  Many documents are collected to meet requirements imposed by statute, rule, department or other entities such as the audit bureau.  These documents are filed by county by year or by project.  Estimated annual accumulation: 1 lineal ft.  Files are used by state agencies, the LWCB, and county conservation departments, and county representatives and organizations.</p> <p>RETENTION: EVENT + 4 years and transfer to State Historical Society</p>				
<u>00162A00.</u>	<u>COUNTY LAND AND WATER RESOURCE MANAGEMENT (LWRM) PLANS ANC</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
<p>Contains correspondence, orders, ordinances, LWRM plans, and memoranda and other LWCB material. DATCP approves county LWRM plans for no more than five years.  These activities are authorized by ch 92, Stats. and ATCP 50, Wis. Admin. Code.  These documents are filed by county by year  Estimated annual accumulation: 3.0 lineal ft.  Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and</p>				

RDA #	RDA Title	Retention	Disposition	PII
	organizations.			
	RETENTION: EVENT (Plan approval by the department) + 5 years and destroy			
<u>00162A10.</u>	<u>COUNTY LAND AND WATER RESOURCE MANAGEMENT (LWRM) PLANS AND</u>	<u>EVT+15</u>	<u>DEST</u>	<u>N</u>
	Contains, final LWRM plans, and memoranda and other LWCB material. DATCP approves county LWRM plans for no more than five years. These activities are authorized by ch 92, Stats. and ATCP 50, Wis. Admin. Code. These documents are filed by county by year Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and organizations.			
	RETENTION: EVENT (Plan approval by the department) + 15 years and destroy			
<u>00162B00.</u>	<u>SWRM AND LWRM GIS FOR EVALUATION AND REPORTING</u>	<u>CR+4</u>	<u>DEST</u>	<u>N</u>
	Tracks pertinent information relating to evaluation and reporting described 00162 and 00162A. See authorities listed above. Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and organizations. Files will be migrated to new software and electronically stored when warranted. Annual accumulation of 300 MB.			
	RETENTION: EVENT(Creation) + 4 years or superseded and purge			
<u>00162C00.</u>	<u>ORDINANCES RELATED TO ZONING, LICENSING, AND MANURE STORAGE A</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
	Contains correspondence, ordinances, and documents related to departmental review and comment concerning ordinances. These activities are authorized by ch 92, Stats. and ATCP 50, Wisc. Admin. Code. These documents are filed by county by year Estimated annual accumulation: .25 lineal ft. Files are used by state agencies, the LWCB, and county conservation departments, and county representatives and organizations.			
	RETENTION: EVENT (Creation) + 5 years and destroy			
<u>00281000.</u>	<u>FARMLAND PRESERVATION PROGRAM COUNTY FARMLAND PRESERVATIO</u>	<u>EVT+1</u>	<u>SHSW</u>	<u>N</u>
	The certified county agricultural preservation plan text and map for the counties (in some cases amendments are filed by town) participating in the farmland preservation program, and an order signed by the chair of the Wisconsin Land and Water Conservation Board certifying the county plan (if certification occurred after 1994). The law changed in July 2009 to require the DATCP Secretary to sign the decision order. The law change also specified a certification expiration date for all the existing certified farmland preservation plans that will occur between 2011 and 2015, if there was not previous order specifying a certification expiration. The files do not contain any personally identifiable information. Currently, there are 70 total agricultural preservation plan files for 70 counties. Subsequent certified plans are generally within a new file that is started upon the county submittal of a new or amended farmland preservation plan. For lands to be included in a certified farmland preservation zoning ordinance, within a state designated Agricultural Enterprise Area (AEA), to be eligible for the Purchase of an Agricultural Conservation Easement (Pace), or to be covered by a farmland preservation agreement, the land must be identified as a farmland preservation area in the certified county farmland preservation plan. The disposition of the county farmland preservation plan file would be one year after the certification expires (certification is generally for a period of up to 10 years). Files after July 1, 2009 included electronic/digital information.			
	RETENTION: EVENT (Expiration of a County EPP Plan) + 1 year and transfer to State Historical Society			
<u>00282000.</u>	<u>FARMLAND PRESERVATION PROGRAM LOCAL ZONING ORDINANCES</u>	<u>EVT+1</u>	<u>SHSW</u>	<u>N</u>
	The certified farmland preservation zoning ordinance text and map for the counties, towns, cities and villages participating in the farmland preservation program, and an order signed by the chair of the Wisconsin Land and Water Conservation Board (LWCB). The law changed in July 2009 to require the DATCP secretary to sign the decision order certifying the zoning ordinances. There are about 450 separate files by county, town, city, or village within each county. The files do not contain any personally identifiable information. The disposition of the local government farmland preservation zoning ordinance file would be one year after the certification expires (certification is generally for a period of up to 10 years) or is removed. Files after July 1, 2009 included electronic/digital information.			
	RETENTION: EVENT (Certification expires) + 1 year and transfer to State Historical Society			
<u>00283000.</u>	<u>CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) CONSERVAT</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	Original recorded Conservation Reserve Enhancement Program (CREP) conservation easement between landowners and the State of Wisconsin (and copies if easement held by county in Brown, Buffalo, Chippewa, and Green counties), copies of the CREP application, 15-year agreement with an easement, aerial photos and maps, property tax bills, title searches, and materials from the USDA Farm Service Agency for the conservation reserve program. The information includes property tax bills collected under the authority of s. 93.70 and s. 700.40, Wis. Stats. The files contain personally identifiable information, including social security numbers. The original easement document is recorded in the county register of deeds office and then filed in the department files. There have been from 5 to 150 new CREP easements per year that are filed by county and landowners name and by whether the easement is "new" or is "final"			



RDA #	RDA Title	Retention	Disposition	PII
	<p>based on whether payments are still due the landowner. The files are used by department staff, county staff, landowners, attorneys, realtors, and others in the administration of the program. Only authorized section staff has access to the electronic database (MS access). The electronic database includes the landowner's social security numbers. The perpetual conservation easements are authorized under s. 93.70, Stats., and the duration of the conservation easement is set by the easement document and s. 700.40(2), Stats. The conservation easement is in perpetuity.</p> <p>RETENTION: Permanent</p>			
<u>00284000.</u>	<u>CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) AGREEMENT</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	<p>The original 15-year agreement is held by the applicable county where the land is located. This record series may contain copies of the CREP 15-year agreement between the landowner and the respective county, CREP application, aerial photos and maps, property tax bills, and materials from the USDA Farm Service Agency for the conservation reserve program. The files (including electronic files) contain personally identifiable information, including social security numbers. Only authorized department staff has access to the electronic database. The database includes the landowner's social security number. The social security number is included in a W9 form so that payments may be made and are considered income. The electronic database and paper files include landowner name, address, phone number, various applicable dates, payment information, location of the involved land to the quarter-quarter section, and various notes about the project. Persons with CREP agreements that are expiring will have the opportunity to re-enroll the land back into CREP as the original agreement expires. The authority for entering into CREP 15-year agreements can be found in Wis. Stats. § 93.70. These records are confidential and collected based on Wis. Stats. § 134.98.</p> <p>RETENTION: EVENT (Expiration of CREP agreement) + 1 year and destroy</p>			
<u>00287000.</u>	<u>COMMITTEES AND TASK FORCES RELATING TO LIVESTOCK FACILITY SITIN</u>	<u>EVT+2</u>	<u>DEST</u>	<u>N</u>
	<p>Contains meeting minutes, agenda, support materials, notices, draft recommendations and reports. These activities are authorized by Secretary under authority in ch. 92, Stats. These documents are filed by topic and organized chronologically. Files are used by state agencies, boards including the LWCB, county conservation departments, and farm groups, county organizations, and general public.</p> <p>RETENTION: EVENT (Conclusion of work by committee or task force) + 2 years and destroy</p>			
<u>00287A00.</u>	<u>COMMITTEES AND TASK FORCES RELATING TO LIVESTOCK FACILITY SITIN</u>	<u>CR+15</u>	<u>SHSW</u>	<u>N</u>
	<p>Final reports. These activities are authorized by Secretary under authority in ch. 92, Stats. These documents are filed by topic and organized chronologically. Files are used by state agencies, boards including the LWCB, county conservation departments, and farm groups, county organizations, and general public.</p> <p>RETENTION: EVENT (Creation) + 15 years and transfer to State Historical Society</p>			
<u>00324000.</u>	<u>FARMLAND PRESERVATION PROGRAM AGRICULTURAL ENTERPRISE AREA</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	<p>Petitions are received requesting designation of an Agricultural Enterprise Area (AEA). The paper record includes the original application petition submitted by the local sponsors (local government, farmers, land trust, etc.), maps of the AEA, correspondence, and scoring sheets (see s. 91.86, 2009 stats). The petitions are signed by landowners (a minimum of 5 eligible farmers must sign), the local governments involved, and includes letters of support from other local businesses and interested parties. The designation of AEAs are done annually through a department order signed by the secretary. Designated AEAs remain in effect unless the designation is removed by order. There are about 10 AEA petitions received per year. The statutes currently have a cap of 1.0 million acres for designated AEAs. Per s.91.84 (1m), stats., the designation by order of an AEA remains in effect, unless an order is signed to terminate an AEA.</p> <p>RETENTION: Permanent</p>			
<u>00325000.</u>	<u>FARMLAND PRESERVATION PROGRAM AGREEMENTS IN AN AEA</u>	<u>EVT+16</u>	<u>DEST</u>	<u>Y</u>
	<p>For agreements applied for after July 1, 2009 the record includes the original recorded legal agreement between landowners and the State of Wisconsin for the farmland preservation program (see s. 91.60, 2009 Wis. Stats.). The agreements are from 15 years and must be located in areas planned for farmland preservation in the certified county farmland preservation plan and must be located within a state designated Agricultural Enterprise Area (AEA). "Old" agreements under ch. 91, 2007 Stats., ended with the enactment of a new ch. 91, 2009 Stats. "New" agreements are filed by AEA, county and landowner's name. The agreements are recorded with the county register of deeds office. The paper files include applications which contain (they no longer contain social security numbers) phone numbers, land descriptions, landowner addresses, property tax bills, information on mortgage and lien or easement holders, and copies of the deeds for the land involved. The files are used by department staff, county staff, landowners, attorneys, realtors, and others in the administration of the program. The information from the agreement is contained in an MS Excel spreadsheet that will at some point be moved into a new database.</p> <p>RETENTION: EVENT (Approved FPP Agreement in AEA) + 16 years and destroy</p>			
<u>00326000.</u>	<u>PURCHASE OF AGRICULTURAL CONSERVATION EASEMENTS (PACE)</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>



