

115-AGRICULTURE, TRADE & CONSUMER PROTECTION

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

<u>00053000.</u>	<u>FINANCIAL DEFAULT CASE FILES</u>	<u>EVT+15</u>
-------------------------	--	----------------------

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

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

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

<u>00069000.</u>	<u>FEDERAL CONTRACTS</u>	<u>EVT+6</u>
-------------------------	---------------------------------	---------------------

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

<u>00073000.</u>	<u>INVESTIGATIVE CASE FILE</u>	<u>EVT+5</u>
-------------------------	---------------------------------------	---------------------

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

<u>00074000.</u>	<u>MEAT PRODUCT FORMULAS</u>	<u>EVT+1</u>
-------------------------	-------------------------------------	---------------------

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

<u>00076000.</u>	<u>ANTIBIOTIC RESIDUE CASE FILE</u>	<u>CR+3</u>
-------------------------	--	--------------------

Analytical results of antibiotic residue testing on suspect slaughter animals performed by Veterinarian staff, testing for levels and antibiotics. Documents include: antibiotic residue result; drug certificate - submitted along with slaughter animal which indicates if a drug was administered and withdrawal period of said drug; owner of animal; condemnation report completed by Vet indicating a positive result and confirmed by the lab; that animal is unable to be slaughtered for human consumption; warning letter to owner of animal.

Records are housed in Central Office. Retain records for 3 years.

RETENTION: EVENT (Creation) + 3 years and destroy confidential

<u>00077000.</u>	<u>MEAT ESTABLISHMENT IN-PLANT RECORDS</u>	<u>EVT+3</u>
-------------------------	---	---------------------

Records housed at the plant contain documents that include: Open and closed NR's; Procedure Schedule; Plant Profile; Establishment procedure worksheet; e-coli/SSOP/HACCP basic compliance checklists; approved formulas, label audit and label audit log; pork certification; WDATCP lab sample reports; sampling schedule; FM-11 slaughter report/schedule; water potability report (bacteriology); FM-51 certification of sewage and effluent waste disposal; record of compliance or violation of manufactured meat items; and IDV's. These are the only set of files and are located and maintained in-plant by the DATCP inspector in charge.

Retain for the event + 3 years. Violations may become a case for Compliance and then the record would be maintained for 7 years.

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

Event = receipt of information.

RETENTION: EVENT (Receipt of Information) + 3 years and destroy confidential

00080000. **MEAT LICENSE APPLICATION** **EVT+3**

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

00081000. **MEAT LICENSE - HISTORY** **EVT+3**

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

00084000. **SLAUGHTER REPORTS FROM OFFICIAL PLANTS** **EVT+0/1**

This record series contains the documents submitted by meat inspectors which indicates the numbers of animals slaughtered and poundage of product. Information is entered into the database which provides a summary report and annual report.

Destroy records (summary report and annual report) 1 month after completion of annual report provided entered into the database system.

RETENTION: EVENT (Annual report entered into database) + 1 month and destroy

00085000. **SUMMARIES AND REPORTS OF SLAUGHTER STATISTICS FROM OFFICIAL P** **CR+3**

This record series contain the summary of the slaughter information which indicates the numbers of animals slaughtered and poundage of product which is used to complete monthly reports submitted to USDA.

Information is entered to the database from the slaughter reports. Maintain summaries and reports for 3 years, same as USDA.

RETENTION: EVENT (Creation) + 3 years and destroy

00086000. **SAMPLING PROGRAM FILE** **EVT+2**

This record series contains the sample collection record (could include a copy of the regulatory correspondence relating to non-complying sample).

Sample collection record is housed in Central Office and is used to monitor the sampling program on a management level. Retain for 2 years and destroy.

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

00087000. **AGENT PROGRAM - CONTRACT** **EVT+3**

Record contains the contract issued to city/county health departments giving authorization to follow ATCP 74, which allows city/county health department to act as an authorized agent of the division in licensing retail food establishments.

ATCP 74
Records were created in 1985
1.5 total cubic feet accumulated

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

00087B00. **AGENT PROGRAM - AUDIT** **EVT+5**

Record contains the audit/evaluation conducted by Food Safety Scientists of city/county health department's records (inspection records of establishments; routine correspondence).

ATCP 74
10 total cubic feet accumulated

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

RDA # RDA Title Retention Disposition PII

00090000. PRODUCT GRADING INSPECTION EVT+5

Record contains grade inspection reports, violation letters and correspondence pertaining to the quality grading of butter, cheese and eggs. Statute multiple product graders conduct audits for grade verification of products.

ATCP 81
ATCP 85
ATCP 88

Records were created in 1980
3 total cubic feet accumulated

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

00091000. MILK PRODUCER PERMIT AND LICENSE HISTORY EVT+4

Record contains:

- *Original application signed by both the dairy producer and plant field person. Indicates plant milk will be shipped to and information pertaining to well and water supply. May include a status change form submitted to amend application.
- *Routine and non-routine inspections, warning letters, and regulatory correspondence warning or degrade letters, drug residue certificate of compliance following action involving drug residue in fluid milk; and informational correspondence.
- *Plans and correspondence relating to construction, reconstruction and alteration of milking installations on farms, i.e. pipeline, bulk tanks, plate coolers, milking parlors. Plans are reviewed and approval letter is sent by Food & Dairy Specialists
- *Monthly analytical results of somatic cell, standard plate county, temperature, water results and drug residue submitted by plant for dairy producer.

ATCP 60 and 3-A Standards
Records were created in 1978
160 total cubic feet accumulated

RETENTION: EVENT (Date of routine inspecting or monthly quality, notice that license no longer required, or close of business) + 4 years and destroy confidential

00094000. FOOD AND DAIRY LICENSE HISTORY EVT+4

Added:

Record contains:

- *Original license application, receipted fees, and renewal notice for division/bureau license, permits and certifications.
- *Site, equipment and vehicle inspection results submitted by Food Safety Inspectors which indicate the physical and sanitary condition of equipment and licensed facility used in the production of food processing or handling.
- *Observation of procedures performed by licensed personnel.
- *General or regulatory correspondence and warning letters. Including Variance request reviews and food handling equipment review
- *Inactive records when license no longer required.

Retail Food Establishment - ATCP 75
Food Processor - ATCP 70
Dairy Plant - ATCP 80
Bulk Milk Weigher and Sampler - ATCP 82
Cheesemaker - ATCP 69
Buttermaker - ATCP 69
Milk & Ice Cream Tester - ATCP
Brick & Muenster Cheese Grader - ATCP 81
Retail Food Establishments licensed by City/County Health Dept - ATCP 74
Food Warehouse - ATCP 71
Milk Distributor, S 97.24
Bulk Milk Tanker - ATCP 82
American Cheese Grader - ACTP 81
Swiss Cheese Grader - ATCP 81
Butter Grader - ATCP 81

Records were created in 1978
48 total cubic feet accumulated

RETENTION: EVENT (Date of document, date of receipt of termination, notice, license placed in out of business status) + 4 years and destroy confidential (provided folder status is Out of Business)

00097000. DAIRY & FOOD LICENSE, INCLUDING PERSONAL LICENSE APPLICATIONS EVT+5

Records contains original license application, including renewal coupons/amended applications; plant transfer, implant number change. Pertains to: Retail Food Est.-ATCP 75; Food Warehouse-ATCP 71; Food Processor_ATCP 70; Milk Distributor-s.97.24; Dairy Plant-ATCP 80; Bulk Milk Tanker-ATCP 82; Bulk Milk Weigher & Sampler-ATCP 82; Cheesemaker & Buttermaker-ATCP 69; Milk & Cream Tester-ATCP 82; Brick, Muenster, American, Swiss cheese Grader-ATCP 81; Butter Grader-ATCP 81 and Dairy Producer_ATCP 60; Bulk Milk Tanker Operator-ATCP 82; Laboratory Analyst-ATCP 77; Laboratory Certification-ATCP 77.

