115-AGRICULTURE, TRADE & CONSUMER PROTECTION

Dept # *Department Name*

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00053000.	**FINANCIAL DEFAULT CASE FILES**	**EVT+15**	**DEST**	**Y**

Records include milk contractor, grain dealer, grain warehouse keeper, and vegetable contractor financial default case files. These files may include commercial surety bonds, letters of credit, other assigned security, and financial statements for contractors who have failed, which leaves unpaid obligations to milk producers, grain producers, Wisconsin vegetable growers or a shortage of grain for grain depositors. Records 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.

Any contractor financial statement, purchase, procurement, or storage information included in these records is confidential and not subject to public inspection under Wis. Stat. § 126.84 and are subject to exposure only if it becomes necessary as part of a default or enforcement action.

RETENTION: EVENT(Date case finalized) + 15 years and destroy Confidential

00260000.	**QUALITY ASSURANCE (QA) RECORDS**	**CR+6**	**DEST**	**N**

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

00261000.	**QUALITY CONTROL RECORDS**	**CR+6**	**DEST**	**N**

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

00262000.	**STANDARD OPERATING PROCEDURES (SOPS) AND MANUALS**	**EVT+6**	**DEST**	**N**

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

02007000.	**BOARDS, COUNCILS, COMMISSIONS, COMMITTEES, AND SUBCOMMITTEES**	**EVT+5**	**DEST**	**Y**

Records related to boards, councils, commissions, committee or subcommittees, that are not established by legislation or Governor's Executive Order. May include, but not limited to, member listings, appointment notifications, charter or project mandate, operating rules, roles and responsibilities, agendas, meeting notes and attached documentation, interim reports, presentations.

RETENTION: EVENT (date of meeting or approval of document) + 5 YEARS AND DESTROY CONFIDENTIAL

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

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00069000.	**FEDERAL CONTRACTS**	**EVT+6**	**DEST**	**N**

Record contains contracts, invoices and support documents relating to reimbursement received from United States Department of Agriculture (USDA) and Food and Drug Administration (FDA). Examples include: FDA Food Inspection, USDA Shell Egg, Food Defense.

RETENTION: EVENT (Close of contract year) + 6 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00073000.	INVESTIGATIVE CASE FILE	EVT+5	DEST	Y

Records include documents in the investigation, inquiry, or inspection conducted because of consumer complaints and accidents involving food and food transportation.

RETENTION: EVENT (close or resolution of complaint) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00074000.	MEAT PRODUCT FORMULAS	EVT+1	DEST	N

These records contain formulas or ingredient information as submitted by meat processing plants and include product name, added ingredients, (i.e. spices, species, water and chemicals), method of preparation (i.e. mixing of added ingredients), and cooking and cooling procedures. These are the recipes of products produced in a specific plant and are verified during Department of Agriculture, Trade and Consumer Protection (DATCP) inspections.

RETENTION: EVENT (Product life or plant closure) + 1 year and destroy

RDA #	RDA Title	Retention	Disposition	PII
00076000.	ANTIBIOTIC RESIDUE CASE FILE	EVT+3	DEST	Y

Analytical results of antibiotic residue testing on suspect slaughter animals performed by veterinarian staff testing for levels and antibiotics. Documents include, but are not limited to, antibiotic residue results, drug certificates, owner of animal documentation, condemnation reports, and warning letter to owner of animal.

RETENTION: EVENT (date of test) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00077000.	MEAT ESTABLISHMENT IN-PLANT RECORDS	EVT+3	DEST	Y

The in-plant file contains F-m-41 Retention/Condemnation Reports include, but are not limited to, plant name, number and address, name of animal owner, animal identification information, finding from initial and final disposition, inspector information, description of meat & food products and tag number, reason for retention and detention, and final disposition.

RETENTION: EVENT (date of creation) + 3 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00080000.	MEAT LICENSE APPLICATION	EVT+3	DEST	Y

These records include original application and supportive documents, including renewals, for any food businesses that produce, slaughter, process and wholesale products that contain meat. This includes livestock producers, processors, wholesalers, renderers, mink ranchers, animal food processors, dead animal collectors, meat distributors and grease processors. Establishments that further process meat products such as sausage for pizza or egg rolls must also be licensed and inspected.

RETENTION: EVENT (close of business) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00081000.	MEAT LICENSE - HISTORY	EVT+3	DEST	Y

Records include the meat establishment license files, including the sanitary and operational history for both the businesses and the products handled. Records also include regulatory and informational letters, sample collection results and generated correspondence.

Records may also include establishments that handle meat products under Wis. Admin. Code ch. ATCP 55 such as meat renderers, mink ranchers, animal food processors, dead animal collectors, meat distributors and grease processors.

RETENTION: EVENT (Close of business) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00086000.	MILK SAMPLING RECORDS	EVT+5	DEST	Y

Records contain, but are not limited to: Sample Collection Record, regulatory correspondence relating to noncomplying samples. The Sample Collection Records, and regulatory correspondence are both used to monitor the sampling program by management level supervisors.

RETENTION: EVENT (Date sample collected) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00087000.	AGENT PROGRAM FILES	EVT+5	DEST	Y

Records contain, but are not limited to, contracts, audits and evaluations conducted by Food Safety Scientists by city/county health departments. Contracts are issued to city/county health departments giving them authorization to follow Wis. Admin Code ch. ATCP 74.

RETENTION: EVENT (End of contract) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00090000.	PRODUCT GRADING INSPECTION	EVT+5	DEST	Y

Records contain, but are not limited to, grade inspection repmts, violation letters and correspondence pertaining to the quality grading

RDA #	RDA Title	Retention	Disposition	PII

of butter, cheese and eggs. Also included are state multiple product graders audits for grade verification of products.

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

00091000. MILK PRODUCER PERMIT AND LICENSE HISTORY EVT+5 DEST Y

Records may include, but are not limited to: routine and non-routine inspections; correspondence related to construction, reconstruction and alteration of milking installations on farms; monthly analytical results of somatic cell, standard plate count, temperature, water results and drug residue submitted by plant for dairy producer.

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

00094000. BARB FACILITY RECORDS EVT+5 DEST Y

Records include, but are not limited to: Original license application, receipted fees, renewal notices, invoices, license permit/certifications. Records may be electronic and/or paper.

License information may include, but is not limited to: facility name, address, telephone number(s), email address, date license issued, license expiration date, facility status, license status, data renewal is generated, date fees paid, printable(s), assigned sanitarian/supervisor, history or changes made to records during the time the record is active, FEIN or registration numbers, inspection reports (pre-inspection, routine, administrative follow-up, operating without a license); individual licenses/permits/certifications: social security numbers, name, address, date licensed, license expiration date, fees paid, renewal information, exam scores and pass/fail; plan review, equipment and vehicle inspection results, observation of procedures
performed by licensed personnel, general or regulatory correspondence, Enforcement/compliance (i.e.: warning letters, cease and desist, etc.), inactive records when license is no longer required, inactive business records, variances, ACaSS, approvals.

Facilities included under this RDA: Retail Food Establishment, Swimming Pools, Campgrounds, Tourist Rooming Houses, Hotels, Motels, Bed & Breakfast Establishments, Recreational Educational Camps, Food Warehouse, Food Processor, Milk Distributor, Retail Food and Recreational Establishments licensed by City/County Health Department.

RETENTION: EVENT (facility out of business) + 5 years and destroy confidential

00097000. DAIRY PERSONAL LICENSE APPLICATION EVT+5 DEST Y

Records include, but are not limited to, original license application, receipted fees, renewal notice for division/bureau license, and permits & certifications for Bulk Milk Tankers, Bulk Milk Weigher & Samplers, Cheesemakers, Buttermakers, Milk & Cream Testers, Brick, Muenster, American, Swiss Cheese Graders, Butter Graders, Dairy Producers, Bulk Milk Tank Operators, Lab Analysts, Lab Certifications, and Dairy Plants.

RETENTION: EVENT(licensee out of business) + 5 years and destroy confidential

00101000. USDA SHELL EGG REGULATORY EVT+5 DEST N

Record contains the inspection reports submited by grading personnel, grading eggs at federally registered t establishments, per agreement with United States Department of Agriculture (USDA).

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

00102000. COMPLETED SAMPLE COLLECTION RECORDS (SCR) EVT+5 DEST N

The records only contain sampling activities including the location sampled, sampler identification, and collected samples including surfaces, food, water or dairy products.

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

00104000. MILK AND MILK PRODUCTS VITAMIN ASSAY EVT+5 DEST Y

Records include, but are not limited to, lab results, warning letters, and correspondence to/from processors of fluid milk and milk products to which vitamins and minerals are added.

RETENTION: EVENT (Date of result or letter) + 5 years and destroy confidential

00246000. LABORATORY CERTIFICATION AND LABORATORY ANALYST HISTORY EVT+5 DEST Y

Records include, but are not limited to, routine inspections; test results of alternative procedures for testing milk and water; internal reviews conducted by Laboratory Evaluation Officers (LEO) or Laboratory Analysts on the labs ability to perform accurate tests of milk and food as well as review of results and financial transactions; and case files of laboratories inspected, including on-site inspections, personnel resumes, proficiency testing,
inspection accreditation, performance reports, correspondence and evaluations.

RETENTION: EVENT (date of inspection) + 5 years and destroy confidential

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

RDA #	RDA Title	Retention	Disposition	PII
00250000.	**FOOD PRODUCTS LABEL REVIEW**	**EVT+10**	**DEST**	**Y**

Case files contain, but are not limited to, labels for food products submitted for review, correspondence, research and investigative documents.

RETENTION: EVENT (close of case) + 10 years and destroy confidential

00251000.	**PUBLIC HEALTH EMERGENCY RESPONSES**	**EVT+7**	**SHSW**	**N**

Records include support documents resulting from a health emergency incident, including samples, investigative evidence, correspondence, reports, and product recalls.

RETENTION: EVENT (Date case closed) + 7 years and transfer to State Historical Society

00315000.	**PRODUCT HOLDING ORDERS, RELEASES, DISPOSALS**	**EVT+5**	**DEST**	**Y**

These records include, but are not limited to, forms, correspondence, and other documentation of products placed on hold by the Department. A subsequent release or disposal document may be included depending on outcome of review of products (i.e. products may include cheese, milk, outdated baby formula, etc.). Some products may be disposed of without a hold placed (i.e. voluntary disposal).
Product disposition is defined as issuance of disposal order or holding order release.