RDA #	RDA Title	Retention	Disposition	PII
	<p>Original recorded Purchase of Agricultural Conservation Easement (PACE) between landowners and the State of Wisconsin and the local cooperating entity [and if also part of the federal Farm and Ranchland Protection Program (FRPP) then with the federal USDA Natural Resource Conservation Service] copies of easement, copies of the PACE application, agreement with the cooperating entity, aerial photos and maps, property tax bills, title searches, and scoring sheets related to the application for PACE. The information includes title searches, deeds, baseline documentation, appraisals, appraisal reviews, and property tax bills collected under the authority of s. 93.73 and s. 700.40, Wis. Stats. The files contain personally identifiable information. The original easement document is recorded in the county register of deeds office and then filed with the cooperating entity with a copy in department files. There have been a total of 15 properties approved for PACE easements in 2010. They are filed by year and landowner name. The files contain the purchase agreement with the cooperating entity including details of the financial transaction with the cooperating entity. The perpetual conservation easements are authorized under s. 93.73 (7)(b), Stats., and the duration of the conservation easement is set by this statute, the easement document and s. 700.40(2), Stats. The conservation easement is in perpetuity.</p> <p>RETENTION: Permanent</p>			
<u>00327000.</u>	<u>FARMLAND PRESERVATION PROGRAM REZONE NOTICES PRE-JULY, 2009</u>	<u>CR+11</u>	<u>DEST</u>	<u>N</u>
	<p>The originals of the rezone notices submitted by local zoning jurisdictions related to land rezoned from or into a certified farmland preservation zoning district. Rezone notices were initiated when the program first began in 1978. The department has kept paper records of these rezone notices, prior to 2006, entered the information from these notices into an Access database. The farmland preservation law was changed through 2009 WI Act 28, that took effect on July 1, 2009, that requires local government to only provide a summary report of the rezones issued within the local jurisdiction. The personally identifiable information on the paper forms includes the landowner's name and address that owned the land when the rezone was issued. The information does not include social security numbers.</p> <p>RETENTION: EVENT (Creation) + 11 years and destroy</p>			
<u>00328000.</u>	<u>ENGINEERING REVIEW OF PLANS AND SPECIFICATIONS FOR CONCENTRA</u>	<u>EVT+5</u>	<u>DEST</u>	<u>N</u>
	<p>This is the original RDA for these records. Engineering, reports, field notes, and other documentation related to the review of plan and specification submissions from applicants for engineered practices covered by Wisconsin Pollution Discharge Elimination System (WPDES) and other permits.</p> <p>RETENTION: EVENT (Permit issued or denied) + 5 years and destroy</p>			
<u>00329000.</u>	<u>CERTIFICATIONS OF ENGINEERING PRACTITIONERS</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	<p>This is the original RDA for these records. DATCP creates and revises engineering practitioner certifications that authorize public employees to perform engineering work within the scope of their certification. DATCP maintains records involving all certification decisions; increased ratings, or decertification or suspension. Electronic/digital and/or hard copy files of the certification forms and the decision records are maintained.</p> <p>DATCP's responsibilities are specified in Wis. Stat. §, and Wis. Adm Code § ATCP 50.46, and include requirements that DATCP field engineers assess the knowledge, training, and skills of county staff and others in specific areas; complete a certification form based on their evaluations; and review the individual certifications at least every three years.</p> <p>A 10 year retention time would meet the business need to verify that practitioner have/had adequate job certification to design, install and certify conservation practices cost-shared by the state or federal government in the event of liability issues arising.</p> <p>RETENTION: EVENT (End of employment or decertified) + 10 years and destroy</p>			
<u>00330000.</u>	<u>DESIGN AND OTHER DOCUMENTATION INVOLVING ENGINEERED AND RELA</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
	<p>This is the original RDA for these records. Engineering plans and specifications, field notes, survey data, site assessment data, certifications, constructions data/documentation and other documentation related to the design, installation and certification of practices.</p> <p>The Department's field engineers and engineering specialists provide engineering assistance to plan, design and install conservation practices. In many cases state and federal cost-share providers cover the landowners to satisfy program practices. The documents generated by staff may be shared with cost-share providers and landowners to satisfy program requirements for cost-sharing.</p> <p>A 10 year retention time would meet business needs and be consistent with other programs requirements including Wis. Adm. Code § ATCP 50.34(7), which requires retention for the 10 year maintenance period for cost-shared practice.</p> <p>RETENTION: EVENT (Project constructed or installed) + 10 years and destroy</p>			
<u>00331000.</u>	<u>FARMLAND PRESERVATION PROGRAM AGRICULTURAL ENTERPRISE AREA</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	<p>Petitions are received requesting designation of an Agricultural Enterprise Area (AEA). The paper record includes the original application petition submitted by the local sponsors (local government, farmers, land trust, etc), maps of the AEA, correspondence, and scoring sheets (see s. 91.86, 2009 Stats). The petitions are signed by landowners (a minimum of five eligible farmers must sign), the local governments involved, and includes letters of support from other local businesses and interested parties. The designation of AEAs are done annually through a department order signed by the Secretary. If not designated, the department would keep this record for five years after denial. Designated AEAs remain in effect unless the designation is removed by order. The statutes currently have a</p>			