RDA #	RDA Title	Retention	Disposition	PII
	Retain for event + 5 years. Event = date license is no longer active			
	RETENTION: EVENT(Date of Inactive License) + 5 years and destroy confidential			
<u>00101000.</u>	<u>USDA SHELL EGG REGULATORY</u>	<u>EVT+5</u>		
	Record contains the inspection reports submitted 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			
<u>00102000.</u>	<u>COMPLETED SAMPLE COLLECTION RECORDS (SCR)</u>	<u>EVT+5</u>		
	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			
<u>00104000.</u>	<u>MILK AND MILK PRODUCTS VITAMIN ASSAY</u>	<u>EVT+3</u>		
	Record contains lab results, warning letters and correspondence to and from processors of fluid milk and milk products to which vitamins and minerals are added. Lab results are a complete analysis and biological assay of each product submitted to the regulatory agency at least once every 6 months.			
	ATCP 80, Dairy Plants and Pasteurized Milk Ordinance Records created in 1978 3 cubic feet accumulated			
	RETENTION: EVENT (Date of result or letter) + 3 years and destroy confidential			
<u>00246000.</u>	<u>LABORATORY CERTIFICATION AND LABORATORY ANALYST HISTORY</u>	<u>EVT+5</u>		
	Record contains: *Original license application, receipted fees collected, and annual renewal notice for laboratories and persons engaged in testing milk and food. Analysts are licensed through the laboratory they are employed at. *Test results of alternative procedures for testing milk and water. These tests authorize alternative test methods available to laboratories by laboratory personnel. *Reviews conducted by Laboratory Evaluation Officers on Laboratory Analyst on their ability to perform accurate tests of milk and food. *Case files of the laboratories inspected. Including on-site inspections, personnel resumes, proficiency testing, inspection accreditation, performance reports, correspondence and evaluations. *Inactive records when license no longer required.			
	ATCP 77 Records created in 22 total cubic feet accumulated			
	RETENTION: EVENT (Superseded or close of business) + 5 years and destroy confidential			
<u>00250000.</u>	<u>FOOD PRODUCTS LABEL REVIEW - APPROVE</u>	<u>EVT+1</u>		
	Record contains labels for food products submitted for review. Routine correspondence to and from business to bring label into compliance.			
	Wis. Stats. Chpt. 97 Records created in 3 total cubic feet accumulated			
	RETENTION: EVENT (Date of approval letter) + 1 year and destroy confidential			
<u>00250B00.</u>	<u>FOOD PRODUCTS LABEL REVIEW - CONTROVERSIAL</u>	<u>EVT+10</u>		
	Record contains labels for food products submitted for review, which are controversial in nature. Product is usually associated with compliance cases (see RDA #00072). Product is unique, expands beyond the standards of identity, or declares information on the label requiring clarification. (e.g.: Organic, BGh, Goya Cheese)			
	Wis. Stats. Chpt. 97 Records created in 1969 10 total cubic feet accumulated			
	RETENTION: EVENT (Close of case or controversy) + 10 years and transfer to State Historical Society			
<u>00251000.</u>	<u>PUBLIC HEALTH EMERGENCY RESPONSES</u>	<u>EVT+7</u>		

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

RDA # RDA Title Retention Disposition PII

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+3**

Record contains documentation of products placed on Hold by inspector with a subsequent release or disposal document, depending on outcome of review of products - products may include cheese, milk, outdated baby formula, etc. Some products may be disposed of without a Hold placed.

Wis Stats. Chapter 97
Records created in 1969
3 total cubic feet accumulated

RETENTION: EVENT (Date of release or disposal) + 3 years and destroy confidential

00316000. **MILK SURVEY RATING OFFICER (MSRO)** **EVT+3**

Surveys of Dairy plants and dairy farms conducted by Milk Survey Rating Officers. A volunteer program enabling plant or producers to ship product interstate.

Wis Stats. Chapter 97
Records created in 1969
3 total cubic feet accumulated

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

00317000. **STANDARDIZATION AND/OR CERTIFICATION AUDITS** **EVT+4**

Record contains inspection audit by supervisor of food safety inspectors which certifies staff's ability to conduct inspections of dairy plants, bulk milk tankers band bulk milk weigher and samplers. Certification is good for 2 years

Wis Stats. Chapter 97
Records created in 1969
3 total cubic feet accumulated

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

01093000. **ELECTRONIC LICENSING & INSPECTION** **EVT+20**

Purpose: electronic licensing and inspection data through contractor Healthspace to record all facilities, permits, inspections and individuals licensed for programs covered by the State of Wisconsin Statute and Administrative Code. Includes data regarding the status of establishments and inspections as well as certified food managers and licensed practitioners.

Content: facility name, address, telephone number(s), owner name(s), date permit issued, permit expiration date, facility status, permit (license) status, date renewal is mailed, date fees paid, date permits are printed/issued, licensing agency, name of sanitarian assigned to area, history of changes made to the record during the time the record is active. Report of inspections done at the facilities.

For individuals, social security numbers and/or driver license number, name, address, date licensed, license expiration date, fees paid, date when renewals are printed/issued, and when required the date exam is taken and date exam is passed.

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

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

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

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

RDA # RDA Title Retention Disposition PII

00107000. **REGULATION AND SAFETY SCALE INSTALLATION PERMIT** **CR+40**

This record series consists of scale permits, blueprints and supporting documentation issued for the installation of vehicle and livestock

scales in the state. This information is used by Weights & Measures staff to determine if the scale will meet criteria established in ATCP 92 for proper scale installation and operation.

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

RETENTION: EVENT (Creation) + 40 years and destroy

00109000. **WEIGHTS AND MEASURES INSPECTION REPORTS** **CR+10**

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

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

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

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

00110000. **METROLOGY LABORATORY TESTING DOCUMENTS** **CR+10**

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**

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**

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**

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. **WEIGHTS AND MEASURES CONSUMER COMPLAINTS** **EVT+10**

This records series is created by staff in the Bureau of Weights and Measures and consists of correspondence, completed complaint forms, and investigation (inspection) reports involving alleged violation of Chapter 98, ATCP 91,92,93,94, 136 and section 100.45 Wis. Stats. As well as detained documents supporting findings.

These complaints are concerned with improper use of device, incorrect device, Liquefied Petroleum Gas (LPG) meter unlicensed, mobile air unlicensed, no tare, packaging & labeling, price misrepresentations, scanner errors, service, short Weight/Measure, technician not certified, vehicle scale-no permit, vehicle scale unlicensed, and fuel quality, where the consumer has been unhappy with a product or service purchased. These files are used to assist consumers who may call requesting information regarding a business; and to track trends and/or percentages of consumer complaints.

Records are kept for 10 years to observe trends in business practices and for Statute of Limitations purposes. Electronic records will be retained at DATCP for 10 years and destroyed.

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

00349000. **INVESTIGATION AND PROSECUTION CASE FILES** **EVT+10**

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.

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

RDA # RDA Title Retention Disposition PII

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

02002000. **METROLOGY AND FUEL QUALITY LABORATORY RECORDS** **CR+10**

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

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

RDA # RDA Title Retention Disposition PII

00132000. **CONSUMER PROTECTION CONSOLIDATION** **EVT+25**

This record series consists of documents and correspondence dealing with the consolidation effort of the Bureau of Consumer Protection and the Department of Justice.

The records involve the Department of Justice and the Department of Agriculture, Trade and Consumer Protection. Due to this fact, we request that the records be retained at the Records Center for the amended retention time.

Year Created: 1994
Confidential: No
PII: No

RETENTION: EVENT + 25 years and destroy

00134000. **CONSUMER PROTECTION SECURITY PROGRAM** **EVT+10**

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

00135000. **CONSUMER COMPLAINTS** **EVT+10**

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

00136000. **CONSUMER PROTECTION INVESTIGATIONS** **EVT+10**

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

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

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

00320000. **WISCONSIN TELEPHONE SOLICITOR - NO-CALL REGISTRATION** **EVT+10**

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

00321000. **WISCONSIN TELEPHONE SOLICITOR - DO NOT CALL REGISTRATION ADMIN** **EVT+10**

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

02001000. **CLIENT ASSISTANCE PROGRAM - CLIENT CASE FILES** **EVT+6**

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

02003000. **CONSUMER PROTECTION HOTLINE RECORDINGS** **CR+0/3**

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**

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

00034A00. **AGRICULTURAL PRODUCER SECURITY FINANCIAL STATEMENTS ELECTRO** **EVT+6**

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

RDA # RDA Title Retention Disposition PII

Spreadsheets of calculations used in analysis of the producer's financial statement.

Year Created: 1990

Used by: staff in the Business Trade Practices

RETENTION: EVENT (Date of the financial statements) + 6 years and destroy confidential

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

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

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

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

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

00319000. PRODUCER SECURITY COUNCIL RECORDS EVT+20

The Producer Security Council is organized under s. 15.137, Wis. Stats. DATCP secretary appoints individuals to the council. It advises DATCP on administration of the producer security program. Record series includes meeting minutes, announcements, and agendas. Series also includes correspondence to and from members and the trade groups whom they represent. Also, series includes handouts, reports and other documents shared with the council. This council is involved in setting producer security policy that can have long-lasting affects. Further, in the event of a financial default, actions taken by this Council could be very significant in setting precedents.