RETENTION: EVENT (Final product disposition) + 5 years and destroy confidential

00316000.	**MILK SANITATION RATING OFFICER SURVEYS**	**EVT+5**	**DEST**	**Y**

These records contain surveys of Grade A dairy plants and Grade A dairy farms conducted by Milk Sanitation Rating Officers. This program enables Grade A dairy plants or producers to ship Grade A dairy products
interstate.

RETENTION: EVENT (Survey date) + 5 years and destroy confidential

00317000.	**DAIRY AUDITS OR DELEGATION**	**EVT+5**	**DEST**	**Y**

These records include, but are not limited to, inspection audits completed by the Food Safety Supervisor or Milk Sanitation Rating Officer which certifies the staffs ability to conduct inspections of dairy plants, bulk milk tankers and bulk milk weigher and samplers. Certification is good for 2 years.

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

02004000.	**INSPECTION AND SURVEY REPORTS**	**EVT+10**	**DEST**	**Y**

Records include, but are not limited to, establishment inspection reports, routine and non-routine inspections;
licenses, plans, correspondence, permits and certifications, reconstruction and alteration of milking installations on farms; and monthly analytical results of somatic cell, standard plate count, temperature, water results, drug residue, receipted fees, and renewal notices.

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

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

RDA #	RDA Title	Retention	Disposition	PII
00107000.	**VEHICLE AND LIVESTOCK SCALE INSTALLATION DOCUMENTATION**	**EVT+40**	**DEST**	**N**

This record series contains, but is not limited to, scale permits, blueprints and supporting documentation issued for the installation of vehicle and livestock scales in the state. This information is used by weights and measures staff to determine if the scale will meet the criteria established in Wis. Admin. Code ch. ATCP 92 for proper scale installation and operation.

RETENTION: EVENT (Date of denial or approval) + 40 years and destroy

00109000.	**INSPECTION REPORTS**	**CR+20**	**DEST**	**N**

This record series consists of, but is not limited to, routine field test reports generated by State Weights and Measures Inspectors. This record series also consists of, but is not limited to, Annual Weights and Measures Reports for Municipalities and Annual Contract City Report, as authorized by Wis. Stat. chs. 93 and 98. These reports are used by the Weights and Measures field staff to monitor compliance.

RDA #	RDA Title	Retention	Disposition	PII

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

00110000. METROLOGY LABORATORY TESTING DOCUMENTS — CR+10 — DEST — N

Pursuant to Wis. Stat. Code ch.98.05, this record series consists of weights and measures laboratory documents including certificates of calibration and lab invoices.

RETENTION: EVENT (Creation) + 10 years and destroy

00111000. PRIVATE VEHICLE SCALE TEST REPORTS — EVT+5 — DEST — N

Pursuant to Wis. Stat. ch. 98, the record series contains annual test reports that monitor compliance of vehicle scales and include test reports of the performance of private service companies who install, repair and calibrate vehicle scales statewide

RETENTION: EVENT (Creation) + 5 years and destroy

00112000. SERVICE COMPANY LICENSE APPLICATIONS — EVT+10 — DEST — Y

Pursuant to Wis. Admin. Code § ATCP 92.20, this record series consists of license applications, renewal documents and correspondence pertaining to businesses and locations that are renewing or applying for an initial license for service companies that monitor and calibrate scales for uses including liquid, petroleum and hazardous materials storage tanks and vehicle scales.

RETENTION: EVENT (Expiration or nonrenewal) + 10 years and destroy

00115000. RE-INSPECTION FEES — EVT+10 — DEST — Y

As per Wis. Admin. Code ch. 92.60 the record series consists of re-inspection fees that have been assessed based on failed weights and measures inspection results.

RETENTION: EVENT (Date paid) + 10 years and destroy confidential

00346000. CONSUMER COMPLAINTS — EVT+10 — DEST — Y

This record series consists of, but is not limited to, correspondence, completed complaint forms, and investigation (inspection) reports involving an alleged violation of Wis. Stats. Ch. 98 and § 100.45, Wis. Admin. Code chs. ATCP 91, 92, 93, and 94.

These complaints are concerned with, but not limited to, improper use of a commercial weighing and measuring devices, packaging and labeling, price misrepresentation, scanner errors, and unlicensed weights and measures technicians.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

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

00349000. INVESTIGATION AND PROSECUTION CASE FILES — EVT+10 — DEST — Y

These case files consist of correspondence, completed complaint forms, investigation papers, warning letters, legal documents, subpoena returns, formal statements, and evidence gathered during the investigation to establish a compliance action (assurance of compliance, civil forfeiture, or referral to the Wisconsin Department of Justice) regarding possible violations of Wis. Stat. chs. 98, 100, and 168, and Wis. Admin. Code chs. ATCP 90, 91, 92, 93, 94, and 113.

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

02002000. METROLOGY AND FUEL QUALITY LABORATORY RECORDS — CR+10 — DEST — N

This record series consists of weights and measures laboratory documents and records authorized under Wis. Stats. chs. 98 and 168, including raw data sheets, customer correspondence, quality assurance and quality control. These records are for laboratory quality management systems, customer standards calibrations, fuel quality sample analyses, and for the fulfillment of the objectives and requirements of a laboratory's regulatory body.

Records relating to laboratory quality assurance such as: corrective/improvement action reports and supporting documentation, proficiency testing program(s), competency records, control charts, measurement of uncertainty, calibration records and certificates, internal and external audits, and software verification and validation documentation.

Quality control records from support processes related to sample test data generation includes records such as: generated QC data, instrument and equipment support data, calibration data logs, standard solution logs, and equipment/instrument maintenance logs.

RETENTION: EVENT (Date of Creation) + 10 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00134000.	CONSUMER PROTECTION SECURITY PROGRAM	EVT+10	DEST	N

Pursuant to Wis. Stat. chs.100, 136 and 707, the Department of Agriculture, Trade and Consumer Protection (DATCP) must hold Security for Dating Service Contracts, Fitness and Weight Reduction Center Contracts, Future Service Plans (Buyers' Clubs) and Time-Share Ownership. These securities may be in the form of commercial surety bonds, bank letters of credit, cash or cash equivalents such as certified deposits and escrow agreements.

These securities are issued by a bank, surety, or insurance company and may be used in the event the business fails to pay for products purchased, or fails to responsibly maintain depositors' property. These documents may be kept electronically, in paper form, or both and may accompany contracts, related letters, email correspondence, insurance document, bank statements, applications and other supporting documents within the file. If paper documents must be securely retained, they will be secured in a fire-proof, locked safe while they are in effect.

RETENTION: EVENT (Security released,cancelled or expired) + 10 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00135000.	CONSUMER COMPLAINTS	EVT+10	DEST	N

This record series contains correspondence, completed complaint forms, supporting documents, findings and enforcement actions involving alleged violations of any Wisconsin law or administrative rule enforced by the Department of Agriculture, Trade and Consumer Protection's (DATCP) Bureau of Consumer Protection.

These records include closed complaints relating to auto repair, landlord/tenant, home improvement, no-call, telecommunication, product safety, identify theft, privacy protection, and miscellaneous situations where a consumer is unhappy with the services provided or has been harmed. These files are used to assist with the mediation process and identify trends.

RETENTION: EVENT (Received date of complaints) + 10 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00136000.	CONSUMER PROTECTION INVESTIGATIONS	EVT+10	DEST	Y

This record series consists of correspondence, consumer complaints, investigation records, supporting documents, legal documents, subpoena and civil investigation demand responses, written statements, audio and video recordings, evidence, findings, and enforcement actions involving alleged violations of any Wisconsin law or administrative rule enforced by the Department of Agriculture, Trade and Consumer Protection's (DATCP) Bureau of Consumer Protection.

RETENTION: EVENT (Date of investigation closure) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00320000.	WISCONSIN TELEPHONE SOLICITOR - NO-CALL REGISTRATION	EVT+10	DEST	Y

Pursuant to Wis. Stat. § 100.52, this record series consists of active and closed Wisconsin Telephone Solicitor – No Call registration files.

Registrations are renewed annually and include the business name, location, list of phone numbers used, individuals associated with the business, trade names and any amendments to their previous registration.

RETENTION: EVENT (Receipt of record) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00321000.	WISCONSIN TELEPHONE SOLICITOR - DO NOT CALL REGISTRATION ADMIN	EVT+10	SHSW	N

Wisconsin's Telephone Solicitor Program was enacted in 2003 under Wis. Adm. Code ch. ATCP 127, subch. V. The record series consists of rule drafting, reports, research and extra materials initially sent out from meetings, in addition program set-up files and WI No Call Quarterly phone registration lists from start of program to August 2014 when statute changed regarding list registration and maintenance.

The rule was reviewed during a previous legislative session. We request the records be retained for future rule drafting or termination of the telephone solicitor registration program.

RETENTION: EVENT (End of program) + 10 years and transfer to State Historical Society

RDA #	RDA Title	Retention	Disposition	PII
02001000.	CLIENT ASSISTANCE PROGRAM - CLIENT CASE FILES	EVT+6	DEST	Y

The records provide documentation of Client Assistance Program (CAP) services and include individual client applications, medical and financial evaluations, case notes, complaints and resolutions. CAP is a federal program regulated under 34 C.F.R. ch. 370. Clients receive services funded under the Rehabilitation Act.

Confidentiality: 34 C.F.R. § 370.49(a): All personal information about individuals served by any designated agency under this part, including lists of names, addresses, photographs, and records of evaluation, must be held confidential.

RETENTION: EVENT (Submission date of expenditure report) + 6 years and destroy confidential

Dept # /141/ Department Name TCP CONSUMER PROTECTION

RDA #	RDA Title	Retention	Disposition	PII
02003000.	CONSUMER PROTECTION HOTLINE RECORDINGS	CR+0/3	DEST	Y

This record series contains audio recordings of phone calls received by the Bureau of Consumer Protection's Consumer Education and Information Unit. These recordings are created only in emergency situations, for use by management and law enforcement. The content of these recordings may include, but are not limited to, threats of harm to oneself or others, threats of damage to property, or any other comment made that may need to be reviewed by and reported to law enforcement by staff and/or management following a call to protect the safety of others or property. A copy of the recording, if requested by law enforcement, would become part of law enforcements case file (if a case is opened and pursued) and only need to be kept by DATCP for 90 days in case there be questions of DATCP staff and/or management by law enforcement.