Dept #: 702/ Department Name: ARM -SWRM

RDA #	RDA Title	Retention	Disposition	PII
	cap of 1.0 million acres for designated AEAs. Per s. 91.84 (1m), Stats., the designation by order of an AEA remains in effect, unless an order is signed to terminate an AEA. The record would be kept for five years after the Secretary signs the order terminating the AEA.			
	RETENTION: EVENT (Denial or termination) + 5 years and destroy confidential			
<u>00353000.</u>	<u>LIVESTOCK FACILITY SITTING REVIEW BOARD: MEETING AND OTHER ADM</u>	<u>CR+10</u>	<u>SHSW</u>	<u>Y</u>
	Member listings; bylaws and operating rules; staff roles/responsibilities; meeting agendas, minutes/notes and related meeting materials; recordings of meeting proceedings; submissions and presentations; work papers, recommendations and reports; correspondence and other written communications; and travel and other reimbursements, but not including appeal records such as challenges, pleadings, and local decision-making records.			
	RETENTION: EVENT (Creation) + 10 years and transfer to State Historical Society			
<u>00354000.</u>	<u>LIVESTOCK FACILITY SITTING REVIEW BOARD: APPEAL RECORDS</u>	<u>CR+25</u>	<u>SHSW</u>	<u>Y</u>
	Request(s) for review; board docket; local record of decision-making as defined under Wisconsin Administrative Code ch. Adm 51.36; pleadings, statements of position, and amicus briefs; summary dispositions and other interim orders; records of hearings, deliberations or other proceedings before the board; and final orders.			
	RETENTION: EVENT (Creation) + 25 years and transfer to State Historical Society			

Dept #: 730/ Department Name: ARM - SEED TEST

RDA #	RDA Title	Retention	Disposition	PII
<u>00153000.</u>	<u>PLANT INDUSTRY INSPECTION REPORTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	This record series contains Plant Industry inspection reports for nursery, Christmas tree farm, seed test/labeler, apiary/beekeeper and seed field inspections.			
	Authority is s.93.07(12), 94.38 through 94.46, 94.76 through 94.77, and 94.01(4), Wis. Stat. and Chapter ATPC 21, Wis. Adm. Code. The records are used by Plant Industry regulatory staff.			
	RETENTION: EVENT (Creation) + 5 years and destroy confidential			

Dept #: 731/ Department Name: ARM - SPEC INSP

RDA #	RDA Title	Retention	Disposition	PII
<u>00152000.</u>	<u>PLANT HEALTH CERTIFICATE AND LICENSES</u>	<u>CR+3</u>	<u>DEST</u>	<u>Y</u>
	This record series consists of paper and electronic applications for DARM issued licenses or certification including seeds, beehives, nurseries, shippers of plant materials and Christmas trees. Information on certificates includes name and address of nursery or shipper, verification of pest free and disease free status, copy of invoice and receipts, and facility/hive inspection results.			
	This information is used by Plant Industry regulatory staff. Authorization granted by s.94.01 throughout 94.10, 94.38 through 94.46, 94.76 through 94.77, and ATPC 20 and 21, WI Adm. Code.			
	RETENTION: EVENT (Creation) + 3 years and destroy confidential			

Dept #: 734/ Department Name: ARM - AG IMPACT

RDA #	RDA Title	Retention	Disposition	PII
<u>00176000.</u>	<u>PROJECTS RELEASED FROM REQUIRING AGRICULTURAL IMPACT STATEM</u>	<u>CR+2</u>	<u>DEST</u>	<u>N</u>
	Wisconsin Stat. § 32.035 requires that each project initiator with condemnation authority notify the Department if an interest in			

Dept #: 734/ Department Name: ARM - AG IMPACT

RDA #	RDA Title	Retention	Disposition	PII
	agricultural land is to be acquired, regardless of whether the power of condemnation will be used, This record includes the notification and the letter of release sent to the project initiator by the Department.			
	RETENTION: EVENT (Creation) + 2 years and destroy			
<u>00177000.</u>	<u>AGRICULTURAL IMPACT STATEMENT PROGRAM RECORDS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
	This series consists of records selected from the published AIS and project file. Included in the series is the date of AIS publication, the type of project, and the amount of farm acreage acquired by the project. These records are used for purpose of program analysis and historical comparison.			
	RETENTION: EVENT (Creation) + 10 years and destroy			

Dept #: 765/ Department Name: ARM - AGRICULTURAL CHEMICAL MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00007000.</u>	<u>AGRICHEMICAL MANAGEMENT BUREAU PROGRAM PUBLICATION FILE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
	This record series is comprised of originals of brochures, pamphlets, newsletters, reports, and outreach materials produced by the Bureau. The materials are archival in nature and reflect the variety of programs assigned to the Bureau. 5 cubic feet and 1 disk accumulation; alpha/subject filing; created in 1981; files are used by program staff. Data will be migrated to updated software when necessary.			
	RETENTION: EVENT (Creation) + 5 years or until superseded and transfer to State Historical Society			
<u>00138000.</u>	<u>DARM POLICY &amp; PROCEDURE MANUALS AND ADMINISTRATIVE FILES</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
	This record series consists of policies and procedures relating to the administration of the Agricultural Resource Management (ARM) division programs, i.e., bulletins, directives, memoranda, notices, orders, procedural instructions, regulations and rules, workplans, program evaluation materials, reports/newsletters to bureau staff, ACM bureau biweekly managers meeting minutes, bureau or section meeting materials, the annual report and general correspondence not filed in other records. This series also consists of records relating to the quality management plan and quality assurance program plan. .5 cubic feet and 1 disk accumulation; subject/chronologic filing arrangement; created in 1981, 1990; files are used by staff. Data will be migrated to updated software when necessary.			
	RETENTION: EVENT (Creation) + 7 years or until superseded and destroy			
<u>00139000.</u>	<u>DARM DIVISION ADVISORY COUNCILS AND AD HOC COMMITTEES</u>	<u>CR+10</u>	<u>SHSW</u>	<u>Y</u>
	This record series contains meeting minutes, agenda, notices and roster of council members for the following Agchem Management committees/councils: Agrichemical Clean-Up Council, Agrichemical Technical Advisory Committee and Fertilizer Research Council. This series also includes information on Land and Water Resource Bureau and Plant Industry Bureau committees/councils. Records contain personally identifiable information; .5 cubic feet accumulation; chronological/subject filing; created in 1988; files are used by program staff.			
	RETENTION: EVENT (Creation) + 10 years and transfer to State Historical Society			
<u>00141000.</u>	<u>DIVISION AGREEMENTS &amp; MOU'S</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	This record series contains various Memorandum of Understanding (MOU) and agreements between DATCP, DNR, UW and federal agencies (United States Department of Agriculture (USDA), Forest Service, Environmental Protection Agency (EPA)) for Groundwater Monitoring, Water Quality, Mixing/Loading, Pesticide Testing and Land/Water Resource and Plant Industry Bureaus program areas. File includes original signed agreements, background and any billing information. .5 cubic feet accumulation; alpha filing; created in 1985; files are used by program staff.			
	RETENTION: EVENT (End of MOU) + 1 year and destroy			
<u>00142000.</u>	<u>FEDERAL AGREEMENT, CONTRACT AND GRANT RECORDS</u>	<u>FIS+6</u>	<u>DEST</u>	<u>N</u>
	This record series contains the original signed agreement, contract or grant, guidance, working papers, financial information, correspondence, accomplishments, evaluations, summary documents, and time sheets for agreement, contracts or grants between DATCP and EPA, USDA, US Forest Service, and Food and Drug Administration (FDA). Authority is within SS. 93.06(11), Wis. Stats. 1 cubic feet accumulation; chronologic/subject filing; created in 1980 and 1985; files are used by the Bureau Director and Administrative Assistant, Division Office Manager and other program staff.			
	RETENTION: EVENT (Federal agreement, contract or grant year) + 6 years and destroy			
<u>00144000.</u>	<u>COMPLIANCE CASE FILES-VIOLATIONS OF AGCHEM BUREAU LAWS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>

Dept #:

765/

Department Name:

ARM - AGRICULTURAL CHEMICAL MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

This record series consists of investigations and prosecutions of individuals, businesses and corporations. Typical information includes case activity, customer names and their addresses and phone numbers, premise (activity location) addresses, case notes, Environmental Protection Agency (EPA) products, court activity, case violations and sample information. Authority: ch.94, Wis. Stats., ATP 29, 29, 30, 32, 33, 35, 40, 41, and 42, and Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) section 26. Records contain personally identifiable information; 1.5 cubic feet accumulation; numeric/chronologic filing; created in 1978; files are used by Agchem Bureau staff.