Contains personally identifiable information

Arranged: paper documents are arranged in folders by meeting date.

E-mails are stored on staff person's e-mail archive folders.

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

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

RDA # RDA Title Retention Disposition PII

00036000. INVESTIGATIVE CASE FILES EVT+10

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

RDA # RDA Title Retention Disposition PII

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 (Wis. Stat. § 100.31), Dairy Plant Volume Premiums (Wis. Admin. 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

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

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

00310000. TCP AMANDA RECORDS EVT+10

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

Year created: 1980
May contain personally identifiable information
Used by: Business Trade Practices staff

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

00311000. MUSIC LICENSING CATALOGS AND CONTRACTS EVT+1

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

00313000. NON-RENEWED LICENSES - PUBLIC WAREHOUSE KEEPER AND AGRICULTURE EVT+6

THIS SERIES IS RELATED TO BOTH 00055 AND 000312. THESE ARE LICENSE FILES FOR BUSINESSES THAT HAVE NOT RENEWED THEIR LICENSE.

YEAR CREATED:
MAY CONTAIN PERSONALLY IDENTIFIABLE INFORMATION
ARRANGED: FIRST BY TYPE OF LICENSE AND THEN ALPHABETICALLY BY LICENSEE
ANNUAL ACCUMULATION: LESS THAN 1 CU. FOOT PER YEAR.
USED BY: BUREAU OF BUSINESS TRADE PRACTICES STAFF

EVENT = 6 YEARS AND KEEP 3 YEARS AT DATCP FOLLOWED BY 3 YEARS AT RECORDS CENTER AND DESTROY CONFIDENTIAL

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

RDA # RDA Title Retention Disposition PII

00181000. PETROLEUM STORAGE TANK CENTRAL FILES EVT+50

This record series contains information identifying tank ownership, tank construction and tank contents for underground and aboveground petroleum storage tanks registered in Wisconsin under provisions of WI Admin Code Chapter ATCP 93. These tanks are registered and regulated to prevent groundwater contamination due to petroleum product tank leakage. Records contained in this series include:

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

Registration forms for underground and aboveground liquid storage tanks;
 Proof of financial responsibility and exceptions;
 Installation checklist for underground and aboveground tanks and farm or construction AST tanks, and Tank system service & closure assessment reports, 93.140(2)(c) 2 (3) (b) (d).

These records are kept in a central file for each tank and are tracked by a control number/locator key. The files are updated continually with new and amended information. Long retention time is needed due to unknown potential legal activities at any time in the future.

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

00182000. LOCAL PROGRAM OPERATOR - REGISTRATION AND INSPECTION CHECKLI: EVT+10

Local Program Operators (LPOs) are contracted organizations acting as agents of the Department of Agriculture, Trade and Consumer Protection (DATCP) and involved in performing storage tank inspections as required by Wis. Admin. ATCP ch. 93. The record series consists of registration forms and installation and closure checklists.

The records must be submitted to DA TCP within 60 days of the contract termination.

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

00222000. COMBUSTIBLE AND FLAMMABLE LIQUIDS TANK PLANS CR+10

This record series of tank design drawings, specifications and calculations for aboveground and underground combustible and flammable liquid storage tanks and farm or construction aboveground storage tanks (AST). Plans are submitted for review under Wisconsin Administrative Code Chapter ATCP 93.

Paper records are scanned, verified, and destroyed 4 years after verification.

RETENTION: EVENT (Creation) + 10 years and destroy

00244000. UNDERGROUND AND ABOVEGROUND STORAGE TANK CREDENTIALS CR+4

This record series contains specific credentials such as licenses, certifications or registrations under Wisconsin Administrative Code Chapter ATCP 93 associated with the inspection, testing and installation of underground and aboveground petroleum product storage tanks and farm or construction AST tanks. These credentials relate to activities associated with the inspection, testing and installation of underground and aboveground petroleum product storage liquid storage tanks. The requirements that need to be met for successful attainment of an approved credential are administered by the division in accordance with rules in the Wisconsin Administrative Code SPS 305. The credentialing process includes issuance of credentials, suspensions and revocations.

The retention schedule for these records is intended to extend over two credentialing cycles. Such credentials and pertinent information about them are contained in the division's administrative code concerning credentialing requirement.

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

Specified data from these paper records are entered to an electronic relational database.

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

RETENTION: CR + 4 YEARS AND DESTROY CONFIDENTIAL

00244A00. UNDERGROUND & ABOVEGROUND STORAGE TANK & PECFA PROGRAM CF EVT+3

This record series contains the electronic data for specific credentials such as licenses, certifications or registrations under chapter 101.145 and 167 of the Wisconsin Statutes. These credentials relate to activities associated with the construction of buildings and structures, specific components and elements that serve buildings and structures, inspection activities and the like. The requirements that need to be met for successful attainment of an approved credential are administered by the division in accordance with rules in the Wisconsin Administrative Code. Credentialing processes include issuance of credentials, suspensions and revocations.

The retention schedule for these records is intended to extend over two credentialing cycles. Such credentials and pertinent information about them are contained in the division's administrative code concerning credentialing requirement.

Information contained in this record series includes applicant name, Social Security Number, address, telephone number, employer and/or work location information, exam results, license number, credential expiration date and other pertinent information gathered as needed.

Specified data from these paper records are entered to an electronic relational database.

RETENTION: EVENT (Last approved credential renewal date) + 3 years and destroy confidential

00255000. LOCAL PROGRAM OPERATOR PARTICIPANT FILES EVT+10

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

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
--------------	------------------	------------------	--------------------	------------

This record series contains documents such as:
Contracts, record of payments, audit reports, and related correspondence pertaining to the subject contract agent. (Local Program Operator - LPO) and the Department.

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

00348000. INSPECTOR RECORDS OF STORAGE TANK FACILITIES CR+10

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

Dept #: /200/ Department Name: ANIMAL HEALTH (200)

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
--------------	------------------	------------------	--------------------	------------

00018000. LICENSING EVT+10

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. DAH FISH FARM REGISTRATIONS, MEDICAL SEPARATION APPLICATIONS & EVT+10

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

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

00019000. ENFORCEMENT AND INVESTIGATION CASE FILES EVT+20

Records contain incident reports, correspondence, investigation reports, court orders and documentation regarding the investigation and enforcement of violations under Wis. Stat. ch 95, Wis. Adm in. Code ATCP chs. 10 and 12.

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 case closure. For multiple violations involving the same individual or business, old case files are incorporated into the newest case and retained from the last year of case closure.

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 closure) + 20 years and destroy

00191000. INTERSTATE HEALTH DOCUMENTS EVT+5

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**

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

00194000. **ANIMAL MARKET IDENTIFICATION RECORDS** **EVT+10**

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**

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**

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**

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

00198000. **NATIONAL POULTRY IMPROVEMENT PARTICIPANT RECORDS** **EVT+5**

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**

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**

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

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

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

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**

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

Dept #: /200/ Department Name: ANIMAL HEALTH (200)