RETENTION: EVT (Creation) + 90 days and destroy confidential

Dept # /142/ Department Name TCP DAIRY TRADE REG

RDA #	RDA Title	Retention	Disposition	PII
00034000.	AGRICULTURAL PRODUCER SECURITY FINANCIAL STATEMENTS	FIS+7	DEST	Y

This series includes the annual and interim financial statements that licensed contractors must file with the Department of Agriculture, Trade and Consumer Protection (DATCP). Contractors are businesses that buy products from farmers: milk contractors, grain dealers, vegetable contractors, and those that store grain as warehouse keepers. Records include DATCP's summary analysis of contractor's financial statements.

RETENTION: EVENT (end of fiscal year) + 7 years and destroy confidential

00051000.	SECURITIES HELD FOR PRODUCER SECURITY AND PUBLIC WAREHOUSE K	EVT+7	DEST	Y

Pursuant to Wis. Stat. ch. 126, the Department of Agriculture, Trade and Consumer Protection (DATCP) must hold Security for certain licensed milk contractors, grain dealers, grain warehouse keepers, and vegetable contractors. Further, pursuant to Wis Stat. ch. 99 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.

RETENTION: EVENT (Expiration or return date) + 7 years and destroy confidential

00054000.	MONTHLY FEE STATEMENTS FROM PRODUCER SECURITY CONTRACTORS	EVT+7	DEST	Y

Persons who sell wholesale "selected dairy products" (as defined in Wis. Admin. ATCP ch. 103) must submit a monthly fee to the Department of Agriculture, Trade and Consumer Protection (DATCP). Along with the payment, they must report the amount of select dairy products sold and must report and pay a milk procurement fee, pursuant to Wis. Stat. § 97.20. Licensed milk contractors are required to submit a monthly fee statement pursuant to Wis. Stat. § 126.42.

Records include forms, correspondence and monthly statements as submitted by licensees.

RETENTION: EVENT (Receipt of form (monthly)) + 7 years and destroy confidential

00312000.	PRODUCER SECURITY LICENSES	EVT+7	DEST	Y

Pursuant to Wis. Stat. ch. 126, persons who operate as grain dealers, grain warehouse keepers, milk contractors and vegetable contractors must apply for a license from the Department of Agriculture, Trade and Consumer Protection (DATCP). Records consist of license applications, licenses, correspondence, quarterly assessment invoices, licensee purchase records and storage capacity documentation.

RETENTION: EVENT (Date license denied or non-renewed) + 7 years and destroy confidential

00318000.	FIELD AUDIT / FIELD REVIEW RECORDS	EVT+7	DEST	Y

Audits and field reviews of businesses that are licensed as contractors under Wis. Stat. ch. 126, and business that sell select dairy products at wholesale under Wis. Stat. § 100.201. Records consist of auditor reports, licensee financial status and inventories, correspondence, investigative findings and reports. This data is relevant to the contractor's purchases from producers and grain storage obligations.

RETENTION: EVENT (Completion of audit) + 7 years and destroy confidentially

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

RDA #	RDA Title	Retention	Disposition	PII
00036000.	**INVESTIGATIVE CASE FILES**	**EVT+10**	**SHSW**	**Y**

The Bureau of Business Trade Practices is charged with enforcing business laws and regulations, including: Unfair Sales Act (Wis. Stat.§ 100.30), Unfair Drug Pricing ry'Jis. Stat.§ 100.31), Dairy Plant Volume Premiums (Wis. Adm in. Code ch. A TCP 100, subch. IV) and other trade practices laws and regulations (Wis. Admin. Code chs. 99, 100, 101). Records contain correspondence, complaints, invoices, receipts, contracts, investigative reports and spreadsheets, and other evidentiary documents as obtained by the Department of Agriculture, Trade and Consumer Protection (DA TCP) during an investigation.

RETENTION: EVENT (Close of investigation) + 10 years and transfer to State Historical Society.

00055000.	**PUBLIC WAREHOUSE KEEPER LICENSE RECORDS**	**EVT+7**	**DEST**	**Y**

The Department of Agriculture, Trade and Consumer Protection (DA TCP) administers Wisconsin's Public Warehouse Keeper Law, Wis. Stat. ch. 99. Records include license applications, correspondence, inspection records and documents associated with active and inactive licenses.

RETENTION: EVENT (Date license expires or denied) + 7 years and destroy confidential

00233000.	**WRITTEN NOTICE OF MEETING COMPETITION**	**EVT+2**	**DEST**	**N**

This series consists of the written Notice of Meeting Competition documents filed pursuant to Wis. Stat. § 100.30(7). Records consist of notice of meeting competition documents and correspondence. Documents may include financial information such as credit card account numbers and vendor/supplier invoices.

RETENTION: EVENT (Date Received) + 2 years and destroy confidential

00311000.	**MUSIC LICENSING CATALOGS AND CONTRACTS**	**EVT+1**	**DEST**	**N**

Pursuant to Wis. Stat. § 100.206, music licensing organizations are required to annually file song catalogs and standard contracts.

RETENTION: EVENT (Date received) + 1 year and destroy

Dept # /146/ Department Name **WEIGHTS & MEASURES - TANKS**

RDA #	RDA Title	Retention	Disposition	PII
00181000.	**PETROLEUM STORAGE TANK CENTRAL FILES**	**EVT+50**	**DEST**	**N**

This record series contains, but is not limited to, information identifying tank ownership, tank construction, and tank contents for underground (UST) and aboveground (AST) petroleum storage tanks registered in Wisconsin under Wis. Admin. Code ch. ATCP 93. These tanks are registered and regulated to prevent groundwater contamination due to petroleum product tank leakage. These records include, but are not limited to: proof of financial responsibility, installation checklist, and tank system service and closure assessment reports.

The 50-year record retention justification is due to the length of time a petroleum storage tank may be used and the environmental risks associated with petroleum storage.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (Tank removal) + 50 years and destroy

00182000.	**LOCAL PROGRAM OPERATOR (LPO) - INSPECTION CHECKLISTS**	**EVT+10**	**DEST**	**N**

Local Program Operators (LPOs) are organizations, acting as agents of DATCP and are involved in performing Wis. Admin. Code ch. ATCP 93 inspections. The record series consists of, but is not limited to, registration forms, and installation and closures checklists.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (Contract terminatION) + 10 years and destroy

RDA #	RDA Title	Retention	Disposition	PII

00222000. **COMBUSTIBLE AND FLAMMABLE LIQUIDS TANK PLANS** **EVT+10** **DEST** **N**

This record series consists of, but is not limited to, tank design drawings, specifications and calculations for aboveground and underground combustible and flammable liquid storage tanks and aboveground storage tanks. Plans are submitted for review under Wis. Admin. Code ch. ATCP 93.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (date of receipt or denial) + 10 years and destroy

00244000. **UNDERGROUND AND ABOVEGROUND STORAGE TANK CREDENTIALS** **CR+4** **DEST** **Y**

This record series contains, but is not limited to, documents such as:
Licenses, certifications, or registrations under Wis. Admin. Code ch. ATCP 93, associated with the inspection, testing and installation of underground (UST) and aboveground (AST) petroleum product storage tanks and farm or construction AST tanks. These credentials relate to activities associated with the inspection, testing and installation of UST and AST liquid
petroleum product storage tanks.

Information contained in this record series includes the applicant name, Social Security Number, address, telephone number, employer and/or work location, exam score, amount of fee paid and date paid, license number, credential expiration date, etc.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Creation) + 4 years and destroy confidential

00255000. **LOCAL PROGRAM OPERATOR (LPO) PARTICIPANT FILES** **EVT+10** **DEST** **Y**

Local Program Operators (LPOs) are organizations, acting as agents of the Department and are involved in performing Wis. Admin. Code ch. ATCP 93 inspections.

This record series contains documents including, but not limited to, contracts, record of payments, audit reports, and related correspondence pertaining to the subject contract agent LPO and the Department.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (End of contract) + 10 years and destroy confidential

00348000. **INSPECTOR RECORDS OF STORAGE TANK FACILITIES** **CR+10** **DEST** **N**

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. ATCP 93.

RETENTION: EVENT (Creation) +10 years and destroy

02006000. **PETROLEUM STORAGE TANK USE PERMITS** **EVT+1** **DEST** **Y**

This record series contains, but is not limited to, the annual Use Permit issued to an underground petroleumstorage tank (UST) 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 Wis. Admin. Code ch. ATCP 93.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (DATE PERMIT ISSUED) + 1 YEAR AND DESTROY CONFIDENTIAL

RDA #	RDA Title	Retention	Disposition	PII

00018000. LICENSING — EVT+10 — DEST — Y

There records apply to licenses for dog sellers, animal dealers, animal truckers, markets, feedlots, equine quarantine stations, farm-raised deer and brands. These records contain, but are not limited to, medical separation applications, hunting preserves, fencing certificates, Chronic Wasting Disease monitoring programs, correspondence, inspection reports, warning notices, compliance action notices, quarantines, animal health documents, legal entity verification, updated application agreements, property maps, invoices for reimbursement of testing or program fees, census information, and fencing specifications.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of approval, denial or withdrawal) + 10 years and destroy confidential

00018D00. FISH FARM REGISTRATIONS, MEDICAL SEPARATION APPLICATIONS & SPE(— EVT+10 — DEST — Y

This record series consists of, but is not limited to: routine applications for the Division of Animal Health issued licenses or certifications. Contents in these files include, but is not limited to: fish farm registrations, special permits for reintroduction of fish into waters of the state, medical separation applications, correspondence, inspection reports, warning notices, compliance action notices, quarantines, animal health documents, legal entity verification, original licenses/registrations with updated application agreements, property maps, and invoices for reimbursement of testing or program related fees.

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

00019000. INVESTIGATION, PROSECUTION AND ENFORCEMENT CASE FILES — EVT+20 — DEST — Y

This record series consists of, but is not limited to: investigations and prosecutions for the Division of Animal Health. Contents include, but is not limited to: 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, incident reports, correspondence, investigation reports, court orders, and other documentation of investigation of violations. Cases include, but are not limited to: operating without a license, misrepresentation, disease or quarantine violations, falsified purebreds, dead animals, humane violations, animal licensing violations, court orders, and prison sentencing or fines imposed.