RETENTION: EVENT (Close of case) + 6 years and destroy

<b><u>00163000.</u></b>	<b><u>SOIL OR PLANT ADDITIVE, FERTILIZER PERMITS</u></b>	<b><u>EVT+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------	---------------------	--------------------	-----------------

Product Permits & Exceptions that include labels, related correspondence, financial receipts, product substantiation. Authority: s. 94.64-94.71, Wis. Stats. Records contain personally identifiable information; 2 cubic feet accumulation; alpha/chronologic filing; created in 1986; used by Agrichemical Management Bureau (ACM) staff.

RETENTION: EVENT (License lapses or for unlicensed businesses - product withdrawal/cancellation/denial) + 5 years and destroy

<b><u>00163A00.</u></b>	<b><u>SOIL OR PLANT ADDITIVE, FERTILIZER PERMIT DATA</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	--------------------------------------------------------------	---------------------	--------------------	-----------------

Electronic data that in part includes, company name, address product name, permit number, product status and dates, general notes. Authority: s.94.64-94.65, Wis. Stats. Records contain personally identifiable information; 1 disk accumulation; alpha filing; created in 1986; used by ACM staff. Data will be migrated to updated software when necessary.

RETENTION: EVENT (License lapse, or for unlicensed businesses-product withdrawal/cancellation/denial) + 1 year or superseded and destroy

<b><u>00164000.</u></b>	<b><u>AGRICHEMICAL MANAGEMENT BUREAU (ACM) LICENSES</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	-------------------------------------------------------------	--------------------	--------------------	-----------------

Annual license applications for businesses/operations regulated by the ACM to include Soil & Plant Additive, Feed, Fertilizer, Lime, Pesticide Manufacturer & Labeler's, Commercial Application Business, Restricted-Use Dealer, Individual Applicator and Reciprocal Applicator licenses. May include license applications, product labeling not related to permits, financial receipts. Records contain personally identifiable information; 64 cubic feet accumulation; filing is alpha/chronologic by program area; created in 1952, 1977 and 1978; files are used by ACM staff. Authority: s. 94.64-94.71, Wis. Stats.

RETENTION: EVENT (Creation) + 5 years and destroy confidential

<b><u>00166000.</u></b>	<b><u>SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME RECORDS</u></b>	<b><u>CR+2</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------------------	--------------------	--------------------	-----------------

Sample collection records and laboratory results. May contain labels, invoices, bills of lading, blend tickets, etc., along with manufacturer reports of investigational findings, warning notices, stop sale orders and related correspondence. Authority: s. 94.64, 94.66 and 94.72, Wis. Stats. Records contain personally identifiable information; 4 cubic feet and 1 disk accumulation; alpha/chronologic filing; created in 1978; used by ACM staff. Data will be migrated to updated software when necessary.

RETENTION: EVENT (Creation) + 2 years and destroy

<b><u>00167000.</u></b>	<b><u>SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME TONNAGE AND PESTICI</u></b>	<b><u>CR+5</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------------------------------	--------------------	--------------------	-----------------

Tonnage reports and related correspondence, invoices and tabulations. Records contain personally identifiable information and are confidential; 4 cubic feet accumulation; alpha/chronologic filing; created in 1978; files are used by ACM staff. Authority: s. 94.64, 94.66 and 94.72, Wis. Stats.

RETENTION: EVENT (Creation) + 5 years and destroy confidential

<b><u>00167A00.</u></b>	<b><u>SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME TONNAGE DATA - ELEC</u></b>	<b><u>CR+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
-------------------------	----------------------------------------------------------------------------------	---------------------	--------------------	-----------------

Tonnage reporting data. Records contain personally identifiable information and are confidential; 1 disk accumulation; alpha/chronologic filing; created in 1978; files are used by ACM staff. Authority: s. 94.64, 94.66 and 94.72, Wis. Stats. Data will be migrated to updated software when necessary.

RETENTION: EVENT (Creation) + 10 years and destroy confidential

<b><u>00168000.</u></b>	<b><u>PESTICIDE STUDIES AND REPORTS</u></b>	<b><u>CR+10</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
-------------------------	---------------------------------------------	---------------------	--------------------	-----------------

This record series includes special projects and reports performed by department staff under the authority found in ss. 93.06(1)(f), 93.07(9) and 94.69(10), Wis. Stats., on pesticides in groundwater or pesticide use issues. The record may contain lab results, correspondence, site inspection information, narratives, photos, statistical analyses, pesticide use and registration information for pesticide products being studied. .5 cubic feet and 1 disk accumulation; subject filing; created in 1982; used by DARM staff. Data will be migrated to updated software when necessary.

RETENTION: EVENT (Creation) + 10 years and transfer to State Historical Society

**00169000.** **SPECIAL REGISTRATIONS FOR PESTICIDES** **EVT+5** **DEST** **Y**

This record series includes applications and data in support of requests to the state for special registrations for pesticide use not allowed under full federal registration for the product. These permits are issued under requirements found in ss. 94.69(7), (9) and (11), Wis. Stats., ATPC 29.04, Wis. Adm Code and federal regulations in Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) at sections 5, 18 and 24(c). The records include information and data in support of the registration requested or the pesticide in question, environmental analyses, public comments, and, if issued, the registration notification sent to EPA in Washington, C.C. May contain confidential information; .5 cubic foot accumulation; chronologic/numeric filing; created in 1978; used by DATCP and DNR staff.

RETENTION: EVENT (Permit expiration) + 5 years and destroy confidential

**00171000.** **LANDSCAPE PESTICIDE APPLICATION REGISTRY** **CY+3** **DEST** **N**

The annual published Landscape Pesticide Application Registry of persons who want advance notice of pesticide applications being made in their neighborhood. This includes annual registry applications, printed internet mapping documentation and related correspondence. Authority: ATPC 29.174, Wis. Ad. Code. Records contain personally identifiable information; .5 cubic feet accumulation; chronologic filing; created in 1993; files are used by Agchem Bureau staff.

RETENTION: EVENT (Creation) + 3 years and destroy

**00171A00.** **LANDSCAPE PESTICIDE APPLICATION REGISTRY DATABASE** **CR+1** **DEST** **N**

Electronic data that includes name, address and phone number of applicant, and listing of addresses to be included in registry. Requested addresses may increase or decrease each year as applicant revises their application. Authority: ATPC 29.174, Wis. Adm. Code. Records contain personally identifiable information; 1 disk accumulation; chronologic filing; created in 2001; files are used by Agchem Bureau staff. Data will be migrated to updated software when necessary.

RETENTION: EVENT (Creation) + 1 year or superseded and destroy

**00172000.** **PRIVATE AND MONITORING WELL RESULTS** **EVT+20** **DEST** **Y**

This record series includes records of monitoring well sample results, private well sample results, well inventory forms, site maps, well owner questionnaires, and correspondence to well owners. Records contain personally identifiable information, including well owner name and address and well sample results. The information is filed alphabetically by well name or numerically by Wisconsin Unique Well Number (WUWN). Authority for these records is within s. 94.69, 94.73 and ss. 93.07(9), Wis. Stats., and ATPC 30, 1 cubic foot accumulation, created in 1986.

RETENTION: EVENT (Date of last sampling) + 20 years and destroy

**00172A00.** **PRIVATE AND MONITORING WELL RESULTS DATABASE** **EVT** **DEST** **Y**

This record series includes records of monitoring well sample results, private well sample results, well inventory forms, site maps, well owner questionnaires, and correspondence to well owners. Records contain personally identifiable information including well owner name and address and well sample results. The information is stored by Wisconsin Unique Well Number (WUWN). Authority for these records is within s. 94.69, 94.73 and ss. 93.07(9), Wis. Stats., and ATPC 30, 1 disk accumulation, created in 1994 (private wells) and 2005 (monitoring wells). Data will be migrated to updated software when necessary.