RDA #	RDA Title	Retention	Disposition	PII
	Annual accumulation: 1 cubic yard			
	RETENTION: EVENT (Entered into premises registration database) and destroy			
<u>00289000.</u>	<u>LIVESTOCK PREMISES RENEWAL APPLICATIONS</u>		<u>EVT</u>	
	Pre-populated Livestock Premises Registration renewal application, returned from registrant with updated information. Information provided by the registrant is confidential, per s. 95.51(5), Wis. Stats. Information is entered into the premises registration database (see #00292 below) for the purpose of animal disease control (when a disease is detected), notifying other livestock owners of an incident, and compliance. Information is also used by licensing staff if a license requires a premises registration (per ATCP 17). Records began in 2006. Annual accumulation: 3 cubic yard.			
	RETENTION: EVENT (Data entered into premises registration database) and destroy			
<u>00290000.</u>	<u>PRINT FILE FOR LIVESTOCK PREMISES RENEWAL FORMS</u>		<u>EVT</u>	
	Electronic file developed from premises registration database used only for pre-populating renewal forms. Records began in 2006. The electronic data will be migrated to any new software program, when warranted.			
	RETENTION: EVENT and destroy			
<u>00291000.</u>	<u>LIVESTOCK PREMISES EXCEPTIONS REPORT</u>		<u>EVT+6</u>	
	Electronic file developed from premises registration database used for compliance. These files are used by the DATCP premises identification coordinator and the premises compliance inspectors to follow-up with those that do not register or renew. Information is confidential, per s. 95.51(5), Wis. Stats. Records began in 2007. The electronic data will be migrated to any new software program, when warranted.			
	RETENTION: EVENT (Close of case) + 6 years and destroy OR 25 years if level 3 compliance (see AH Investigations and Prosecutions RDA).			
<u>00292000.</u>	<u>LIVESTOCK PREMISES REGISTRATION</u>		<u>EVT+20</u>	
	Livestock premises registration database records. Per s. 95.51(5), Wis. Stats., all information provided by the registrant is confidential. The livestock premises identification number that is created through registration is not confidential. Per ATCP 17.02, registration expires on December 31 annually, except for those that have DATCP livestock - related licenses, which expire at the same time as the license. The electronic data will be migrated to any new software program, when warranted. Annual accumulation: 50 - 100MB (1 data tape or 1 CD).			
	RETENTION: EVENT (Creation) + 5 years for current records OR 20 years for archive records past 5 years old			
<u>00293A00.</u>	<u>LIVESTOCK PREMISES REGISTRATION GENERAL ADMINISTRATIVE FILES</u>		<u>CR+3</u>	
	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			
<u>00294000.</u>	<u>LIVESTOCK PREMISES REGISTRANT CORRESPONDENCE</u>		<u>EVT+6</u>	
	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			
<u>00295000.</u>	<u>JOHNE'S DISEASE CALFHOOD VACCINATION RECORDS</u>		<u>EVT+15</u>	
	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 confidentially.

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

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

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**

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

00297A00. **JOHNE'S DISEASE TEST REPORT (00297A00.)** **EVT+2**

Each Johne's disease test report includes the owner name, veterinarian names, addresses, animal ID, date of test & test results. Requirements for Johne's disease test reports are established in ATCP 10.21, Wis. Adm. Code. Records contain personally identifiable, confidential information under s. 95.232, Wis. Stats. Annual paper accumulation of 1 cubic feet; batch filed by date. Files are referenced daily by the Johne's Disease Program Manager, Veterinarians, Inspectors, and Compliance Officers.

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

00298000. **JOHNE'S DISEASE CONTROL PROGRAM** **EVT+6**

May includes 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. See Appendix A for full list. Filed per herd and chronological within file. Information is collected in accordance with Sec. ATCP 10.18, Wis. Adm. Code. Records contain personally identifiable confidential information as defined in s. 95.232, Wis. Stats. Annual paper accumulation of 0.5 cubic feet. Files are referenced by the Johne's Disease Program Manager, State Veterinarian, District Veterinarians, Inspectors and Compliance Officers.

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

00300000. **JOHNE'S DISEASE CERTIFICATION FOR VETERINARIANS** **EVT+6**

May include veterinarian name, veterinary license number, clinic address and phone/FAX number. Collected as per Sec. ATCP 10.20. Annual paper accumulation of 0.2 cubic feet. Referenced by Johne's disease Program Manager, State Veterinarian, District Veterinarians, Inspectors and Compliance Officers.

RETENTION: EVENT (Expiration date) + 6 years and destroy confidential

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

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

RDA #	RDA Title	Retention	Disposition	PII
<u>00305000.</u>	<u>LOCAL RABIES CONTROL PROGRAM, TRAINING, CERTIFICATION FILES</u>	<u>EVT+10</u>		
	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			
<u>00306000.</u>	<u>ANIMAL HEALTH FISH HEALTH ASSESSMENTS AND CERTIFICATIONS</u>	<u>EVT+10</u>		
	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			
<u>00307000.</u>	<u>QUALIFIED FISH HEALTH INSPECTOR AND LABORATORIES</u>	<u>EVT+10</u>		
	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			
<u>00308000.</u>	<u>REIMBURSEMENT OF CHRONIC WASTING DISEASE (CWD) DISEASE</u>	<u>EVT+10</u>		
	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			
<u>00309000.</u>	<u>CERTIFIED CHRONIC (CWD) SAMPLING VETERINARIANS</u>	<u>EVT+5</u>		
	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			
<u>00350000.</u>	<u>VEB DISCIPLINARY / FORMAL HEARING CASE FILES</u>	<u>EVT+10</u>		
	Records document the investigative and formal hearing process conducted against credential holders regulated under Wis. Stat. Ch. 89 (Veterinarian Examining Board).			
	Series includes, but not limited to, investigative reports, documentary evidence, formal complaint, credential holder's answer to the complaint, interrogatories, depositions, exhibits, transcripts, motions, briefs, objections, attorney notes, proposed decision, final decision and order, correspondence and monitoring reports received pursuant to order, and confidential treatment records protected by Wis. Stat. Ch. 146.82.			
	Retain 10 years after closed and destroy confidential. "Closed" means date of final decision and order or completion of the appeal			

Dept #: /200/ Department Name: ANIMAL HEALTH (200)

RDA # RDA Title Retention Disposition PII

process.

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

00351000. **VEB CREDENTIAL CASE FILES** **EVT+5**

Credential Case Files contain all materials and information required by the Veterinarian Examining Board (Wis. Stats. Ch. 89.) For individuals in the following professions to request a credential to practice in the State of Wisconsin: Veterinarians.

The file includes the following items: 1) Completed and signed application; 2) Documentation of qualifications, including: Proof of education; 3) Copy of malpractice complaint(s); 4) Copy of relevant court judgments; 5) Drug treatment evidence; 6) verification of credential from other states; 7) Applicant's photo; 8) Applicant testing/exam materials; 9) Significant correspondence providing evidence of qualifications and/or satisfactory completion of examinations.

* retain 5 years after date of credential. After entry and verification in the electronic system in compliance with the department's minimal standards pertaining to credential computer records, paper documents will then be destroyed after 1 year.

These records are protected by Wis. Stat. Ch. 146.82

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

00352000. **INCOMPLETE, WITHDRAWN LICENSING CASE FILES - VEB** **EVT+4**

Series includes incomplete or withdrawn licensing case files for applicants for licensure pursuant to Wis. Stat. Ch. 89.

"Closed" means the date of withdrawal or incomplete application notice.

Files include partial information and materials which do not fulfill requirements for licensure.

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

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

RDA # RDA Title Retention Disposition PII

00002000. **MARKETING BOARD BALLOTS** **EVT+0/3**

Records are election ballots and tally sheets from 7 Marketing Boards (Corn, Milk, Cherry, Cranberry, Potato, Ginseng, and Soybean).

Ballots may be destroyed 3 months after an election. Ballots were created in conjunction with Wis. Stat. Ch. 96.08.

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

00151000. **GINSENG PROGRAM** **EVT+3**

This record series contains application for Root/Seed Certificate and/or license to sell ginseng. May contain returned certificates showing how much ginseng was sold and to whom.

Authority: Wis. Stat. Ch. 94.50, and Wis. Admin. Code Ch. Adm. 21

RETENTION: EVENT(License ends or is not granted) + 3 years and transfer to State Historical Society

00223000. **MEDIATION FILES** **EVT+3**

This series contains individual case files for farm mediation administered by the Farm Mediation and Arbitration Program which have been closed by the Program. Files include confidential information pertaining to cases mediated under Sec. 93.50.

The mediation file, which contains the original agreement to mediate signed by all parties, originals of all interim or final agreements entered into by the parties and expense vouchers for the volunteer mediator assigned to the case, is retained for a period of 3 years after the date of the final expenditure report, required to be submitted annually to the United States Department Of Agriculture pursuant to 7 CFR 3915.21(a) and 3915.22(a) or until all issues, including any litigation, claim, negotiation, audit, or other action which is started before the expiration of the 3 year period cited, have been resolved as required by 7 CFR 3915.21(b). Thereafter, files will be confidentially destroyed. These files are confidential: see Sec. 93.50(2)(e), Stats.

RETENTION: EVENT (Date of final expenditure report) + 3 years and destroy confidential

00235000. **FARMER ASSISTANCE CASE FILES** **EVT+3**

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

RDA # RDA Title Retention Disposition PII

This record series contains closed individual case files for distressed farmers who request consultation or assistance under the Farmer Assistance Program administered by the Wisconsin Farm Center. These files may contain correspondence, financial information, case notes, test results, referral information and other relevant information. The files include confidential information pertaining to cases under sec. 93.51(3)(d) Stats. The series is filed alphabetically; i.e., the name of the individual farmer who requests consultation and assistance. The files are retained for a period of three years after the date all issues, including any litigation, claim negotiation, audit or other action which is started before the expiration of the three-year period cited have been resolved. Thereafter, files are destroyed.