Case files are marked with the year of most recent violation. 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 most recent violation.

RETENTION: EVENT (most recent violation) + 20 years and destroy confidential

00191000. INTERSTATE HEALTH DOCUMENTS — EVT+5 — DEST — Y

This record series consists of all interstate health documents showing movement of animals into, and out of, the State, and eligibility of animals to perform the move, including import permits. Documents include, but are not limited to, the species of animal; including large animal, small animal, aquatic 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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date document is issued) + 5 years and destroy

00191A00. FISH IMPORT PERMITS AND HEALTH DOCUMENTS — EVT+10 — DEST — Y

This record series consists of all interstate health documents which have been filed to show movement of fish into and out of the state, and eligibility of animals to perform the move, including import permits. Documents include, but not limited to, the species of fish, name of consignor and consignee, and lab test result. It may also include correspondence. Fish species and number information is confidential per Wis. Stat. § 95.60(7).

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date issued) + 10 years and destroy confidential

00194000. ANIMAL MARKET IDENTIFICATION RECORDS — EVT+10 — DEST — Y

Program records of cattle and swine slaughtered at slaughter plants, including, but not limited to, 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 information, recommendations by district veterinarian for herd test.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

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

00195000. EAR TAG RECORDS EVT+15 DEST Y

Records consist of, but are not limited to, 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 Department of Agriculture, Trade and Consumer Protection. Purchase and sales records are maintained.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (End of calendar year purchased) + 15 years and destroy confidential

00196000. ANNUAL DOG LICENSING EVT+2 DEST N

Annual dog licensing questionnaire AH-AD 27B and other correspondence relating to dog licensing. Records include, but are not limited 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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (License expiration) + 2 years and destroy

00197000. RABIES REPORTS EVT+2 DEST Y

Reports include, but are not limited to, rabies tests conducted by the State Lab of Hygiene, monthly statistical reports, and records of quarantines issued by the Department of Agriculture, Trade and Consumer Protection (DATCP) Division of Animal Health.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

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

00198000. NATIONAL POULTRY IMPROVEMENT PARTICIPANT RECORDS EVT+5 DEST Y

Records 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. Records include, but are not limited to, applications, test records, flock census reports, inspections reports, correspondence letters, interstate movement certificates, intrastate movement certificates and materials related to the National Poultry Improvement plan. Applications are due no later than June 30 each year.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Annual enrollment) + 5 years and destroy confidential

00212000. ANIMAL HEALTH HERD RECORDS EVT+20 DEST Y

Records include, but are not limited to, livestock herds tested for brucellosis, tuberculosis, pseudorabies, scrapie, equine infectious anemia, chronic wasting disease, and other livestock animal diseases defined in Wis.Stat. ch. 95. Records also include, but are not limited to, correspondence, certificates of inspection, diagnostic reports, animal(s)' owner and veterinarian contact information, 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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of report or result received) + 20 years and destroy confidential

00264000. **ANIMAL HEALTH FLOCK SELECTING AND TESTING REPORT** **EVT+5** **DEST** **Y**

Records contain, but are not limited to, name, address, species and test results of poultry tested for sale, exhibitions, shows, fairs, and swap meets.

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

00265000. **CERTIFIED SALMONELLA PULLORUM TESTERS** **EVT+5** **DEST** **Y**

Records contain, but are not limited to, 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. Records also contain, but are not limited to, enrollment form, testing procedures, certification certificate, disease information and National Poultry Improvement Plan rules for testing.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

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

00288000. **LIVESTOCK PREMISES REGISTRATION APPLICATIONS** **EVT+5** **DEST** **Y**

Records include Livestock Premises Registration applications for registrants that hold Department of Agriculture, Trade and Consumer Protection (DATCP) livestock - related licenses, non-licensed registrants, and for dairy producer licenses. Records may include, but are not limited to, name, license number, address and phone/FAX number.

Information provided by the registrant is confidential, per Wis. Stat. § 95.51(5).

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially

RETENTION: EVENT (date approved, denied or withdrawn) and destroy confidential

00291000. **LIVESTOCK PREMISES RELIGIOUS EXCEPTIONS** **EVT+20** **DEST** **Y**

Records include premises registrations that are renewed every three years, for those that have a religious exception. This includes, but is not limited to, religious exemption forms, affidavits, herd owner information and supporting documentation.

RETENTION: EVENT (exemption approved or denied) + 20 years and destroy confidential

00292000. **LIVESTOCK PREMISES REGISTRATION** **EVT+20** **DEST** **Y**

Records include the Livestock Premises registration records, except religious exemption records, which are renewed every three years. This includes, but is not limited to, completed forms, renewal correspondence letters and supporting documents. The livestock premises identification number that is created through registration is not confidential.

RETENTION: EVENT (date of renewal) + 20 years and destroy confidential

00293A00. **LIVESTOCK PREMISES REGISTRATION GENERAL ADMINISTRATIVE FILES** **CR+3** **DEST** **N**

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).

Procedural instructions, correspondence, marketing materials
Annual accumulation: less than 1 cubic yard.

RETENTION: EVENT (Creation) + 3 years and destroy

RDA #	RDA Title	Retention	Disposition	PII

00294000. **LIVESTOCK PREMISES REGISTRANT CORRESPONDENCE** **EVT+6** **DEST** **N**

The records consist of correspondence concerning the livestock premises program and potential registration.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

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

00295000. **JOHNE'S DISEASE CALFHOOD VACCINATION RECORDS** **EVT+15** **DEST** **N**

Each vaccination record includes, but is not limited to, 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 per Wis. Admin. Code ATCP § 10.17. Records contain personally identifiable, confidential
information under Wis. Stat. § 95.232.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidential.

RETENTION: EVENT (Date of vaccination) + 15 years and destroy confidential

00296000. **JOHNE'S DISEASE VACCINATION AGREEMENT** **EVT+15** **DEST** **Y**

The vaccination agreement records include, but are not limited to, the herd owner's name, address and phone, Premises ID, veterinarian name and veterinary license number, clinic name and address, phone/FAX number. Records contain personally identifiable, confidential information under Wis. Stat. § 95.232.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Termination of agreement) + 15 years and destroy confidential

00297000. **JOHNE'S DISEASE TEST REPORT** **EVT+6** **DEST** **Y**

Each Johne's disease test report includes, but is not limited to, the owner name, veterinarian name(s), addresses, animal ID, date of test & test results. Records contain confidential information under Wis. Stat. § 95.232.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Sample collection data) + 6 years and destroy confidential

00298000. **JOHNE'S DISEASE HERD RECORDS** **EVT+6** **DEST** **Y**

Records include, but are not limited to, name, address, premises ID, herd classification number and level, herd size, Johne's Disease vaccination status, veterinarian name and license number, veterinary clinic address and phone/FAX number, individual test accession numbers and individual animal ID.

Records contain confidential information as defined in Wis. Stat. § 95.232.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date classification lapsed) + 6 years and destroy confidential

00300000. **JOHNE'S DISEASE CERTIFICATIONS FOR VETERINARIANS** **EVT+6** **DEST** **Y**

Records document which veterinarians are certified to test and treat livestock for Johne's disease. Records may include, but are not limited to, veterinarian name, veterinary license number, clinic address and phone/FAX number.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for

authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date certification denied or expires) + 6 years and destroy confidential

00304000. HUMANE OFFICER TRAINING, CERTIFICATION, APPOINTMENT PARTICIPANT EVT+10 DEST Y

Records are maintained for any individual who has completed the humane officer training course and is certified by the Department of Agriculture, Trade and Consumer Protection (DATCP), or completed the training course and is then appointed by a local jurisdiction. Records include, but are not limited to, 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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (certification or expiration) + 10 years and destroy confidential

00305000. LOCAL RABIES CONTROL PROGRAM, TRAINING, CERTIFICATION FILES EVT+10 DEST Y

Records are maintained for any municipality that establishes a local rabies control program, and a list is created of anyone that is certified by the Department of Agriculture, Trade and Consumer Protection, or completed the training course and appointed by a local jurisdiction. Information includes, but is not limited to, correspondence, training results, and appointment letter from local authority or jurisdiction.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of certification or expiration) + 10 years and destroy confidential

00306000. ANIMAL HEALTH FISH HEALTH ASSESSMENTS AND CERTIFICATIONS EVT+10 DEST Y

This record series consists of, but is not limited to, veterinary health assessments, annual inspections, follow up inspections, fish health certifications, lab results, letters and correspondence. Confidential for type of fish as per Wis. Stat. § 95 60(7).

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Issue date) + 10 years and destroy confidential

00307000. QUALIFIED FISH HEALTH INSPECTOR AND LABORATORIES EVT+10 DEST Y

This record series consists of, but is not limited to, documents relating to qualified fish health inspectors and laboratories that are authorized to complete fish health certificates. Fish type and number are confidential per Wis. Stat. § 95.60(7).

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Last year of qualification) + 10 years and destroy confidential

00308000. REIMBURSEMENT OF CHRONIC WASTING DISEASE (CWD) DISEASE EVT+10 DEST Y

Records contain documentation for the reimbursement of CWD sampling to the certified CWD veterinarian, and include specimen submission forms, test results from sampling lab, invoices and records of payment.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat.§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of reimbursement) + 10 years and destroy confidential

00309000. CERTIFIED CHRONIC WASTING DISEASE (CWD) SAMPLING VETERINARIANS EVT+5 DEST Y

These records contain, but are not limited to, applications, training and exam records of veterinarians that are certified to retrieve brain

and lymph node samples from cervid animals in the State of Wisconsin.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

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

00350000. VETERINARY EXAMINING BOARD DISCIPLINARY AND FORMAL HEARING CA EVT+10 DEST Y

Records document the investigative and formal hearing process conducted against credential holders regulated under Wis. Stat. ch. 89.

This 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.

Confidential treatment records protected by Wis. Stat. § 146.82.

Closed means date of final decision and order or completion of the appeal process.

Retention: EVENT (Closed) + 10 years and destroy confidential

00351000. VETERINARY EXAMINING BOARD CREDENTIAL CASE FILES EVT+5 DEST Y

This record series consists of, but is not limited to: Credential Case Files that contain all materials and information required by the Veterinary Examining Board (Wis. Stat. ch. 89) for individuals in the following professions to request a credential to practice in the State of Wisconsin: veterinarians and veterinary technicians.