RETENTION: EVENT (Superseded) + destroy

**00181000.** **AGRICULTURAL CHEMICAL CLEANUP PROGRAM (ACCP) REIMBURSEMENT** **EVT+15** **DEST** **N**

This record series includes records of applications from responsible parties that have incurred cleanup costs related to agricultural contamination. Records may contain personally identifiable information and may include copies of workplans, reports, bids, cost estimates, invoices, canceled checks, correspondence, department review forms and recommendations. The information is filed according to the application numbers and is used by the ACCP Auditor, Project Manager, and Environmental Quality Section Chief. Authority for these records is within s. 94.73, Wis. Stats., and ATPC 35. 15 cubic feet accumulation, created in 1994.

RETENTION: EVENT (Final payment) + 15 years (4 years at agency and 11 years at SRC) and destroy

**00181A00.** **ACCP REIMBURSEMENT FILES DATA** **EVT+20** **DEST** **Y**

This record series includes records of applications from responsible parties that have incurred cleanup costs related to agricultural contamination. Records may contain personally identifiable information and may include a summary of costs that were submitted, record of eligible costs, ineligible costs and payments made. The information is stored according to the application numbers and is used by the ACCP Auditor, Project Manager, And Environmental Quality Section Chief. Authority for these records is within s. 94.73, Wis. Stats., and ATPC 35. 1 disk accumulation, created in 1994. Should Microsoft Excel be replaced, department staff will copy historical data into the new updated system.

RETENTION: EVENT (Final payment) + 20 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
<u>00183000.</u>	<u>WI CLEAN SWEEP PROGRAM FILES</u>	<u>CR+15</u>	<u>DEST</u>	<u>N</u>
<p>This record series contains the final report file from counties, cities and other municipalities who received a household hazardous waste (HHW) and/or agricultural grant from DATCP under s. 93.55 and 93.57, Wis. Stats., and ATCP 34, Wis. Adm. code. The HHW component was added in 2004. The final report file of each grantee includes information on the amount and type of hazardous wastes collected, collection costs, attendee numbers, and the number of business served. Each grant file also contains the original signed contract and state fiscal records on reimbursement payments. .8 cubic feet accumulation; alpha/chronologic filing; created in 1989; used by program staff. Data will be migrated to updated software when necessary.</p> <p>RETENTION: EVENT (Creation) + 15 years and destroy</p>				
<u>00185000.</u>	<u>AGCHEM DATA FOR LICENSING, TIME REPORTING, COMPLIANCE CASE INF</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
<p>This record series contains licensing records (types of license programs include feed, fertilizer, soil and plant additive, lime, commercial application business and restricted-use dealer licenses); electronic copy of time sheet data of bureau staff for EPA grant, USDA and FDA reporting (official time sheets are in RDA 00142); investigations and prosecutions of individuals, businesses and corporations; records of sites that have environmental contamination resulting from the discharge of an agrichemical; and records of facilities where bulk pesticides and fertilizers are stored; where dry bulk fertilizer is stored or where pesticides are mixed and stored. Authority: ch. 94, Wis. Stats., ATCP 20, 29, 30, 32, 33, 35, 40, 41 and 42, and FIFRA section 26. records contain personally identifiable information; 5 disks accumulation; alpha/numeric/chronologic filing; created in 1978, 1985, 1992, 1993, 2000; files used by Agchem Bureau staff. should case tracking/Microsoft access be replaced, department staff will copy historical data into the new updated system.</p> <p>RETENTION: EVENT (Superseded) + destroy</p>				
<u>00216000.</u>	<u>ACCP REMEDIATION AND SPILLS FILES</u>	<u>P</u>	<u>DEST</u>	<u>Y</u>
<p>This record series includes records of sites that have environmental contamination resulting from the discharge of agricultural chemicals. Most sites have residual contamination at time of case closure. Records may contain personally identifiable information and may include copies of work plans, reports, bids, cost estimates, correspondence, special orders, land spreading permits, lab reports and information about contaminants remaining at time of case closure. Authority for these records is within s. 94.73, Wis. Stats. and Ch. ATCP 35 Wis. Adm. Code. Authority for cleanups is under ch. 292 Stats., ch. NR 700 rule series, and a Memorandum of Understanding with DNR. The ACCP was created in 1994. Currently the volume of paper records is estimated at 260 cu. ft. with accumulation of about 10 cubic feet per year. Data will be migrated to updated software when necessary. Records retained for 10 years at DATCP after case closure then transferred to Records Center for permanent retention.</p> <p>Permanent Justification: To align records disposition with DNR records disposition for long-term environmental cleanup cases. These records will be retained permanently. They provide site specific environmental information for conducting environmental assessments of properties, as part of due diligence to meet the public interest, assess property contamination and determine liability over time.</p> <p>RETENTION: Permanent</p>				
<u>00217000.</u>	<u>PESTICIDE AND FERTILIZER CONTAINMENT FILES</u>	<u>EVT+20</u>	<u>DEST</u>	<u>N</u>
<p>This record series includes records of facilities where bulk pesticides and fertilizers are stored, where dry bulk fertilizer is stored or where pesticides and mixed and loaded. Records may contain personally identifiable information and may include copies of inspection reports, photographs, facility diagrams, correspondence, enforcement actions (warning notices, special orders, etc.), facility blueprints, and variances or other department approvals. The information is filed alphabetically according to the facility blueprints, and variances or other department approvals. The information is filed alphabetically according to the facility name and is used by the Bulk Storage Engineer, Hydrogeologists, Field Staff, Environmental Quality Section Chief and central office compliance staff. Authority for these records is within s. 94.645, Wis. Stats., and ATCP 32 and ATCP 33. 1 cubic feet accumulation, created in 1985. records will be retained at DATCP for 5 years after the facility has closed then transferred to Records Center for an additional 15 years.</p> <p>RETENTION: EVENT (Facility closed) + 20 years and destroy</p>				
<u>00218000.</u>	<u>TEMPORARY COMMERCIAL APPLICATOR TRAINEE REGISTRATION</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
<p>These records relate to individual registrations issued to persons who will apply pesticides under the direct, on-site supervision of a certified and licensed commercial applicator as a part of a bona fide training program. The file contains a copy of the registration form and examination/application. Authority: s. 94.705, Wis. Stats., and ATCP 29.1161, Wis. Adm. Code. Records contain personally identifiable information; 1 cubic foot accumulation; alpha/chronologic filing; created in 1989; used by Agchem Bureau Staff.</p> <p>RETENTION: EVENT (Expiration) + 1 year and destroy</p>				
<u>00219000.</u>	<u>INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
<p>These records relate to individual certifications issued to persons who will apply pesticides on a for-hire basis or who will apply restricted-use pesticides on farms or at their place of employment. The file contains exams and applications. Authority: s. 94.705, Wis. Stats., and ATCP 29.159-.162, Wis. Adm. Code. Records contain personally identifiable information; 6 cubic feet accumulation; alpha/chronologic filing; created in 1977; used by Agchem Bureau staff.</p> <p>RETENTION: EVENT (Expiration or superseded) + 6 years and destroy</p>				