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

00236000. **DAIRY FARMER EXIT/ENTRY FILES** **EVT+3**

This record series contains individual case files for the Dairy Farmer Exit - Entry Program administered by the Wisconsin Farm Center. The Exit - Entry Program assists farmers in the transfer of farm operations as outlined in Wis. Stat. Ch. 93.52. It contains the original application for the Dairy Farmer Exit - Entry Program, match information on buyer and seller, correspondence and other relevant information necessary to provide services.

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

00237000. **STRAY VOLTAGE** **EVT+3**

This series contains both closed and inactive individual case files for farmers who have requested technical assistance from the REPS program per Wis. Stat. 93.41. Files include identifiable individual records including individual video taped records of on farm management practices, correspondence related to the analysis, case notes, test results, diagnostic reports, referral information, photographs, drawings, etc., general correspondence, phone logs, case closing reports files by REPS staff, etc. Machine readable records may be stored on TRAC (tracking regulation and compliance 98), Word 97, and Excel 97. Machine readable records will be migrated as warranted. All open files are reviewed on an annual basis during the month of January. Files which have had no activity during the prior six month period will be designated as inactive files. Files are retained for a period of three years from the date on which they are designated as inactive and are thereafter destroyed.

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

00242000. **WISCONSIN FARM CENTER CALLER LOG SHEETS** **CR+3**

This record series contains individual Wisconsin Farm Center caller log sheets. Log sheets are used to provide a temporary record of calls received by the Wisconsin Farm Center. Log sheets are used to provide a temporary record of calls received by the Wisconsin Farm Center. Log sheets are used to store data prior to the entry of the data into a machine readable format. Log sheets do not have any administrative, informational, research, historical, legal or evidential value after the data is transferred into machine readable format. Paper entered to electronic formats, verified and destroyed. Electronic maintained 3 years.

Records in this series will include confidential information pursuant to Wis. Stat. 93.50(2)(e), 93.51(3)(d), and 93.52.

RETENTION: EVENT (Creation) + 3 years and destroy confidential

00245000. **LIVESTOCK SECTOR DEVELOPMENT PROGRAM INFORMATION** **EVT+3**

This record series contains documents and reports relating to the Livestock Sector Development program which was created in 2006. The DATCP staff creates, obtains and uses the series along with the Livestock producers. This series accumulates annually and includes client contracts, applications for services, progress reports, sub-contracts with consultants, financial reports, and consultant bills. This series is arranged alphabetically.

This series pertains to activities authorized by chapter 93 Wisconsin Statutes.

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

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

RDA # RDA Title Retention Disposition PII

00020000. **EXPORT EDUCATION INFORMATION** **CR+3**

Information related to export education including Wisconsin company information, product (s) information, correspondence with DATCP and related governmental agencies and related export trade information.

DATCP technical staff, support staff, and assistances create, obtain, and use record series. Information is created or obtained to provide Wisconsin company information to clients. Information is maintained as reference material for short-term future client requests.

The records series pertains to activities authorized by Wis. Stat. § 93.42 - Center for International Agribusiness.

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

RDA # RDA Title Retention Disposition PII

Retention: Event (Creation) + 3 years and destroy

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

Information related to incoming international delegations and outbound trade missions. Includes participant lists, marketing materials, company correspondence, recruitment material, company marketing plans, end of year reports, allocation worksheets, reimbursement information, applicant status reports, company participation history, and briefing documents for the Office of the Secretary and staff.

The records series pertains to activities authorized by Wis. Stat. § 93.42 - Center for International Agribusiness.

"Closed" means the end of the calendar year in which the program is completed.

RETENTION: EVENT (Closed) + 5 years and transfer to State Historical Society.

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

National Promotion Record Series Material includes: Promotion description, event details, company information, budget information, company correspondence, media correspondence, market information and Alice in Dairyland promotions. Electronic documents currently stored on the division's I drive and organized by year and activity.

The record series pertains to activities authorized by Wis. Stat. 93.07 - Promotion of Agriculture.

RETENTION: EVENT (Fiscal)+ 3 years and destroy

00030000. **ALICE IN DAIRYLAND PROGRAM INFORMATION** **CR+5**

Alice in Dairyland Program Information Record Series includes: Alice's Official Biography, Official Photos, Major Press Clippings, Promotional Pieces, end of the year report and finale programs.

The record series pertains to activities authorized by Wis. Stat. ch 93 for promotion of agriculture.

RETENTION: EVENT (Creation) + 5 years and transfer to State Archives

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

State aid fair reports, registered judges, affidavits, promotion material including promotion description, event details, promotional literature, budget information, fair correspondence, and media correspondence.

DATCP technical, support, assistant staff and fair managers/secretaries create, obtain and use the record series. Information is created or obtained to provide county and district fairs state aid and promotion support to the fair offices and for public information. Information is maintained as a reference material for short term future requests.

The record series pertains to activities authorized by Wis. Stat. 93.23 - local fairs.

RETENTION: EVENT (Fiscal) + 3 years and destroy

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

RDA # RDA Title Retention Disposition PII

00002000. **MARKETING BOARD BALLOTS** **EVT+0/3**

Records Are Election Ballots And Tally Sheets From 8 Marketing Boards (Corn, Milk, Cherry, Cranberry, Mint, Potato, Ginseng, And Soybean).

Wisconsin Statute 7.23 (H) Ballots May Be Destroyed 30 Days After Any Election.

. Ballots Were Created In Conjunction With Wi Statute 96.08.

Retain 3 Months After Closed And Destroy.

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00145000.</u>	<u>COOPERATIVE AGRICULTURE PEST SURVEY (CAPS)</u>	<u>CR+3</u>		
	<p>This record series contains cooperative agreements and required progress reports for the Cooperative Agricultural Pest Survey Program (CAPS) in accordance to Statues 94.01 to 94.10 and ATCP 21 Administrative Code</p> <p>RETENTION: EVENT (Creation) + 3 years and destroy</p>			
<u>00146000.</u>	<u>GYPSY MOTH ADMINISTRATIVE RECORDS</u>	<u>EVT+4</u>		
	<p>Records consist of telephone call logs, correspondence, complaints, comments, reports and follow up. The records are used to determine possible problem areas for treatment and survey trends.</p> <p>RETENTION: EVENT (Date of receipt) + 4 years and destroy</p>			
<u>00148000.</u>	<u>GYPSY MOTH PROGRAM</u>	<u>CR+4</u>		
	<p>The record consists of files containing data of spray treatment, trapping and egg mass surveys. Records also consist of spray schedu_les and spray sites, site observation logs, mix/load reports, spray calibrations, daily acre/gallon spray and phenology, locations, plat books, trap catches with delimitation maps; and site description of egg mass survey sites. Authorization is granted by Wis. Stats. §§ 93.07, 94.01, and 94.02, and Wis. Admin. ATCP ch.21.</p> <p>RETENTION: EVENT (Creation) + 10 years and destroy</p>			
<u>00150000.</u>	<u>PLANT PEST & BIOLOGICAL PERMITS</u>	<u>EVT+3</u>		
	<p>This record contains electronic and paper originals of plant pest and biological control permits for either import or movement within the state, of plant pests or biological organisms, applications, the original of Plant Industry Bureau approval denial of an application and the original of Plant Industry's assessment before approval or denial is given. Permits were all paper until recently. Now most permits are electronic. The paper originals are kept until transferred to electronic records which will be kept 3 years.</p> <p>There is no annual accumulation and the only Environmental Assessment (EA) written is filed by subject matter. The last EA was written in 1993 by Julie Nara about Purple Loosestrife.</p> <p>These records are used by the survey and regulatory staff. Authorization grated by 94.03 and ATCP 21, WI Adm. Code. Records were created in 1990.</p> <p>RETENTION: EVENT (Transfer of paper to electronic) + 3 years and destroy</p>			
<u>00332000.</u>	<u>REGULATORY PROGRAM COMPLIANCE AGREEMENT RECORDS</u>	<u>CR+5</u>		
	<p>This record series consists of paper and electronic copies of annual industry compliance agreements for the transport/movement of regulated articles originating from designated pest quarantine zones, as issued by the Bureau. Current examples include the Emerald Ash Borer, Gypsy Moth, Firewood Certification, Thousand Cankers and Japanese Beetle programs. Information collected includes name and address of stakeholder, location of business, and pest treatment/mitigation methods.</p> <p>Records are filed chronologically and by agreement holder.</p> <p>This information is used by Plant Industry regulatory staff. Authorization granted by s.93.01 through s.93.22, and s.94.01 through s.94.11, Wis. Stat. And ATCP 21, Wis. Adm. Code.</p> <p>RETENTION: EVENT (Creation) + 5 years and destroy confidential</p>			
<u>00333000.</u>	<u>POTATO ROT NEMATODE (PRN) PROGRAM RECORDS</u>	<u>P</u>		
	<p>This record series consists of paper and electronic copies of Notices of Infestation, Quarantine, Holding Orders and Release. Information collected includes name and address of grower, location of fields, and inspection results.</p> <p>Under ATCP 21.14 (3)(e) and 21.14 (3)(f), Wis. Adm. Code, any potato field declared infested is permanently quarantined unless one of the following events occurs: 1) the infested field is fumigated and the next potato crop is found to be nematode-free, or 2) the next two potato crops are found to be nematode-free. Certified seed potato fields must be fumigated, and the potato crop monitored for two years following fumigation to be eligible for quarantine removal.</p> <p>Permanent record retention is required because infested field quarantine status will not be lifted until the above conditions are met. This information is used by Plant Industry regulatory staff. Authorization granted by s.94.01 through s.94.11, Wis. Stat. and ATCP 21, Wis. Adm. Code.</p> <p>RETENTION: Permanent</p>			
<u>00334000.</u>	<u>GYPSY MOTH STRATEGIC PLAN</u>	<u>EVT</u>		
	<p>Document contains the guiding principles for the gypsy moth program. Original plan developed in about 1990. Revised plan was approved in January 2011. The 17--page document will be stored by the year it was approved. This plan is used by administrators from DATCP, DNR, USDA APHIS and USDA Forest Service.</p>			