The file includes but is not limited to: completed and signed application; documentation of qualifications, including, but not limited to: proof of education, affidavit of a Licensed Veterinarian Employer; copy of malpractice complaint(s); copy of relevant court judgements; drug treatment evidence; certification of credential from other states; applicant’s photo; applicant testing/exam materials; significant correspondence providing evidence of Qualifications and/or satisfactory completion of examinations.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. § § 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially after 1 year.

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

00352000. VETERINARY EXAMINING BOARD INCOMPLETE, WITHDRAWN LICENSING C/ EVT+4 DEST Y

This record series consists of, but is not limited to: incomplete or withdrawn licensing case files for Veterinarian and Veterinary Technician Certification applicants for licensure pursuant to Wis. Stat. ch. 89.

The file includes, but is not limited to: partial information and materials which do not fulfill requirements for licensure including any combination of the following items: application; documentation of qualifications, including: Proof of education, affidavit of a licensed veterinarian employer; copy of malpractice complaint(s); copy of relevant court judgements; drug treatment evidence; verification of credential from other states; applicant’s photo; applicant testing/exam materials; significant correspondence providing evidence of qualifications and/or satisfactory completion of examinations.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. § § 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially after 1 year.

RETENTION: EVENT (Date of withdrawal or incomplete application receipt) + 4 years and destroy confidential

02009000. ANIMAL HEALTH COMPLAINTS, INSPECTIONS, OR INVESTIGATIONS CASE F EVT+7 DEST Y

This record series consists of, but is not limited to: complaints the Division receives where no inspection/investigation is created, or case files where there are actions such as inspections and investigations conducted by the Division but no additional inspection or compliance actions are taken. These records include, but are not limited to: all documents relevant to initial complaint documentation, or any notes made to include information gathering or referrals made, case files containing case summary report, supporting evidence, and communications.

The date of last usage will trigger the 7-year period. For instance, if a year after complaint or case is closed, the Division is doing internal research having to refer to a complaint, or to an inspection report, the date when the Division last uses the complaint or inspection report for its internal research becomes the last day of usage.

RETENTION: EVENT (Date of last usage) + 7 YEARS AND DESTROY CONFIDENTIAL

RDA #	RDA Title	Retention	Disposition	PII
02010000.	VETERINARY EXAMINING BOARD MEETING AUDIO RECORDINGS	EVT+0/3	DEST	N

Support staff often create an audio recording of Veterinary Examining Board meetings to assist in drafting the meeting minutes. The audio recording is only created during open session, which does not contain any PII. No audio recordings are created during closed session.

The full Board meets quarterly, and subcommittees meet either monthly or as needed. Meeting minutes include, but are not limited to:
? the names of Board members and support staff in attendance,
? each agenda item and a summary of the discussion under each agenda item,
? all decisions made by the Board and the specific language of all motions and votes,
? if there are public comments, the person's name, affiliation, and summary of their comments, and
? the time of day when the Board convened and adjourned

Wisconsin Stat. § 19.21(7) notwithstanding any minimum period of time for retention set under § 16.61(3)(e), any taped recording of a meeting, as defined in § 19.82(2), by any governmental body, as defined under § 19.82(1), of a city, village, town or school district may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

RETENTION: EVENT (Date minutes approved) + 90 DAYS AND DESTROY

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).

RETENTION: EVENT (Date of Election) + 3 months and destroy

00151000.	GINSENG PROGRAM	EVT+3	SHSW	Y

This record series consists of, but is not limited to: applications for root/seed certificates, applications for licenses to sell Ginseng, and returned Certificates showing how much Ginseng was sold and to whom.

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, such as the original agreement to mediate, interim or final agreements entered into by the parties, expense vouchers for the volunteer mediator assigned to the case, and other relevant case documents, that are required to be submitted annually to the United States Department of Agriculture pursuant to 7 CFR § 785.9
(2025).

Confidential: Wis. Stat. § 93.50.

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, call logs, and other relevant information.

Confidential: Wis. Stat. § 93.51(3)(d)

RETENTION: EVENT (Date Case resolved) + 3 years and destroy confidential

00236000.	DAIRY FARMER EXIT - ENTRY FILES	EVT+3	DEST	Y

This record series contains, but is not limited to: individual case files for the Dairy Farmer Exit - Entry Program administered by the Wisconsin Farm Center (Center). The Exit - Entry Program assists farmers in the transfer of farm operations as outlined in Wis. Stat. § 93.52. It contains case files for persons exiting the dairy industry who have sought transition planning assistance from Center staff or for persons wishing to enter the industry who have connected with the Center in search of resources and/or advice.

RDA #	RDA Title	Retention	Disposition	PII

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 Stray Voltage program per Wis. Stat. § 93.41. Files may include records of on-farm management practices, such as correspondence, case notes, test results, diagnostic reports, referral information, photographs, drawings, phone logs, and case closing reports. 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 and closed.

RETENTION: EVENT (Date Closed) + 3 years and destroy confidential

00345000. **LIVESTOCK SECTOR DEVELOPMENT PROGRAM INFORMATION** EVT+3 DEST Y

Records include, but are not limited to, client contracts, applications for services, progress reports, sub-contracts with consultants, financial reports, and consultant bills for the Livestock Sector Development Program Information.

RETENTION: EVENT (End of contract) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII

00020000. **EXPORT EDUCATION INFORMATION** EVT+3 DEST Y

Records pertain to activities authorized by Wis. Stat. § 93.42, information related to export education including Wisconsin company information, product(s) information, correspondence with DATCP and related governmental agencies, and related export trade information. Information is created or received to provide Wisconsin company information to clients.

Retention: Event (Date Created or Received) + 3 years and destroy confidential

00027000. **MARKET DEVELOPMENT SERVICE INFORMATION** EVT+5 SHSW Y

Records pertain to activities authorized by Wis. Stat. § 93.42, information related to incoming international delegations and outbound trade missions. The records include, but are not limited to, 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.

RETENTION: EVENT (Close of Delegation or Mission) + 5 years and transfer to State Historical Society.

00028000. **NATIONAL PROMOTION INFORMATION** FIS+3 DEST Y

National Promotion material includes, but is not limited to, promotion description, event details, company information, budget information, company correspondence, media correspondence, market information and Alice in Dairyland promotions. The record series pertains to activities authorized by Wis. Stat. § 93.07.

RETENTION: EVENT (End of the Fiscal Year)+ 3 years and destroy confidential

00030000. **ALICE IN DAIRYLAND PROGRAM INFORMATION** EVT+5 SHSW Y

Alice in Dairyland Program records include, but are not limited to: Alice's official biography, official photos, major press clippings, promotional pieces, end of the year report, finale programs, and any activities authorized by Wis. Stat. ch. 93 for the promotion of agriculture.

RETENTION: EVENT (End of Reign) + 5 years and transfer to State Archives

00031000. **COUNTY FAIRS & AG SOCIETIES STATE AID PROGRAM FILES** FIS+3 DEST Y

Records contain, but are not limited to, State aid fair reports, registered judges, affidavits, promotion material including promotion description, event details, promotional literature, budget information, fair correspondence, and media correspondence. These records pertain to activities authorized by Wis. Stat. § 93.23.

RETENTION: EVENT (End of the Fiscal Year) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00145000.	COOPERATIVE AGRICULTURE PEST SURVEY (CAPS)	CR+3	DEST	N

Records include, but are not limited to, cooperative agreements, meeting minutes, pest survey data, correspondence with cooperator network and the United State Department of Agriculture, and required progress reports for the Cooperative Agricultural Pest Survey Program.

RETENTION: EVENT (Creation) + 3 years and destroy

00146000.	SPONGY MOTH ADMINISTRATIVE RECORDS	EVT+4	DEST	N

Includes, but not limited to, telephone call logs, correspondence, complaints, comments, reports and follow up related to the Spongy Moth Program. These records are used to determine possible problem areas for treatment and survey trends.

Note: In 2022 the Entomological Society of America changed the common name for Lymantria dispar from “gypsy moth” to “spongy moth” as part of its Better Common Names Project. The change in Record Series Title from “Gypsy Moth Program” to “Spongy Moth Program” follows this change.

RETENTION: EVENT (Date of receipt) + 4 years and destroy

00148000.	SPONGY MOTH PROGRAM OPERATIONS RECORDS	CR+4	DEST	N

Includes, but not limited to, spongy moth trapping data, spongy moth egg mass survey results, and descriptions of locations surveyed for spongy moth, spray schedules, spray site descriptions, spray observation logs, mix/load reports, spray calibration, daily acre/gallon spray rates and phenology, annotated plat books, and related maps and geospatial data.

Note: In 2022 the Entomological Society of America changed the common name for Lymantria dispar from “gypsy moth” to “spongy moth” as part of its Better Common Names Project. The change in Record Series Title from “Gypsy Moth Program” to “Spongy Moth Program” follows this change.

RETENTION: EVENT (Creation) + 4 years and destroy

00150000.	PLANT PEST & BIOLOGICAL PERMITS	EVT+3	DEST	Y

Plant pest and biological control permits for either import or movement of plant pests or biological organism within the state. Records include, but are not limited to, applications, Plant Industry Bureau's assessment of the applications, and documentation of the approval or denial of an application.

RETENTION: EVENT (date application is approved or denied) + 3 years and destroy confidential

00332000.	REGULATORY PROGRAM COMPLIANCE AGREEMENT RECORDS	EVT+5	DEST	Y

Annual compliance agreements for the transport/movement of regulated articles originating from designated pest quarantine areas, as issued by the Plant Industry Bureau. Records include, but are not limited to, correspondence, supporting documents, and compliance agreements. Current quarantine examples include Lymantria dispar, Hemlock Woolly Adelgid, and Japanese Beetle.

RETENTION: EVENT (date agreement expires) + 5 years and destroy confidential

00333000.	POTATO ROT NEMATODE (PRN) QUARANTINE RECORDS	EVT+5	DEST	Y

PRN record regarding Notices of Infestation, Quarantine, Holding Orders and Release. Information collected includes name and address of grower, location of fields and inspection results. Records include, but are not limited to, inspection results and reports, field maps, correspondence, and Department orders.