RDA #	RDA Title	Retention	Disposition	PII
<u>00219A00.</u>	<u>INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION DATA</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
<p>This is an electronic database of exam scores, names and addresses of certification applicants. these records relate to individual certifications issued to persons who will apply pesticides on a for-hire basis or who will apply restricted-use pesticides on farms or at their place of employment. Authority: s. 94.705, Wis. Stats., and ATCP 29.159-.162, Wis. Adm. Code. Records contain personally identifiable information; 1 diskette accumulation; alpha/numeric filing; created in 1992; used by Agchem Bureau staff. The data will be migrated to updated software when warranted.</p> <p>RETENTION: EVENT (Superseded) + and destroy</p>				
<u>00241A00.</u>	<u>ACM BUREAU TIME REPORTING INFORMATION</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
<p>This record series consists of time sheet data completed by all ACM Bureau staff for EPA reporting. Typical information includes payroll ending date, employee name &amp; number, activity type and number of hours. Records contain personally identifiable information; .5 cubic feet accumulation; alpha/chronologic filing; created in 2000; files used by ACM staff.</p> <p>RETENTION: EVENT (Creation/current agreement, contract or grant year) + 6 years and destroy</p>				
<u>00243A00.</u>	<u>AGCHEM AMANDA LICENSE DATA</u>	<u>EVT+4</u>	<u>DEST</u>	<u>Y</u>
<p>This record series includes annual license applications for manufacturer and/or labeler of pesticide product(s), individual commercial applicators and reciprocal applicators. Authority: s. 94.67-94.71, Wis. Stats. Records contain personally identifiable information and are confidential; 1 disk accumulation; alpha/numeric filing by company name; created in 1992 and 1999; used by ACM staff. When software is replaced, department staff will migrate historical data to the new updated system.</p> <p>RETENTION: EVENT (Current year) + 4 years and destroy confidential</p>				
<u>00243B00.</u>	<u>LISTING OF CURRENT/ACTIVE AND DISCONTINUED PRODUCTS OF PESTICIDE</u>	<u>EVT+10</u>	<u>DEST</u>	<u>N</u>
<p>This listing is kept in alpha/numeric order and includes the EPA registration number, the company name, pesticide product name, product status, and the year the product became active or was discontinued. Authority: s. 94.67-94.71, Wis. Stats. .25 cubic feet accumulation; created in 1990; used by ACM staff. Data will be migrated to updated software when necessary.</p> <p>RETENTION: EVENT (Product discontinued) + 10 years and destroy</p>				
<u>00244000.</u>	<u>PESTICIDE MANUFACTURER &amp; LABELER'S PESTICIDE PRODUCT LABELS</u>	<u>CR</u>	<u>DEST</u>	<u>N</u>
<p>This record series includes a product label that is registered for use, sale or distribution into Wisconsin for the current year. Pesticide product labels are kept in alpha order per company file. Authority: s. 94.67-94.71, Wis. Stats. 45 cubic feet accumulation; created in 1952; information used by ACM staff.</p> <p>RETENTION: EVENT (Creation/most current submission of a pesticide product label for current year or lapse) and destroy</p>				
<u>00273000.</u>	<u>SCHOOL INTEGRATED PEST MANAGEMENT (IPM)</u>	<u>CR+7</u>	<u>DEST</u>	<u>N</u>
<p>This record series includes technical and administrative guidance for schools related to IPM, attendance sheets from training sessions, training modules, records of school assignments, posters, brochures. Authority: s. 94.715, Wis. Stats. Records contain personally identifiable information; .1 cubic foot accumulation; subject filing; created in 1997; used by DATCP and UW staff. Data will be migrated to updated software when necessary.</p> <p>RETENTION: EVENT (Creation) + 7 years and destroy</p>				
<u>00274000.</u>	<u>FIELD INSPECTIONS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>N</u>
<p>Inspections related to Soil or Plant Additive, Feed, Fertilizer, Lime, USDA, Worker Protection, Ag Use Observation, Non-ag Use Observation, Pesticide Enforcement Dealer Record, and Commercial Applicator Records and field visits or enforcement activity performed at regulated facilities or retail centers. May contain inspection reports, holding orders, stop sales, releases, enforcement cover sheets, related correspondence, records, product labels and or information. Authority: s. 94.64-94.66, 94.68 and 94.72, Wis. Stats. Records contain personally identifiable information; 45 cubic feet accumulation; created in 1978; used by ACM staff.</p> <p>RETENTION: EVENT (Date of inspection) + 3 years and destroy</p>				
<u>00275000.</u>	<u>FEED BSE OR FDA</u>	<u>CR+3</u>	<u>DEST</u>	<u>Y</u>
<p>Bovine Spongiform Encephalopathy (BSE) or FDA Inspections, field visits or enforcement activity performed at regulated facilities or retail centers. May contain inspection reports, holding orders, stop sales, releases, enforcement cover sheets, related correspondence, records, product labels or information. Authority: s. 94.72, Wis. Stats. Records contain personally identifiable information and are confidential; &lt;1 cubic feet accumulation; numeric filing; created in 1997; used by ACM staff. (copies only of Federal records being held in state files, and are only subject to federal Freedom of Information.)</p> <p>RETENTION: EVENT (Creation) + 3 years and destroy confidential</p>				



Dept #: /765/ Department Name: ARM - AGRICULTURAL CHEMICAL MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

**00276000.** **FEED HEALTH CERTIFICATES**

**CY+1**

**DEST**

**N**

Export Health Certificates, records may contain product labeling, letters, Secretary of State Request Form for Certificate. <1 cubic feet accumulation; chronologic filing; created in 1983; used by ACM staff. Authority: ATCP 21.05, Wis. Adm. Code.

RETENTION: EVENT (Year of creation) = 1 year and destroy

Dept #: /800/ Department Name: ANIMAL HEALTH

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

**00018000.** **ANIMAL HEALTH LICENSE CASE FILES - ROUTINE**

**EVT+25**

**DEST**

**Y**

This records series consists of applications for licenses of livestock dealers, livestock truckers, livestock markets and equine markets along with correspondence, inspection reports, copies of original licenses and updated applications and agreements. Routine investigations and prosecutions are those which are cases that come to the conclusion that no court/prosecution is necessary. The license is maintained throughout the active (original license and all subsequent renewals) stage of licensure period. Legal counsel suggests that routine license case files are maintained a minimum of 25 years after date of non-renewal then destroy/confidential.

Requirements for licensing are established in Administrative Code Ag 12 and Statute 95.70.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

See RDA 115-00018B for exception. See RDA 115-00018A for deceased licenses.

RETENTION: EVENT (When final decision is made) + 25 years and destroy confidential

**00018A00.** **ANIMAL HEALTH LICENSE CASE FILES - DECEASED**

**EVT+25**

**DEST**

**Y**

This records series consists of applications for licenses of livestock dealers, livestock truckers, livestock markets and equine markets along with correspondence, inspection reports, copies of original licenses and updated applications and agreements.

A deceased case is one where the owner/operator dies during the investigation.

The license is maintained throughout the active period of licensure, including original license and subsequent renewal periods. If the licensee dies, the file is marked "deceased". Legal counsel has suggested that the division is to maintain any cases that have or are going through the court system to be maintained a minimum of 25 years then destroy/confidential.

Requirements for licensing are established in Administrative Code Ag 12 and Statute 95.70.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

See RDA 115-00018 for Routine Files.

See RDA 115-00018B for Exceptions.

RETENTION: EVENT (When final court decision is made) + 25 years and destroy confidential

**00018B00.** **ANIMAL HEALTH LICENSE CASE FILES - EXCEPTION**

**EVT+50**

**DEST**

**Y**

This records series consists of applications for licenses of livestock dealers, livestock truckers, livestock markets and equine markets along with correspondence, inspection reports, copies of original licenses and updated applications and agreements.

The license is maintained throughout the active (original license and all subsequent renewals) license period. Retain exception case files for 50 years after date of non-renewal (marked "exception" and dated with the last renewal year). Legal counsel has suggested that the division maintain exception case files for 50 years then destroy/confidential.

Requirements for licensing are established in Administrative Code Ag 12 and Statute 95.70. Records in this series are exceptional licenses whose history includes serious enforcement violations: those that entailed court-ordered lifetime denial of license, lengthy prison terms or other significant reasons to retain the file.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

See RDA 115-00018 for Routine Files. See RDA 115-00018A for Deceased Licenses.

RETENTION: EVENT (Non-renewal) + 50 years and destroy confidential

**00019000.** **ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - ROUTINE**

**EVT+25**

**DEST**

**Y**

Dept #: /800/ Department Name: ANIMAL HEALTH

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

This records series consists of investigations and prosecutions of individuals, businesses and corporations along with correspondence, reports, evidence and all legal documents pertaining to said cases.

Legal counsel advised the division to maintain any cases that have or are going through the court system to be maintained for a minimum of 25 years then destroy/confidential. Routine investigations and prosecutions are those which are cases that come to the conclusion that no court/prosecution is necessary.

Chapter 95, Statue 95.23 and 95.70. Chapter 174 and 951; Ag 10, 11, 12. and 13.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

See RDA 115-00019A for Deceased Files.  
See RDA 115-00019B for Exceptions.

RETENTION: EVENT (When final court decision is made) + 25 years and destroy confidential

<u>00019A00.</u>	<u>ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - DECEASED</u>	<u>EVT+25</u>	<u>DEST</u>	<u>Y</u>
------------------	-----------------------------------------------------------------	---------------	-------------	----------

This records series consists of investigations and prosecutions of individuals, businesses and corporations along with correspondence, reports, evidence and all legal documents pertaining to said cases.