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

RDA # RDA Title Retention Disposition PII

RETENTION: EVENT (Revised/updated/replaced) and transfer to State Historical Society

00335000. NEW AND EMERGING PLANT PEST PROGRAM CR+5

Pursuant to Wis. Stats. §§ 93.07, 94.01, 94.02 and Wis. Admin. Code ch. ATCP 21, the records contain visual survey, trapping data, and GPS data for new and emerging plant pests of concern. These pests are regularly, but not necessarily annually, surveyed for hemlock wooly adelgid, spotted lanternfly, and Asian longhorn beetle.

RETENTION: EVENT (Creation) + 5 years and destroy

00336000. GYPSY MOTH ENVIRONMENTAL ASSESSMENTS CR+4

Lists areas of the state considered for gypsy moth treatment and justification for each, options for treatment, pros and cons for each option, pros and cons of no treatment, reports of meetings and public hearings, lists people notified and times and places as part of the scoping process before public hearings. It is the notice listing final decisions and approval to proceed. This information is used by gypsy moth program staff, the U.S. Forest Service (USFS), Slow the Spread (STS) program staff, DNR staff, U.S. Fish and Wildlife, USDA-APHIS and the Slow the Spread Foundation. Authorization granted by s. 93.07, 94.01, 94.02 and ATCP 21, WI Adm. Code.

RETENTION: EVENT (Creation) + 4 years and destroy

01097000. HEMP PROGRAM LICENSING AND SAMPLING EVT+3

This series contains licensing and sampling information for all hemp grower and processor licenses. Records include, but may not be limited to, license and registration applications, research agreements, license amendments, invoices, variety notification, planting reports, 30 day notifications, sample collection records, activity reports, pest surveys, sample results, fit for commerce certificates, pre-destruction notification and approvals, destruction reports, lot destruction orders for non-negligent violations, and final reports.

RETENTION: EVENT (end of the year that document was created) + 3 years and destroy confidential

01098000. HEMP PROGRAM BACKGROUND CHECKS EVT+7

Background check documentation for hemp licensee applicants or operations managers. Records include background check consent forms and log of background check summary findings.

RETENTION: EVENT (termination of association with program) + 7 years and destroy confidential

01099000. HEMP PROGRAM COMPLIANCE EVT+10

All documentation and communication associated with compliance actions taken by the Hemp Program. Records include, but are not limited to, compliance docket files associated with negligent violations, greater violations, and truth in labeling; compliance docket files contain supporting documentation, warning notices, compliance violation documentation, corrective action plans, notices of license suspension or revocation, appeal documentation, referrals for enforcement, and all communication surrounding these actions.

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

02000000. HEMP PROGRAM PERMANENT BAN P

All documentation and communication associated with a permanent ban from the Hemp Program.

RETENTION: Permanent

Dept #: 702/ Department Name: ARM - SWRM

RDA # RDA Title Retention Disposition PII

00004000. PRE-2009 FARMLAND PRESERVATION AGREEMENTS EVT+1

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

00005000. FARMLAND PRESERVATION PROGRAM AGREEMENT APPLICATIONS EVT+21

For agreements applied for prior to July 1, 2009, this record includes the landowner application, copy of the record of ownership (deed), copies of property tax bills, copies of aerial photographs and maps, copies of correspondence, copies of income tax information and copy of the farmland preservation agreement for the farmland preservation program (If microfilmed - there are no paper files). Agreements applications under ch. 91, 2007 Stats., ended with the enactment of a new Ch. 91, 2009 Stats. The paper files include applications that contain social security numbers, phone numbers, land descriptions, and addresses. The information from the agreement is contained in an MS Access database that can create an agreement data sheet. The social security numbers are only included in the paper files. Prior to 1994, much of the information in the files were microfilmed. Section 91.19, 2007 Stats., requires a payback, and if no payback, a lien recorded in the register of deeds office, to remove land from a farmland preservation agreement. The payback requirement results in the department needing to keep the agreement and file materials, including records of transfers of the agreement to new landowners, for 11 years after the agreement expires in case a subsequent agreement is signed. The social security numbers were collected on the application because that information is needed to obtain the FPP income tax credit information from the WI Department of Revenue.

RETENTION: EVENT (Approved FPP Agreement) + 21 years and destroy confidential

00162B00. SWRM AND LWRM GIS FOR EVALUATION AND REPORTING CR+4

Tracks pertinent information relating to evaluation and reporting described 00162 and 00162A. See authorities listed above. Files are used by state agencies, boards including the LWCB, and county conservation departments, and county representatives and organizations. Files will be migrated to new software and electronically stored when warranted. Annual accumulation of 300 MB.

RETENTION: EVENT(Creation) + 4 years or superseded and purge

00162C00. ORDINANCES: ZONING, LICENSING, MANURE STORAGE AND PERFORMANC CR+5

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 performance standards, and livestock siting ordinance. These activities 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

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

00282000. FARMLAND PRESERVATION ZONING ORDINANCES EVT+1

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

00283000. **CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) CONSERVATI** **P**

Original recorded Conservation Reserve Enhancement Program (CREP) conservation easement between landowners and the State of Wisconsin (and copies if easement held by county in Brown, Buffalo, Chippewa, and Green counties), copies of the CREP application, 15-year agreement with an easement, aerial photos and maps, property tax bills, title searches, and materials from the USDA Farm Service Agency for the conservation reserve program. The information includes property tax bills collected under the authority of s. 93.70 and s. 700.40, Wis. Stats. The files contain personally identifiable information, including social security numbers. The original easement document is recorded in the county register of deeds office and then filed in the department files. There have been from 5 to 150 new CREP easements per year that are filed by county and landowners name and by whether the easement is "new" or is "final" based on whether payments are still due the landowner. The files are used by department staff, county staff, landowners, attorneys, realtors, and others in the administration of the program. Only authorized section staff has access to the electronic database (MS access). The electronic database includes the landowner's social security numbers. The perpetual conservation easements are authorized under s. 93.70, Stats., and the duration of the conservation easement is set by the easement document and s. 700.40(2), Stats. The conservation easement is in perpetuity.

RETENTION: Permanent

00284000. **CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) AGREEMENT** **EVT+1**

The original 15-year agreement is held by the applicable county where the land is located. This record series may contain copies of the CREP 15-year agreement between the landowner and the respective county, CREP application, aerial photos and maps, property tax bills, and materials from the USDA Farm Service Agency for the conservation reserve program. The files (including electronic files) contain personally identifiable information, including social security numbers. Only authorized department staff has access to the electronic database. The database includes the landowner's social security number. The social security number is included in a W9 form so that payments may be made and are considered income. The electronic database and paper files include landowner name, address, phone number, various applicable dates, payment information, location of the involved land to the quarter-quarter section, and various notes about the project. Persons with CREP agreements that are expiring will have the opportunity to re-enroll the land back into CREP as the original agreement expires. The authority for entering into CREP 15-year agreements can be found in Wis. Stats. § 93.70. These records are confidential and collected based on Wis. Stats. § 134.98.