Under Wis. Admin. Code §§ ATCP 21.14 (3)(e) and 21.14 (3)(f), any potato field declared infested is quarantined until 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. Infested field quarantine status will not be lifted until the above conditions are met.

RETENTION: EVENT (quarantine removed) + 5 years and destroy confidential

00335000.	NEW AND EMERGING PLANT PESTS	CR+5	DEST	N

Includes, but not limited to, survey protocols, visual survey and trapping data, sampling and diagnostic records, and geospatial data for new and emerging plant pests of concern. Determined by regulatory status or regional significance, pests may include insects, nematodes, pathogens, or mollusks, examples of which include Phytophthora ramorum, cereal cyst nematode, hemlock wooly adelgid, spotted lanternfly, and Asian longhorn beetle.

RETENTION: EVENT (Creation) + 5 years and destroy

00336000.	SPONGY MOTH ENVIRONMENTAL ASSESSMENTS	EVT+4	DEST	N

Dept #	I700I	Department Name	ARM - PLANT DISEASE

RDA #	RDA Title	Retention	Disposition	PII

Documents and maps describing the specific areas being considered for spongy moth treatment. Records include, but are not limited to, reports, correspondence, maps, and supporting documents discussing the justification for and analysis of different options for treatment. The Environmental Assessment also includes the Finding of No Significant Impact (FONSI) from federal officials that allows Spongy Moth treatments to proceed annually.

Note: In 2022 the Entomological Society of America changed the common name for Lymantria dispar from “gypsy moth” to “spongy moth” as part of its Better Common Names Project. The change in Record Series Title from “Gypsy Moth Environmental Assessment” to “Spongy Moth Environmental Assessment” and any update from “gypsy moth” to “spongy moth” in the Record Series Description follow this change.

RETENTION: EVENT (date of assessment) + 4 years and destroy

02005000. **LABORATORY EQUIPMENT AND INSTRUMENT RECORDS** — CR+5 — DEST — N

This RDA includes, but is not limited to, use logs for laboratory equipment and instruments, and other documentation of the usage, calibration, and maintenance of such equipment.

RETENTION: EVENET (DATE OF CREATION) + 5 YEARS AND DESTROY

Dept #	I702I	Department Name	ARM -SWRM

RDA #	RDA Title	Retention	Disposition	PII

00004000. **PRE-2009 FARMLAND PRESERVATION AGREEMENTS** — EVT+1 — DEST — N

A farmland preservation (FP) agreement is a commitment between a landowner and the state to keep land in agricultural use and implement soil and water conservation standards on a farm. For FP agreements applied for prior to July 1, 2009, the record includes the original recorded legal agreement between landowners and the State of Wisconsin. Records include landowner applications, documentation of ownership (deeds, land contracts, etc.), property tax bills, aerial photographs and maps, income tax information, correspondence and recorded agreements or prior agreements. Agreements range from 10 to 25 years. Agreements under Wis. Stat. ch. 91, 2007 ended with the enactment of a new Wis. Stat. ch. 91, 2009. Agreement files include applications that contain social security numbers, phone numbers, land descriptions, and addresses. Pre-2009 agreements and supporting documentation must be maintained for a year after their natural expiration and must be relinquished in accordance with Wis. Stat.§ 91.19, 2007. This record series contains confidential information for which access is protected under the legal authority of Wis. Stats. §§ 134.98 and 19.80.

RETENTION: EVENT (Expiration of FP Agreement) + 1 year and destroy confidential

00162C00. **ORDINANCES: ZONING, LICENSING, MANURE STORAGE AND PERFORMANC** — CR+5 — DEST — N

Contains correspondence, draft and final local government ordinances, and documents related to departmental review and comment concerning local government manure storage, farmland preservation zoning, agricultural perfonnance standards, and livestock siting ordinance. These actiVifies are authorized by Wis. Stat§§ 91.36, 92.15, 93.90, and 281.16 (3).

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 county representatives and organizations.

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

00281000. **FARMLAND PRESERVATION PLANS** — EVT+1 — SHSW — N

Farmland preservation plans are county agricultural preservation plan text and map(s) certified under the authority of Wis. Stat. § 91.16 for counties participating in the farmland preservation program. 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 first be identified as a farmland preservation area in the certified county farmland preservation plan. Supporting documentation for plans signed after 2009 include certification order signed by Secretary of Department of Agriculture, Trade and Consumer Protection (DA TCP). Plans may include an initial certification in addition to map and or text amendments. Plan and supporting documentation may include text, maps, spatial data, correspondence, applications, cover memos and related certification, extension or termination orders. Plan files and supporting documentation contain personally identifiable information.

RETENTION: EVENT (Expiration of FP Plan) + 1 year and transfer to State Historical Society

RDA #	RDA Title	Retention	Disposition	PII
00282000.	FARMLAND PRESERVATION ZONING ORDINANCES	EVT+1	SHSW	N

Farmland preservation zoning ordinances are locally crafted and administered ordinances that seek to promote agricultural growth and restrict non-agricultural uses. Farmland preservation zoning ordinance text and maps must be certified under Wis. Stat. § 91.36 for counties, towns, cities and villages participating in the farmland preservation program. Supporting documentation for ordinances certified in 2009, or after, include an order signed by the Secretary of the Department of Agriculture, Trade and Consumer Protection (DA TCP). Records may include maps, spatial data, correspondence, application, cover memo and related certification, extension or termination orders. Zoning ordinance files and supporting documentation contain personally identifiable information.

RETENTION: EVENT (Expiration or Removal of Zoning Ord) + 1 year and transfer to State Historical Society

RDA #	RDA Title	Retention	Disposition	PII
00283000.	CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) PERPETUAL	P	PERM	Y

The records include, but are not limited to, the original Conservation Reserve Enhancement Program (CREP) conservation easement contract between landowners and the State of Wisconsin, application forms, aerial photos and maps, property tax bills, title searches, reimbursement receipts and state payment records. The perpetual conservation easements are authorized under Wis. Stat. § 93.70. The duration of the conservation easement is set by the easement document and Wis. Stat. § 700.40(2).

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: Permanent

RDA #	RDA Title	Retention	Disposition	PII
00284000.	CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) AGREEMENT	EVT+3	DEST	Y

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 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 include, but are not limited to, landowner name, social security number, address, phone number, various applicable dates, payment information, location of the land involved 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.

Confidential: Wis. Stat. §134.98.

RETENTION: EVENT (Expiration of CREP agreement) + 3 year and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00324000.	AGRICULTURAL ENTERPRISE AREA PETITIONS	EVT+5	DEST	N

Farmland owners, in cooperation with local governments and other agricultural and environmental stakeholders, may petition for designation of an Agricultural Enterprise Area (AEA) to identify an area of productive agriculture important to Wisconsin's agricultural future. Owning farmland within an AEA affords landowners the option to sign a voluntary farmland preservation agreement. Landowners with effective farmland preservation agreements who meet other eligibility requirements may claim a farmland preservation tax credit under Wis. Stat. § 71.613. The AEA Petition record includes the original application petition submitted by the local sponsors (local government, farmers, land trust, etc.), maps of the AEA, including spatial data, correspondence, and scoring sheets (see 2009 Wis. Stat. § 91.86). 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 completed annually through a Designation Order Signed by the Secretary of the Department of Agriculture, Trade and Consumer Protection (DATCP). In accordance with Wis. Stat. § 91.84, up to 2.0 million acres of land may be designated in AEAs across the state. Per Wis. Stat. § 91.84 (1 m) the designation by order of an AEA remains in effect, unless an order is signed to terminate an AEA. Records must be permanently maintained unless a termination order is issued for an AEA under Wis. Stat. § 91.84 (1 m). AEA petition files and supporting documentation contain personally identifiable information.

RETENTION: EVENT (Termination order issued) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00325000.	PRE-2009 FARMLAND PRESERVATION PROGRAM AGREEMENTS	EVT+1	DEST	N

A farmland preservation agreement is a commitment between a landowner and the state to keep land in agricultural use and implement soil and water conservation standards on a farm. For farmland preservation 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 (Wis. Stat. § 91.60, 2009), landowner applications, documentation of ownership (deeds, land contracts, etc.), property tax bills, copies of aerial photographs and maps, correspondence and may include prior agreements. The agreements are for 15 years and must be located within a state designated Agricultural Enterprise Area (AEA). Agreement files may also contain documentation to release land from an effective farmland preservation agreement under Wis. Stat. § 91.66. Where land has been released from a farmland preservation agreement, the file may also contain a recorded release, application for release signed by the landowner, maps, a legal description of the released land and relevant correspondence. Agreement files include applications, land descriptions, property tax bills, mortgage information, lien or easement holders, and conveyances providing documentation of ownership for the lands enrolled.

RETENTION: EVENT (Expiration of Agreement) + 1 year and destroy Confidential

00326000. PURCHASE OF AG CONSERVATION EASEMENTS (PACE) P PERM N

The purchase of agricultural conservation easement (PACE) program provides funding for the purchase easements under Wis. Stat. §. 93. 73, from willing agricultural landowners. Land under easement is permanently protected for agricultural use and participating landowners were compensated for limiting development on enrolled farms. The Department of Agriculture, Trade and Consumer Protection (DATCP) co-holds 17 easements with cooperating entities. PACE files include the original recorded PACE easement between landowners and the State of Wisconsin and the local cooperating entity(ies), applications, agreement with the cooperating entity (including details of the financial transaction), aerial photos and maps, property tax bills, title searches, and scoring sheets related to the application for PACE. Supporting documentation may also include title searches, deeds, baseline documentation, appraisals, appraisal reviews, and property tax bills collected under the authority of Wis. Stats.§§. 93.73 and 700.40.

The perpetual conservation easements are authorized under Wis. Stat.§ 93.73 (7)(b), and the duration of the easement is set by statute, the easement document and Wis. Stat. §. 700.40(2). The conservation easement is in perpetuity and supporting documentation must be permanently retained.

RETENTION: Permanent

00328000. ENGINEERING REVIEW OF PLANS AND SPECIFICATIONS FOR CONCENTRAT EVT+5 DEST N

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.

RETENTION: EVENT (Permit issued or denied) + 5 years and destroy

00329000. CERTIFICATIONS OF ENGINEERING PRACTITIONERS EVT+10 DEST N

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.

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.

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.