A deceased case is one where the owner/operator dies during the investigation.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

Legal counsel has advised the division to maintain any cases that have or are going through the court system to be maintained a minimum of 25 years, then destroy/confidential from.

Chapter 95, Statue 95.23 and 95.70. Chapter 174 and 951, Ag 10,11,12, and 13.

Retention: When final court decision is made + 25 years and destroy confidential

<u>00019B00.</u>	<u>ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - EXCEPTION</u>	<u>EVT+50</u>	<u>TRANS OTHER</u>	<u>Y</u>
------------------	------------------------------------------------------------------	---------------	--------------------	----------

Records in this series are exceptional violations and enforcement series and include court ordered lifetime denials of licenses, lengthy prison terms, disease cases or other significant reasons to retain the file.

These cases will be combined with the latest file and the case file will be marked "Exception" and per Legal counsel suggestion exception records are to be maintained a minimum of 50 years then destroy/confidential.

Information is referenced daily by veterinarians, inspectors, compliance officers and/or other government agencies.

Chapter 95, Statue 95.23 and 95.70. Chapter 174 and 951; Ag 10, 11, 12. and 13.

U.S. Disposition Authority NCI-310-77-2. See RDA #115 00019 for Routine Files. See RDA#115 00019A for Deceased Files.

RETENTION: EVENT (Non-renewal) + 50 years and transfer

Dept #: /810/ Department Name: MANAGEMENT SERVICES

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00285000.</u>	<u>ArcSDE GIS Repository Program Database</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
------------------	-----------------------------------------------	------------	-------------	----------

An ArcSDE/SQL Server database comprised of geographic information system (GIS) data layers containing entity locations and attributes derived from DATCP program databases and records. Sources for the GIS data layers include the Amanda system and other program systems.

This database created to house GIS data within the department.

This record was created in 2005.

RETENTION: EVENT (Superseded) and destroy

<u>00286000.</u>	<u>ArcSDE GIS Repository WLIC Data Layer</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
------------------	----------------------------------------------	------------	-------------	----------

Dept #: /810/ Department Name: MANAGEMENT SERVICES

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

A specific GIS data layer derived from the Wisconsin Livestock Identification Consortium (WLIC) Livestock Premises Registration database. The WLIC database is not housed within DATCP, and access to its contents is governed by federal and state laws. Data from the WLIC database are imported by DATCP to create the GIS data layer,

This record was created in 2005.

RETENTION: EVENT (Superseded) and destroy

Dept #: /813/ Department Name: OFFICE OF SECRETARY

RDA #	RDA Title	Retention	Disposition	PII
-------	-----------	-----------	-------------	-----

<u>00039000.</u>	<u>DATCP LEGISLATIVE LIAISON ISSUE FILES</u>	<u>CR+4</u>	<u>SHSW</u>	<u>N</u>
------------------	----------------------------------------------	-------------	-------------	----------

This record series includes electronic records comprising of written works of the legislative liaison of various department issues and initiatives. Material may include summary reports, miscellaneous topics of department interest; legislative bill analyses; and issue papers on proposals comprising portions of the department's legislative agenda and contacts from legislative offices.

RETENTION: EVENT (Creation) + 4 years and transfer to State Archives

<u>00041000.</u>	<u>RULEMAKING HEARING TAPES</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
------------------	---------------------------------	--------------	-------------	----------

Tape recordings of all public hearings held on proposed rules for DATCP. Hearing tapes are kept together in a tape library and cross-referenced to the Rulemaking Proceedings Docket File (see RDA #00040).

The tape recordings are created by the line division who has the responsibility for the proposed rule. Tapes are given to the legal section administrative assistant for inclusion in the official docket file for the proposed rule. Rulemaking hearing tapes are used by department staff, interested businesses, groups and organizations and members of the public who may request copies of the hearing tape.

Rulemaking hearing tapes are entered into the log and kept with each rule in the Rulemaking Proceedings Docket File.

RETENTION: Event (Creation) + 10 years and destroy

<u>00043000.</u>	<u>CONTESTED CASES: ADMINISTRATIVE DOCKET FILE</u>	<u>EVT+25</u>	<u>SHSW</u>	<u>Y</u>
------------------	----------------------------------------------------	---------------	-------------	----------

A contested case is a quasi-judicial administrative proceeding before the Department of Agriculture, Trade and Consumer Protection (DATCP), closely resembling a court proceeding. An impartial hearing examiner acts on behalf of the Department Secretary, and prepares a proposed decision after hearing the case. The Department Secretary issues a final decision after reviewing the hearing examiner's proposed decision. The final decision may be appealed to circuit court. A contested case starts when a line division files a formal administrative complaint against a named respondent, or when a respondent requests a formal hearing on a line division action.

The docket file contains the complete official record of the contested case proceedings, including all documents, evidence, hearing tapes or transcripts, decision and orders in the proceeding. The department's decision in the case is based on the docket file record.

The department no longer conducts its own contested case hearings. Contested case hearings are held by the Department of Administration's Division of Hearings and Appeals. However, any copy of a hearing recording that is sent to the department's will be retained in the docket file.

All items in bold contain information that is not confidential. All other items in the docket file may contain confidential information depending on the case and its contents.

The docket file contains the following documents and records (as applicable), filed in chronological order:

- A. The complaint or request for hearing, and all other pleadings filed in the case
- B. A notice of hearing and appointment of hearing examiner. If a hearing request is denied, a written denial notice must be included in the docket file.
- C. A tape recording of transcript of all oral proceedings in the case. Tapes are kept in a separate tape library and cross-referenced to the docket file.
- D. All notices, orders and interim rulings issued by the hearing examiner in the case.
- E. All evidence and exhibits received in the case.
- F. All motions, briefs and other documents filed by the parties in the case.
- G. All stipulations and consent orders.
- H. All proposed and final decisions and orders.

RDA #	RDA Title	Retention	Disposition	PII
	<p>I. Certified mail return receipts or other proof of document service, as appropriate.</p> <p>The docket file is created as the official record of the contested case proceeding. Contested case procedures are governed by chapter 227, Wis. Stats., and Chapter ATPC 1, Wis. Admin. Code.</p> <p>The docket file in each contested case is compiled by the legal section administrative assistant, under the direction and control of the hearing examiner. Parties to the case may file pleadings, motions, briefs and other documents for inclusion in the docket file. Items are dated and filed in chronological order as the case proceeds. As items are entered in the docket file, the legal section administrative assistant records the entries in a docket log (see RDA #00045).</p> <p>The docket files are used by line division staff, department attorneys, attorneys for the respondents, and members of the public interested in a specific case or a type of case which the department was a party to.</p> <p>Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. V. v. Edson, 140 Wis. 2d 168, 409 N. W. 2d 417 (Ct. App. 1987).</p> <p>RETENTION: EVENT (Event Docket file closed) + 25 years and transfer to state archives (WHS).</p>			
<u>00044000.</u>	<u>CONTESTED CASE HEARING TAPES</u>	<u>EVT+50</u>	<u>DEST</u>	<u>N</u>
	<p>The contested case hearing tapes are the official record of all oral proceedings in the case. These include tapes of all prehearing conferences and hearings pertaining to the contested case administrative docket file. Hearing tapes are kept in the contested case docket file. (See RDA #00043 &amp; 00045)</p> <p>The tape recordings are created by the hearing examiner as the case progresses. Tapes are given to the legal section administrative assistant for inclusion in the official docket file for the contested case. Contested case hearing tapes are used primarily by the department hearing examiner and department staff. They may also be transcribed to provide the official administrative record of a contested case hearing if the department's decision in the case is reviewed in court.</p> <p>The department no longer conducts its own contested case hearings. Contested case hearings are held by the Department of Administration's Division of Hearings and Appeals. However, any copy of a hearing recording that is sent to the department will be retained in the docket file.</p> <p>Retain contested case hearing tapes in the docket file (see RDA #00043)</p> <p>RETENTION: EVENT (Event Docket File Closed) + 50 years and destroy</p>			
<u>00045000.</u>	<u>LOG OF CONTESTED CASE AND RULEMAKING PROCEEDING DOCKET FILE</u>	<u>CR+25</u>	<u>SHSW</u>	<u>N</u>
	<p>This record series consists of a log of the department's contested case and rulemaking proceeding docket files. The docket log is created to provide a complete and up-to-date record of the status and progress of each docketed case. Docket files are numbered as they are received and the docket log is kept in numeric order. (See RDA #00043 &amp; 00044).</p> <p>RETENTION: EVENT (Creation) + 25 years and transfer to state archives (WHS)</p>			
<u>00048000.</u>	<u>INVESTIGATIVE AND ENFORCEMENT FILES</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>Y</u>
	<p>Enforcement and investigative files include attorney work papers, case-related correspondence, investigative subpoenas and copies of documents and evidence filed in court or administrative proceedings.</p> <p>Investigative and enforcement files are created by the line divisions for use in investigative and enforcement files are created by the line division for use in prosecuting cases. They are used by the attorney and the line division staff working on the case. Files are retained for five years in the attorney's office after the case is closed, then sent to the Wisconsin Historical Society.</p> <p>Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. L. v. Edson, 140 Wis. 2d 168, 409 N.W.2d 417 (Ct. App. 1987).</p> <p>RETENTION: EVENT(Case closed) + 5 years and transfer to State Archives (WHS).</p>			
<u>00049000.</u>	<u>COURT CASE FILES</u>	<u>EVT+24</u>	<u>DEST</u>	<u>Y</u>
	<p>Court cases which name the Department of Agriculture, Trade and Consumer Protection (DATCP) or its employees as defendants or interested parties. This includes the following cases:</p> <p>A. State and federal court actions challenging DATCP rules or administrative actions.</p> <p>B. Circuit court review of DATCP decisions in administrative "contested cases".</p> <p>C. Appellate court proceedings in which DATCP is an interested party.</p> <p>D. Personnel cases filed against DATCP in the Wisconsin Personnel Commission, the federal EEOC, or DILHR.</p>			