RETENTION: EVENT (Expiration of CREP agreement) + 1 year and destroy

00324000. **AGRICULTURAL ENTERPRISE AREA PETITIONS** **EVT+5**

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

00325000. **PRE-2009 FARMLAND PRESERVATION PROGRAM AGREEMENTS** **EVT+1**

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**

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

RDA #	RDA Title	Retention	Disposition	PII
	<p>(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.</p> <p>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.</p> <p>RETENTION: Permanent</p>			
<u>00327000.</u>	<u>FARMLAND PRESERVATION PROGRAM REZONE NOTICES PRE-JULY, 2009</u>	<u>CR+11</u>		
	<p>The originals of the rezone notices submitted by local zoning jurisdictions related to land rezoned from or into a certified farmland preservation zoning district. Rezone notices were initiated when the program first began in 1978. The department has kept paper records of these rezone notices, prior to 2006, entered the information from these notices into an Access database. The farmland preservation law was changed through 2009 WI Act 28, that took effect on July 1, 2009, that requires local government to only provide a summary report of the rezones issued within the local jurisdiction. The personally identifiable information on the paper forms includes the landowner's name and address that owned the land when the rezone was issued. The information does not include social security numbers.</p> <p>RETENTION: EVENT (Creation) + 11 years and destroy</p>			
<u>00328000.</u>	<u>ENGINEERING REVIEW OF PLANS AND SPECIFICATIONS FOR CONCENTRA</u>	<u>EVT+5</u>		
	<p>This is the original RDA for these records. Engineering, reports, field notes, and other documentation related to the review of plan and specification submissions from applicants for engineered practices covered by Wisconsin Pollution Discharge Elimination System (WPDES) and other permits.</p> <p>RETENTION: EVENT (Permit issued or denied) + 5 years and destroy</p>			
<u>00329000.</u>	<u>CERTIFICATIONS OF ENGINEERING PRACTITIONERS</u>	<u>EVT+10</u>		
	<p>This is the original RDA for these records. DATCP creates and revises engineering practitioner certifications that authorize public employees to perform engineering work within the scope of their certification. DATCP maintains records involving all certification decisions; increased ratings, or decertification or suspension. Electronic/digital and/or hard copy files of the certification forms and the decision records are maintained.</p> <p>DATCP's responsibilities are specified in WIS. Stat. §, and Wis. Adm Code § ATCP 50.46, and include requirements that DATCP field engineers assess the knowledge, training, and skills of county staff and others in specific areas; complete a certification form based on their evaluations; and review the individual certifications at least every three years.</p> <p>A 10 year retention time would meet the business need to verify that practitioner have/had adequate job certification to design, install and certify conservation practices cost-shared by the state or federal government in the event of liability issues arising.</p> <p>RETENTION: EVENT (End of employment or decertified) + 10 years and destroy</p>			
<u>00330000.</u>	<u>DESIGN AND OTHER DOCUMENTATION INVOLVING ENGINEERED AND RELA</u>	<u>EVT+10</u>		
	<p>This is the original RDA for these records. Engineering plans and specifications, field notes, survey data, site assessment data, certifications, constructions data/documentation and other documentation related to the design, installation and certification of practices.</p> <p>The Department's field engineers and engineering specialists provide engineering assistance to plan, design and install conservation practices. In many cases state and federal cost-share providers cover the landowners to satisfy program practices. The documents generated by staff may be shared with cost-share providers and landowners to satisfy program requirements for cost-sharing.</p> <p>A 10 year retention time would meet business needs and be consistent with other programs requirements including Wis. Adm. Code § ATCP 50.34(7), which requires retention for the 10 year maintenance period for cost-shared practice.</p> <p>RETENTION: EVENT (Project constructed or installed) + 10 years and destroy</p>			
<u>00331000.</u>	<u>AGRICULTURAL ENTERPRISE AREA PETITIONS DENIED OR TERMINATED</u>	<u>EVT+5</u>		
	<p>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.</p> <p>RETENTION: EVENT (Date of denial or termination) + 5 years and destroy confidential</p>			

Dept #: 702/ Department Name: ARM -SWRM

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

00353000. **LIVESTOCK FACILITY SITTING REVIEW BOARD: MEETING AND OTHER ADM** **CR+10**

Member listings; bylaws and operating rules; staff roles/responsibilities; meeting agendas, minutes/notes and related meeting materials; recordings of meeting proceedings; submissions and presentations; work papers, recommendations and reports; correspondence and other written communications; and travel and other reimbursements, but not including appeal records such as challenges, pleadings, and local decision-making records.

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

00354000. **LIVESTOCK FACILITY SITTING REVIEW BOARD: APPEAL RECORDS** **CR+25**

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: OBSELETE - ARM - SEED TEST

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

00153000. **PLANT INDUSTRY INSPECTION REPORTS** **CR+5**

This record series contains Plant Industry inspection reports for nursery, Christmas tree farm, seed test/labeler, apiary/beekeeper and seed field inspections.

Authority is s.93.07(12), 94.38 through 94.46, 94.76 through 94.77, and 94.01(4), Wis. Stat. and Chapter ATCP 21, Wis. Adm. Code. The records are used by Plant Industry regulatory staff.

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

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

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

00152000. **PLANT HEALTH CERTIFICATE AND LICENSES** **CR+3**

This record series consists of paper and electronic applications for DARM issued licenses or certification including seeds, beehives, nurseries, shippers of plant materials and Christmas trees. Information on certificates includes name and address of nursery or shipper, verification of pest free and disease free status, copy of invoice and receipts, and facility/hive inspection results.

This information is used by Plant Industry regulatory staff. Authorization granted by s.94.01 throughout 94.10, 94.38 through 94.46, 94.76 through 94.77, and ATCP 20 and 21, WI Adm. Code.

RETENTION: EVENT (Creation) + 3 years and destroy confidential

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

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

00176000. **PROJECTS RELEASED FROM REQUIRING AGRICULTURAL IMPACT STATEM** **CR+2**

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

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

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

00177000. AGRICULTURAL IMPACT STATEMENT PROGRAM RECORDS CR+10

This series consists of records selected from the published AIS and project file. Included in the series is the date of AIS publication, the type of project, and the amount of farm acreage acquired by the project. These records are used for purpose of program analysis and historical comparison.

RETENTION: EVENT (Creation) + 10 years and destroy

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

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

00144000. COMPLIANCE CASE INFORMATION - VIOLATIONS OF AGCHEM BUREAU LAV EVT+6

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

00163000. SOIL OR PLANT ADDITIVE, FERTILIZER PERMITS EVT+5

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

00164000. AGRICHEMICAL MANAGEMENT (ACM) BUREAU LICENSES EVT+5

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

00166000. SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME RECORDS EVT+10

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 received) + 10 years and destroy

00167000. SOIL OR PLANT ADDITIVE, FEED, FERTILIZER, LIME TONNAGE AND PESTICI EVT+10

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

00168000. PESTICIDE STUDIES AND REPORTS EVT+10

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.

RDA #	RDA Title	Retention	Disposition	PII
RETENTION: EVENT (Date report distributed) + 10 years and transfer to State Historical Society				
<u>00169000.</u>	<u>SPECIAL REGISTRATIONS FOR PESTICIDES</u>	<u>EVT+5</u>		
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				
<u>00171000.</u>	<u>LANDSCAPE PESTICIDE APPLICATION REGISTRY</u>	<u>EVT+4</u>		
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				
<u>00172000.</u>	<u>PRIVATE AND MONITORING WELL RESULTS</u>	<u>EVT+20</u>		
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				
<u>00181000.</u>	<u>AGRICULTURAL CHEMICAL CLEANUP PROGRAM (ACCP) REIMBURSEMENT</u>	<u>EVT+20</u>		
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				
<u>00185000.</u>	<u>AGCHEM DATA FOR LICENSING, COMPLIANCE AND PESTICIDE & FERTILIZE</u>	<u>EVT+20</u>		
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				
<u>00216000.</u>	<u>AGRICULTURAL CHEMICAL CLEAN-UP PROGRAM (ACCP) REMEDIATION AN P</u>			
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				
<u>00217000.</u>	<u>PESTICIDE AND FERTILIZER CONTAINMENT FILES</u>	<u>EVT+20</u>		
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.				