RETENTION: EVENT (End of employment or decertified) + 10 years and destroy

00330000. DESIGN AND OTHER DOCUMENTATION INVOLVING ENGINEERED AND RELA EVT+10 DEST N

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.

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.

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.

RETENTION: EVENT (Project constructed or installed) + 10 years and destroy

00331000. AGRICULTURAL ENTERPRISE AREA PETITIONS DENIED OR TERMINATED EVT+5 DEST Y

Farmland owners, in cooperation with local governments and other agricultural and environmental stakeholders may petition for designation of an Agricultural Enterprise Area (AEA) to identify an area of productive agriculture important to Wisconsin's agricultural future. The AEA Petition record includes the original application petition submitted by the local sponsors (local government, farmers, land trust, etc.), maps of the AEA including spatial data, correspondence, and scoring sheets. If a proposed AEA is not designated, the department would keep the petition record for 5 years after denial. If an order is signed to terminate an AEA, the record would be kept for five years after the Department of Agriculture, Trade and Consumer Protection (DA TCP) Secretary signs the order terminating the AEA.

RETENTION: EVENT (Date of denial or termination) + 5 years and destroy confidential

Dept # **/702/** Department Name **ARM -SWRM**

RDA #	RDA Title	Retention	Disposition	PII
00354000.	**LIVESTOCK FACILITY SITTING REVIEW BOARD: APPEAL RECORDS**	**CR+25**	**SHSW**	**Y**

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 **OBSOLETE - ARM - SEED TEST**

RDA #	RDA Title	Retention	Disposition	PII
00153000.	**PLANT INDUSTRY INSPECTION REPORTS**	**EVT+5**	**DEST**	**Y**

This record series contains documents and media generated during the inspection of nurseries, Christmas tree farms, seed testers and labelers, apiaries, firewood, logs, lumber, seed fields, and any other plant part or product regulated by the Plant Industry Bureau. Records include, but are not limited to, inspection reports, photos, laboratory results, documentation of compliance violations, and correspondence.

RETENTION: EVENT (date of inspection) + 5 years and destroy confidential

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

RDA #	RDA Title	Retention	Disposition	PII
00152000.	**PLANT INDUSTRY BUREAU CERTIFICATE AND LICENSES**	**EVT+3**	**DEST**	**Y**

Application and supplemental documents such as import reports, inspection results, and verification of pest free and disease-free status for Plant Industry Bureau issued licenses or certifications including seeds, beehives, nurseries, shippers of plant materials, and Christmas trees.

RETENTION: EVENT (date of denial or expiration) + 3 years and destroy confidential

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

RDA #	RDA Title	Retention	Disposition	PII
00176000.	**PROJECTS RELEASED FROM REQUIRING AGRICULTURAL IMPACT STATEM**	**CR+2**	**DEST**	**N**

Wisconsin Stat. § 32.035 requires that each project initiator with condemnation authority notify the Department if an interest in 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

00177000.	**AGRICULTURAL IMPACT STATEMENT PROGRAM RECORDS**	**EVT+10**	**DEST**	**Y**

The Agricultural Impact Statement (AIS) program publishes impact statements, in accordance with Wis. Stat. § 32.035(4), when public sector projects impact agricultural operations in Wisconsin. For each project that requires an impact statement, the AIS program maintains records including, but not limited to: completed forms, tabular data, images, geospatial data, mailing lists, contact information, the published impact statement, and all records required by the AIS program to fulfill the contents of an impact statement according to Wis. Stat. § 32.035(4)(b). The AIS program publishes the impact statement according to Wis. Stat. § 32.035(5).

RETENTION: EVENT (date AIS published) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00144000.	COMPLIANCE CASE INFORMATION - VIOLATIONS OF AGCHEM BUREAU LAV	EVT+6	DEST	Y

This record series consists of investigations and prosecutions of individuals, businesses, and corporations. Typical information includes case activity, customer names, addresses, phone numbers, premise (activity location) addresses, case notes, Environmental Protection Agency (EPA) products, court activity, case violations, sample analysis information, affidavits, and any collected evidence.

Compliance case records may contain information deemed to be a "trade secret" per Wis. Stat. § 19.36(5). As a default, all compliance case records are considered confidential and handled consistently. An Authority may withhold access to any record, or portion of a record, containing information qualifying as a trade secret as defined in the Uniform Trade Secrets Act under Wis. Stat. § 134.90(1)(c). These records are confidential per Wis. Stat. § 134.90(2).

RETENTION: EVENT (Date case closed) + 6 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00163000.	SOIL OR PLANT ADDITIVE, FERTILIZER PERMITS	EVT+5	DEST	Y

Product permits and exemptions that Include labels, related correspondence, financial receipts, and product substantiation. Records may Include, but are not limited to, company name, address, product name, permit number, product status and dates, and general notes.

RETENTION: EVENT (Date license lapses or product cancelled) + 5 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00164000.	AGRICHEMICAL MANAGEMENT (ACM) BUREAU LICENSES	EVT+5	DEST	Y

Annual license applications for businesses/operations regulated by Agrichemical Management (ACM) to include Soil & Plant Additive, Feed, Fertilizer, Lime, Pesticide Manufacturer & Labeler, Commercial Application Business, Restricted-Use Dealer, Individual Applicator, and Reciprocal Applicator licenses. May include, but is not limited to, product labeling not related to permits.

RETENTION: EVENT (Date license denied/expires/revoked) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00166000.	SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME RECORDS	EVT+10	DEST	N

Sample collection records and laboratory results. May contain, but is not limited to, labels, invoices, bills of lading, blend tickets, etc., along with manufacturer reports of investigational findings, warning notices, stop sale orders, and related correspondence.

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

RDA #	RDA Title	Retention	Disposition	PII
00167000.	SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME TONNAGE AND PESTICI	EVT+10	DEST	Y

Tonnage reports and related correspondence, invoices, and tabulations. Tonnage reports are records of business transactions of economic value and are therefore a trade secret as defined in Wis. Stat. § 134.90(1)(c) of the Uniform Trade Secrets Act. Tonnage reports are specified as confidential per Wis. Stat.§§ 94.64(6m) and 94.72(6)(am)3.

RETENTION: EVENT (Date received) + years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00168000.	PESTICIDE STUDIES AND REPORTS	EVT+10	SHSW	Y

This record series includes special projects and reports performed by department staff under the authority found in Wis, Stat. §§ 93.6(1)(f), 93,07(9), and 94.69(1), on pesticides in groundwater, In surface water, or from pesticide use Issues. The records may contain, but are not limited to, lab results, correspondence, groundwater investigation Information, site inspection information, narratives, photos, statistical analyses, pesticide use, and registration information on pesticide products studied.

RETENTION: EVENT (Date report distributed) + 10 years and transfer to State Historical Society

RDA #	RDA Title	Retention	Disposition	PII
00169000.	SPECIAL REGISTRATIONS FOR PESTICIDES	EVT+5	DEST	N

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 regulation for the product or the pesticide in question, environmental analyses, public comments, and, if issued, the registration notification sent to Environmental Protection Agency (EPA) in Washington, D.C.

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

RDA #	RDA Title	Retention	Disposition	PII
00171000.	LANDSCAPE PESTICIDE APPLICATION REGISTRY	EVT+4	DEST	Y

The supporting documentation for the annual published Landscape Pesticide Application Registry of persons who want advanced notice of pesticide applications being made in their neighborhood. This includes annual registry applications, internet mapping documentation, and related correspondence.

RETENTION: EVENT (Date registry published) + 4 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00172000.	PRIVATE AND MONITORING WELL RESULTS	EVT+20	DEST	Y

This record series includes, but is not limited to, records of monitoring well sample results, private well sample results, well inventory forms, site maps, well owner questionnaires, and correspondence with well owners,
including well owner name and address and well sample results. Includes well name or owner name and address, and Wisconsin Unique Well Number (WUWN).

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

RDA #	RDA Title	Retention	Disposition	PII
00185000.	AGCHEM DATA FOR LICENSING, COMPLIANCE AND PESTICIDE & FERTILIZE	EVT+20	DEST	Y

This record series contains licensing records (types of license programs include feed, fertilizer, soil and plan additive, lime, commercial application business, and restricted-use dealer licenses); investigations details of individuals, businesses and corporations; and records of facilities where bulk pesticides and fertilizers are stored, where dry bulk fertilizers are stored or where pesticides are mixed and loaded.

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

RDA #	RDA Title	Retention	Disposition	PII
00216000.	AGRICULTURAL CHEMICAL CLEAN-UP PROGRAM (ACCP) REMEDIATION AN	P	PERM	Y

The 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 include 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 Wis. Stat.§ 94.73, and Wis. Admin. Code ch. ATCP 35. Authority for cleanups is under Wis. Stat. 292, Wis. Admin. Code ch. NR 700 rule series, and a Memorandum of Understanding (MOU) with Department of Natural Resources (DNR).

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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these records are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the Input record will be destroyed [confidentially].

RETENTION: Permanent

RDA #	RDA Title	Retention	Disposition	PII
00217000.	PESTICIDE AND FERTILIZER CONTAINMENT FILES	EVT+20	DEST	N

This record series includes reports of facilities where bulk pesticides and fertilizers are stored, where dry bulk fertilizer is stored, or where pesticides are mixed and loaded. Records may Include, but are not limited to, inspection reports, photographs, facility diagrams, correspondence, enforcement actions (warning notices, special orders, etc.), facility drawings or blueprints, and variances or other department approvals.

This information is used by the Bulk Storage Engineer; Field Staff; Fertilizer, Feed & Containment Program; Environmental Quality Program; and central office compliance staff.

RETENTION: EVENT (Facility closure) + 20 years and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII
00218000.	TEMPORARY COMMERCIAL APPLICATOR TRAINEE REGISTRATION	EVT+1	DEST	N

These records relate to individual registrations issued to persons who 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 registration form and examination/application material.

RETENTION: EVENT (Registration expires or is denied) + 1 year and destroy

RDA #	RDA Title	Retention	Disposition	PII
00219000.	INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION	EVT+6	DEST	Y

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. This file contains exams and applications, exam scores, names and addresses of certification applicants.

RETENTION: EVENT (Certification expires or is renewed) + 6 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00219A00.	INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION DATA	EVT+15	DEST	Y

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, exam scores, names and addresses of certification applicants.