Dept #: /813/ Department Name: OFFICE OF SECRETARY

RDA #	RDA Title	Retention	Disposition	PII
	E. Damage actions filed against DATCP or its employees in state or federal court.			
	F. Notice of claim filed with the Wisconsin Department of Justice under S. 893.82, Stats., as a prelude to a damage claim in court			
	G. Damage claims filed with the Wisconsin Claims Board under S.16.007, Stats.			
	H. Bankruptcy proceedings related to dairy plant, grain warehouse or food processor insolvencies.			
	I. Farm foreclosure actions or bankruptcies in which DATCP is required to defend its farmland preservation lien.			
	Contents in these files vary, depending on the nature of the case. Contents include pleadings, correspondence, memoranda briefs, decision and other materials related to the case.			
	These cases ordinarily originate from outside the department. A case typically starts when the department receives a complaint, notice or pleading to which the department must respond. When the complaint, notice or pleading is received, the legal section administrative assistant records the receipt in a computerized case log and created a case file for the case.			
	Personnel related court cases superseded by general schedule 2/1997			
	Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. L. v. Edson, 140 Wis. 2d 168, 409 N.W.2D 417 (Ct. App. 1987).			
	RETENTION: EVENT (Case Closed) +24 years and destroy confidential			
	RETENTION: EVENT (EVENT CASE CLOSED) + 24 YEARS AND DESTROY CONFIDENTIAL.			

<u>00128000.</u>	<u>PUBLIC INFORMATION SUBJECT FILE</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
	This series contains information on any events involving DATCP with any media: including news events, advertising, marketing, promotion. The file includes press releases, Google News alerts, social media newspaper clippings, magazine articles, contests, shows, awards, brochures developed by DATCP informing the public in DATCP programs, correspondence, reports, and other working papers.			
	The series is filed chronologically by subject; retained for five years and transferred to State Historical Society.			
	RETENTION: EVENT (Creation) + 5 years and transfer to State Historical Society			
<u>00129000.</u>	<u>PUBLIC INFORMATION FILES, PHOTOGRAPHS, &amp; VIDEOS</u>	<u>CR+6</u>	<u>SHSW</u>	<u>N</u>
	Original and official documentation of DATCP events, including: all photos, slides and videos. Record series includes:			
	A. Photographs or videos depicting life, the farm, or industries of the state of Wisconsin reflecting various DATCP ceremonies of state-wide significance,			
	B. Historical pictures of the Secretary of Agriculture, DATCP Board and/or staff			
	C. Pictures of agricultural benefits to the state, and			
	D. Pictures of representing the programs governed, authorized, or affiliated with DATCP.			
	Pictures are filed according to content: e.g. DATCP board members, or Secretary. File to be retained within the office of the Information Officer for six years and then transferred to State Historical File.			
	RETENTION: EVENT (Creation) + 6 years and transfer to State Historical Society			

Dept #: /820/ Department Name: DMS - BLS

RDA #	RDA Title	Retention	Disposition	PII
<u>00006000.</u>	<u>SAMPLE DATA FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	File includes original Sample Collection Record (SCR) forms. File may include some, or all, of the following records derived during the sample testing process: supplemental sample information documentation, LIMS, correction form (Blue Sheet), emails related to samples, lab bench sheets, analytical data sheets, instrument printouts, Quality Control (QC) data sheets, record of changes form (Pink Sheet).			
	RETENTION: EVENT (Date of Submission to BLS of the SCR) + 6 years and destroy confidential			
<u>00259000.</u>	<u>CHAIN OF CUSTODY FILE</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>

Sample Chain of Custody (COC), sample transfer records and record transfer records. Sample COC and sample transfer records show transfer of custody of sample(s) between analysts and the sample storage areas. Record transfer records record the transfer of stored records from the storage area to a unit.

RETENTION: EVENT (Date of Submission to BLS of the SCR) + 6 years and destroy

<b><u>00260000.</u></b>	<b><u>QUALITY ASSURANCE (QA) RECORDS</u></b>	<b><u>CR+6</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Records related to laboratory quality assurance such as: non-conformance and corrective action reports and supporting documentation, proficiency testing packets, competency records, control limits, measurement of uncertainty, verification and calibration records and certificates, certificates of analysis and sterility, internal and external audits and supporting documentation, annual Method Detection Limit (MDL) studies, daily and monthly report forms.				

RETENTION: EVENT (Date of Creation) + 6 years and destroy

<b><u>00261000.</u></b>	<b><u>QUALITY CONTROL RECORDS</u></b>	<b><u>CR+6</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Records from support processes related to sample test data generation, but not contained in RDA 6. Includes records such as: generated QC data; instrument and equipment support data, instrument calibration data; standard solution, reagent, and extraction logs; equipment maintenance and instrument maintenance logs: media, reagents, and test kit QC records, facility QC, microbiologically safe (MS) water QC, glassware checks, FDA mandated QC, and stock culture inventories.				

RETENTION: EVENT (Date of Creation) + 6 years and destroy

<b><u>00262000.</u></b>	<b><u>STANDARD OPERATING PROCEDURES (SOPS) AND MANUALS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Laboratory SOPs and attachments and associated method validation/verification packets and associated external references, Laboratory Quality Assurance Manuals (QM) and attachments, staff sign off sheets for SOPs, attachments and QM. Manuals for equipment unless the relinquishing of the equipment requires the relinquishing of the manual.				

RETENTION: EVENT (Date the record is obsolete) + 6 years and destroy

<b><u>00355000.</u></b>	<b><u>BLS PROFICIENCY TESTING PROGRAM RECORDS</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
BLS Dairy PT Program, Drug Residue Testing Program under FDA PMO (Appendix N monitoring program), and Pesticide Residue Check Sample Program records, which may include: customer information data and final report data and any other documentation specific to an annual event.				

RETENTION: EVENT (Date annual program completed) + 6 years and destroy confidentially

<b><u>00356000.</u></b>	<b><u>EQUIPMENT AND INSTRUMENT OUTPUT DATA</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
Data maintained by equipment or instrument software during the analytical process. The equipment or instrument has a limited capacity to store data and this data must be removed to allow for new data to be captured.				

RETENTION: EVENT (Date analysis is completed) + 1 year and destroy