RDA # RDA Title Retention Disposition PII

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

00218000. TEMPORARY COMMERCIAL APPLICATOR TRAINEE REGISTRATION EVT+1

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

00219000. INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION EVT+6

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

00219A00. INDIVIDUAL PESTICIDE APPLICATOR CERTIFICATION DATA EVT+15

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.

(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 INFORMATION EVT+10

This record series consists of time sheet data completed by all AgricheMical 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 DISCONTINUED PRODUCTS EVT+10

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

00244000. PESTICIDE MANUFACTURER & LABELER'S PESTICIDE PRODUCT LABELS EVT+1

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

00273000. GUIDANCE FOR INTEGRATED PEST MANAGEMENT (IPM) ON PUBLIC SCHOOLS EVT+7

This record series includes technical and administrative guidance for schools related to Integrated Pest Management (IPM), training session materials, training modules, records of school assignments, posters, and brochures. The Department of Agriculture, Trade and Consumer Protection (DATCP) 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

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).

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

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

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

00276000. CERTIFICATES OF FREE SALE EVT+2

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

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

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

00018000. ANIMAL HEALTH LICENSE CASE FILES - ROUTINE EVT+25

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

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

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

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

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

00018A00. ANIMAL HEALTH LICENSE CASE FILES - DECEASED EVT+25

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

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

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

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

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

See RDA 115-00018 for Routine Files.

See RDA 115-00018B for Exceptions.

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

00018B00. ANIMAL HEALTH LICENSE CASE FILES - EXCEPTION EVT+50

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

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

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

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

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

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

00019000. ANIMAL HEALTH INVESTIGATIONS AND PROSECUTIONS - ROUTINE EVT+25

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

RDA # RDA Title Retention Disposition PII

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

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

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

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

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

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

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

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**

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

Dept #: /810/ Department Name: MANAGEMENT SERVICES

RDA # RDA Title Retention Disposition PII

00285000. **ArcSDE GIS Repository Program Database** **EVT**

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

This database created to house GIS data within the department.

This record was created in 2005.

RETENTION: EVENT (Superseded) and destroy

00286000. **ArcSDE GIS Repository WLIC Data Layer** **EVT**

Dept #: 810/ Department Name: MANAGEMENT SERVICES

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

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

This record was created in 2005.

RETENTION: EVENT (Superseded) and destroy

Dept #: 813/ Department Name: OFFICE OF SECRETARY

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

00039000. DATCP LEGISLATIVE LIAISON ISSUE FILES CR+4

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

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

00041000. RULEMAKING HEARING TAPES CR+10

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

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

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

RETENTION: Event (Creation) + 10 years and destroy

00043000. CONTESTED CASES: ADMINISTRATIVE DOCKET FILE EVT+25

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

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

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

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

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

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

The docket file is created as the official record of the contested case proceeding. Contested case procedures are governed by chapter 227, Wis. Stats., and Chapter ATCP 1, Wis. Admin. Code.

The docket file in each contested case is compiled by the legal section administrative assistant, under the direction and control of the hearing examiner. Parties to the case may file pleadings, motions, briefs and other documents for inclusion in the docket file. Items are dated and filed in chronological order as the case proceeds. As items are entered in the docket file, the legal section administrative assistant records the entries in a docket log (see RDA #00045).

The docket files are used by line division staff, department attorneys, attorneys for the respondents, and members of the public interested in a specific case or a type of case which the department was a party to.

Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. V. v. Edson, 140 Wis. 2d 168, 409 N. W. 2d 417 (Ct. App. 1987).

RETENTION: EVENT (Event Docket file closed) + 25 years and transfer to state archives (WHS).

00044000. **CONTESTED CASE HEARING TAPES** **EVT+50**

The contested case hearing tapes are the official record of all oral proceedings in the case. These include tapes of all prehearing conferences and hearings pertaining to the contested case administrative docket file. Hearing tapes are kept in the contested case docket file. (See RDA #00043 & 00045)

The tape recordings are created by the hearing examiner as the case progresses. Tapes are given to the legal section administrative assistant for inclusion in the official docket file for the contested case. Contested case hearing tapes are used primarily by the department hearing examiner and department staff. They may also be transcribed to provide the official administrative record of a contested case hearing if the department's decision in the case is reviewed in court.

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

Retain contested case hearing tapes in the docket file (see RDA #00043)

RETENTION: EVENT (Event Docket File Closed) + 50 years and destroy

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

This record series consists of a log of the department's contested case and rulemaking proceeding docket files. The docket log is created to provide a complete and up-to-date record of the status and progress of each docketed case. Docket files are numbered as they are received and the docket log is kept in numeric order. (See RDA #00043 & 00044).

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

00048000. **INVESTIGATIVE AND ENFORCEMENT FILES** **EVT+5**

Enforcement and investigative files include attorney work papers, case-related correspondence, investigative subpoenas and copies of documents and evidence filed in court or administrative proceedings.

Investigative and enforcement files are created by the line divisions for use in investigative and enforcement files are created by the line division for use in prosecuting cases. They are used by the attorney and the line division staff working on the case. Files are retained for five years in the attorney's office after the case is closed, then sent to the Wisconsin Historical Society.

Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. L. v. Edson, 140 Wis. 2d 168, 409 N.W.2d 417 (Ct. App. 1987).

RETENTION: EVENT(Case closed) + 5 years and transfer to State Archives (WHS).

00049000. **COURT CASE FILES** **EVT+24**

Court cases which name the Department of Agriculture, Trade and Consumer Protection (DATCP) or its employees as defendants or interested parties. This includes the following cases:

- A. State and federal court actions challenging DATCP rules or administrative actions.
- B. Circuit court review of DATCP decisions in administrative "contested cases".
- C. Appellate court proceedings in which DATCP is an interested party.
- D. Personnel cases filed against DATCP in the Wisconsin Personnel Commission, the federal EEOC, or DILHR.
- E. Damage actions filed against DATCP or its employees in state or federal court.

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

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

F. Notice of claim filed with the Wisconsin Department of Justice under S. 893.82, Stats., as a prelude to a damage claim in court

G. Damage claims filed with the Wisconsin Claims Board under S.16.007, Stats.

H. Bankruptcy proceedings related to daily plant, grain warehouse or food processor insolvencies.

I. Farm foreclosure actions or bankruptcies in which DATCP is required to defend its farmland preservation lien.

Contents in these files vary, depending on the nature of the case. Contents include pleadings, correspondence, memoranda briefs, decision and other materials related to the case.

These cases ordinarily originate from outside the department. A case typically starts when the department receives a complaint, notice or pleading to which the department must respond. When the complaint, notice or pleading is received, the legal section administrative assistant records the receipt in a computerized case log and created a case file for the case.

Personnel related court cases superseded by general schedule 2/1997

Note: Courts must apply the open records balancing test to questions involving disclosure of court records. The public interests favoring secrecy must outweigh those favoring disclosure. C. L. v. Edson, 140 Wis. 2d 168, 409 N.W.2D 417 (Ct. App. 1987).

RETENTION: EVENT (Case Closed) +24 years and destroy confidential

RETENTION: EVENT (EVENT CASE CLOSED) + 24 YEARS AND DESTROY CONFIDENTIAL.

00128000. **PUBLIC INFORMATION SUBJECT FILE** **CR+5**

This series contains information on any events involving DATCP with any media: including news events, advertising, marketing, promotion. The file includes press releases, Google News alerts, social media newspaper clippings, magazine articles, contests, shows, awards, brochures developed by DATCP informing the public in DATCP programs, correspondence, reports, and other working papers.

The series is filed chronologically by subject; retained for five years and transferred to State Historical Society.

RETENTION: EVENT (Creation) + 5 years and transfer to State Historical Society

00129000. **PUBLIC INFORMATION FILES, PHOTOGRAPHS, & VIDEOS** **CR+6**

Original and official documentation of DATCP events, including: all photos, slides and videos. Record series includes:

A. Photographs or videos depicting life, the farm, or industries of the state of Wisconsin reflecting various DATCP ceremonies of state-wide significance,

B. Historical pictures of the Secretary of Agriculture, DATCP Board and/or staff

C. Pictures of agricultural benefits to the state, and

D. Pictures of representing the programs governed, authorized, or affiliated with DATCP.

Pictures are filed according to content: e.g. DATCP board members, or Secretary. File to be retained within the office of the Information Officer for six years and then transferred to State Historical File.

RETENTION: EVENT (Creation) + 6 years and transfer to State Historical Society

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

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

00006000. **SAMPLE DATA FILE** **EVT+6**

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**

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

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

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**

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**

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

00355000. **BLS PROFICIENCY TESTING PROGRAM RECORDS** **EVT+6**

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**

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