RDA #	RDA Title	Retention	Disposition	PII

(Note: This electronic record contains more/different information than RDA 219 and has different retention requirements.)

RETENTION: EVENT (Until expired or renewed) + and destroy confidential

00241A00. **AGRICHEMICAL MANAGEMENT (ACM) BUREAU TIME REPORTING INFORMA** EVT+10 DEST Y

This record series consists of time sheet data completed by all Agrlchemical Management (ACM) Bureau staff for work planning and time reporting. Typical Information includes payroll ending date, employee name and number, activity type and number of hours. (Please note, these time records contain different information than payroll records so the Payroll GRS does not apply.)

RETENTION: EVENT (End of pay period) + 10 years and destroy confidential

00243B00. **PESTICIDE MANUFACTURER & LABELER LIST OF CURRENT / ACTIVE AND D** EVT+10 DEST N

This listing includes the Environmental Protection Agency (EPA) registration number, the company name, pesticide product name, product status, and the year the product became active or was discontinued.

RETENTION: EVENT (Product discontinuation date) + 10 years and destroy

00273000. **GUIDANCE FOR INTEGRATED PEST MANAGEMENT (IPM) ON PUBLIC SCHOC** EVT+7 DEST N

This record series includes technical and administrative guidance for schools related to Integrated Pest Management (1PM), training session materials, training modules, records of school assignments, posters, and brochures. The Department of Agriculture, Trade and Consumer Protection (DA TCP) works with public schools to ensure they are compliant in their pesticide use. Each school is responsible for adhering to DATCP's policies and these records are the proof of their training efforts.

RETENTION: EVENT (Date received) + 7 years and destroy

00274000. **FIELD INSPECTIONS** EVT+6 DEST Y

Inspections related to Soil or Plant Additives, Feed, Fertilizer, Lime, Worker Protection, Ag Use Observation, Non-ag Use Observation, Pesticide Dealer Record, Marketplace, Private Applicator Records, Commercial Applicator Records, and field visits or enforcement activity performed at regulated facilities, retail centers, or other pertinent locations. May contain inspection reports, holding orders, stop sales, releases, enforcement actions, cover sheets, physical sample analysis results, related correspondence, records, product labels or information. Elements of these records may contain information deemed to be a "trade secret".

Confidential per Wis. Stat.§ 19.36(5) Trade secrets. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined In Wis. Stat.§ 134.90(1)(c).

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

00276000. **CERTIFICATES OF FREE SALE** EVT+2 DEST N

Certificates of Free Sale records may contain product labeling, letters, Secretary of State Request Form for Certificate,

RETENTION: EVENT (Date of issuance) + 2 years and destroy

00357000. **PESTICIDE MANUFACTURER & LABELER'S PESTICIDE PRODUCT LABELS** EVT+1 DEST N

This record series includes a product label that is registered for use In Wisconsin, sale in Wisconsin, or distribution into Wisconsin for the current year.

RETENTION: EVENT (Date label superseded) and destroy

00358000. **AGRICULTURAL CHEMICAL CLEANUP PROGRAM (ACCP) REIMBURSEMENT** EVT+20 DEST Y

This record series includes records of applications from responsible parties that have incurred cleanup costs related to agrichemical contamination. Records may include, but are not limited to, workplans, reports, bids, cost estimates, invoices, canceled checks, correspondence, department review forms and recommendations. Records may include a summary of costs that were submitted, record of eligible costs, ineligible costs, and payments made.

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

Dept # /800/ Department Name ANIMAL HEALTH (800)

RDA #	RDA Title	Retention	Disposition	PII

RDA #	RDA Title	Retention	Disposition	PII

00018A00. **ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIC** **EVT+7** **DEST** **Y**

This record series consists of, but is not limited to: license applications, investigations, and prosecutions of individuals, businesses and corporations; for, but not limited to: dog sellers, livestock dealers, livestock truckers, livestock markets, equine markets, feedlots, equine quarantine stations, farm raised deer, and brands for the Division of Animal Health. Contents in these files include, but is not limited to: correspondence, inspection reports, evidence and all legal documents pertaining to cases, copies of original licenses and updated applications and agreements.

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

For cases not in the legal system, the date of last use will trigger the 7-year period. For instance, if a year after death the Division is doing internal research having to refer to an inspection report, that date when the Division last uses the inspection report for its internal research becomes the last day of usage.

RETENTION: EVENT (date of last usage or case closed) + 7 years and destroy confidential

00018B00. **ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIC** **EVT+49** **DEST** **Y**

This record series consists of, but is not limited to: license applications, investigations, and prosecutions of individuals, businesses and corporations; for, but not limited to: dog sellers, livestock dealers, livestock truckers, livestock markets, equine markets, feedlots, equine quarantine stations, farm raised deer, and brands for the Division of Animal Health. Contents in these files include, but is not limited to: correspondence, inspection reports, evidence, copies of original licenses, updated applications and agreements, and all legal documents pertaining to said cases.

Records in this series are Exceptional Licenses whose history includes, but is not limited to: serious enforcement violations: courtordered lifetime denial of license, lengthy prison terms, 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".

RETENTION: EVENT (Date of court decision) + 49 years and destroy confidential

00019A00. **ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - DECEASED** **EVT+25** **DEST** **Y**

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, Statute 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

00019B00. **ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - EXCEPTION** **EVT+50** **TRANS OTHER** **Y**

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, Statute 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

02008000. **ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIC** **EVT+25** **DEST** **Y**

This record series consists of, but is not limited to: license applications, investigations, and prosecutions of individuals, businesses and corporations; for, but not limited to: dog sellers, livestock dealers, livestock truckers, livestock markets, equine markets, feedlots, equine quarantine stations, farm raised deer, and brands for the Division of Animal Health.
Contents in these files include, but is not limited to: correspondence, inspection reports, evidence and all legal documents pertaining to cases, copies of original licenses and updated applications and agreements.

A routine case is one where the investigation comes to the conclusion that No Court/prosecution is necessary.

RETENTION: EVENT (Date of non-renewal) + 25 YEARS AND DESTROY CONFIDENTIAL

00045000. **LOG OF CONTESTED CASE AND RULEMAKING PROCEEDING DOCKET FILES** **CR+25** **SHSW** **N**

Records contain, but are not limited to: A log of the department's contested case and rulemaking proceeding docket files. Docket files contain, but are not limited to: up-to-date record information on the status and progress of each docketed case, and docket file number. The docket log is kept in numeric order.

RETENTION: EVENT (Creation) + 25 years and transfer to state archives (WHS)

00048000. **LEGAL CASE FILES** **EVT+11** **SHSW** **Y**

Records contain, but are not limited to: case files created by Department division staff and attorneys for use in investigations, enforcement, prosecution, defense of court cases that name the Department or its employees as defendants or interested parties, claims proceedings, and contested case proceedings. Contents in these files include, but are not limited to: legal documents such as complaints, notices, pleadings, interrogatories, subpoenas, civil investigative demands, motions, briefs and appendices, exhibits, evidence filed in court or administrative proceedings, writs, findings, stipulations, decisions, orders, and appeals; court and administrative agency documents; legal research and memoranda; correspondence; certified mail return receipts or other proof of document service; reports; newspaper clippings; transcripts; and hearing recordings.

RETENTION: EVENT(Date case closed and appeal period exhausted) + 11 years and transfer to State Archives (WHS).

00049000. **LEGAL CASE FILES** **EVT+24** **SHSW** **Y**

This record series contains case files created by Department attorneys. Records document provision of legal opinions and services related to court cases that name the Department or its employees and related to contested case proceedings. These cases ordinarily originate from outside the Department when the Department receives a complaint, notice, or pleading to which the Department must respond, and include the following: State and federal court actions challenging Department rules or administrative actions; circuit court review of Department decisions in administrative contested cases; appellate court proceedings in which Department is an interested party; damage actions filed against Department or its employees in state or federal court; notice of claim filed with the Wisconsin Department of Justice under Wis. Stat. § 893.82, as a prelude to a damage claim in court; damage claims filed with the Wisconsin Claims Board under Wis. Stat. § 16.007; bankruptcy proceedings related to dairy plant, grain warehouse, or food processor insolvencies; farm foreclosure actions or bankruptcies in which Department is required to defend its farmland preservation lien; contested case proceedings under Wis. Stat. ch. 227 and Wis. Admin. Code ch. ATCP 1; and personnel cases against the Department.

Contents in these files include but are not limited to: legal documents (i.e. complaint, notice, pleadings, interrogatories, pleadings, subpoenas, motions, briefs and appendices, exhibits, writs, findings, and stipulations/decisions/orders), legal research and memoranda, correspondence, certified mail return receipts or other proof of document service, reports, newspaper clippings, transcripts, and hearing recordings. These files are governed by Wis. Stat. § 93.07(1). These files may contain material that is confidential because it is covered by the attorney-client privilege, Wis. Stat. § 905.03, the attorney work product doctrine, and/or laws mandating confidentiality such as Wis. Stat. §§ 19.36(13), 134.90, and 905.03.

The official record in this series may exist in paper or electronic format and the retention will apply to the applicable official record format for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20, for authenticity, accuracy, and accessibility, when the original paper records, or any other format, are digitized they will be kept until verified for quality control purposes, for a designated timeframe, and then destroyed (confidentially when applicable). The electronic record will then be kept for the full retention period.

RETENTION: EVENT (DATE CASE CLOSED) + 24 YEARS AND TRANSFER TO WHS

02011000. **ATTORNEY OPINION FILES** **EVT+49** **SHSW** **Y**

Records contain, but are not limited to: formal and informal legal opinions written by Department attorneys, background materials, clarification of the law, interpretations of cases, statutes, regulations and other case related administrative materials, communications, and correspondence, relating to agriculture, trade and consumer protection.

RETENTION: EVENT (Date file closed) + 49 YEARS AND TRANSFER TO WHS

RDA #	RDA Title	Retention	Disposition	PII
00006000.	SAMPLE DATA FILE	EVT+6	DEST	Y

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

00259000.	CHAIN OF CUSTODY FILE	EVT+6	DEST	N

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

00355000.	BLS PROFICIENCY TESTING PROGRAM RECORDS	EVT+6	DEST	Y

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

00356000.	EQUIPMENT AND INSTRUMENT OUTPUT DATA	EVT+1	DEST	N

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