192-WI ECONOMIC DEV CORP

192-W	ECONC	DIVITE DEV CORP						
Dept #	<u>/1100/</u>	Department Name	LEGAL SERVICES	& COMPLIANCE				
RDA #	RDA Title			Retention	Disposition	PII		
00264000.	LEGAL COUI	NSEL FILES		<u>EVT+3</u>	<u>SHSW</u>	<u>Y</u>		
	 Record Series contains legal counsel files retained by the office of The Secretary. Records may include, but are not limited to, legal opinions, correspondence, and reports from sources such as the Attorney General's Office, Personnel Commission, other WEDC Divisions and other State Departments. Refer to #16: Records Series contains content that is confidential, or access protected: UCT101 - Wis. Stat. § 19.36(1); Wis. Stat. § 108.14(7) Pending or Potential Opportunities - Wis. Stat. § 238.08 Trade Secret - Wis. Stat. § 19.36(5) Financial Identifying Information - Wis. Stat. §19.36(10) Attorney-Client Communications - Wis. Stat. § 905.03(2) Attorney Work Product - Wis. Stat. § Wis. Stat. § 805.03(2) Attorney Work Product - Wis. Stat. § Wis. Stat. § 19.36(10) Information shared during a statutorily permitted closed meeting - Wis. Stat. § 19.85 Information withheld from release under common law balancing test (no statutory citation) Final closeout is the date the closeout report is filed and the case is resolved. RETENTION: EVENT (Final Closeout) + 3 years and transfer to State Historical Society 							
Dept #	<u>/3000/</u>	Department Name	BUSINESS & COM	MUNITY DEVELO	PMENT			
RDA #	RDA Title			Retention	Disposition	PII		
<u>00022000.</u>	WEDC AWAF	RD FILES		EVT+6	DEST	<u>Y</u>		
	receive approval. Records in this series may include:							
	 Staff review of project Executed contract documents and any amendments 							
	 Annual performance reports from the award recipient Annual verification letters from WEDC For swords that are closed out, the sword closes ut. 							
	For awards that are closed out, the award closeout Refer to #16: Records series contains content that is confidential, or access is protected:							
	 UCT101 - Wis. Stat. § 19.36(1); Wis. Stat. § 108.14(7) Pending or Potential Opportunities - Wis. Stat. § 238.08 							

Pending or Potential Opportunities - Wis. Stat. § 238.08

- Trade Secret Wis. Stat. § 19.36(5)
- Financial Identifying Information Wis. Stat. §19.36(13)
- Certain Employee Information Wis. Stat. § 19.36(10)

RETENTION: EVENT (Final close-out) + 6 years and destroy confidential

00022A00. HISTORICALLY SIGNIFICANT WEDC AWARD FILES

Records that document the award process from pre-approval review to final close-out, for those projects that receive approval.

Records in this series may include staff review of project; executed contract documents and any amendments; annual performance reports from the award recipient; annual verification letters from WEDC; for awards that are closed out, the award closeout.

Files considered to be historically significant are those which have established legal precedents; resulted in major policy or procedural changes; have received widespread attention from the public and news media; are recognized for their uniqueness by established authorities within and outside of government.

Refer to #16: Records series contains content that is confidential, or access is protected: Wis. Stat.\$ 19.36(r);Wis. Stat. \$ 1081aQ); Wis. Stat. \$ 238.08;Wis. Stat. \$ 19.36(5);Wis. Stat. \$ 19.36(13);Wis. Stat. \$ 1e.36(10)

EVT+6

SHSW

<u>Y</u>

Dept #	<u>/3000/</u>	Department Name	BUSINESS & COMMUNITY DEVELOPMENT				
RDA #	RDA Title			Retention	Disposition	PII	
	RETENTION: E	VENT (Final Close-Out) + 6 years	and transfer to WHS				
00260000.	MUNICIPAL IND	DUSTRIAL REVIEW BOND PROJ	ECT RECORDS	EVT+13	DEST	<u>Y</u>	
	 Wisconsin Economic Development Corporation (WEDC) allocates the bonding authority or volume cap that allows municipalities to issue Industrial Revenue Bonds (IRB) on behalf of expanding manufacturing businesses and other entities. WEDC reviews and processes the volume cap applications from the businesses. WEDC also monitors and maintains documents that are required to be submitted by IRB recipients. Records in the series may include but are not limited to: WEDC application- detailing the business expansion project and its economic impact, and a staff review of the application and project, including documentation on fees and deposits required under the WEDC Program Guidelines for the IRB Program, bond counsel correspondence and the volume cap allocation certification Required documentation includes letters of estimates of attorney's fees to be paid from bond proceeds, initial resolutions, and the accompanying proof of publication, closing notification letters and job impact notices. The initial resolution verifies that the municipal has approved its intent to issue the IRB on behalf of the business. Closing letters provide information on when the bonds were Issued, interest rate, term, bond buyer and type of sale Job impact notices provide detail on the number of jobs to be created, maintained, and eliminated as a result of the project 						
	Paper pBonds a	Performance report from the award recipient Paper project files, paper industrial revenue bond approval files, excel spreadsheets and corresponding electronic records Bonds are records belonging to the municipalities for the assurance of industrial revenue bonds Closeout awards, for those bonds that are closed out					
Refer to #16: Records series contains content that is confidential, o Industrial Development Revenue Bonding – Wis. Stat § 66. Wis. Stat. § 108.14(7)				JCT101 - Wis. Stat. § 19	.36(1);		
	 Tax Credit Reporting - Wis. Stat § 238.11(5) Opportunities - Wis. Stat. § 238.08 Job Protection Estimates – Wis. Stat § 66.1103(4m)(a); 		5)	•	Pending or Potential		
			1103(4m)(a); Wis. Stat § 66.11	03(4m)(b) •	Trade Secret - Wis. Sta	at. §	
	19.36(5) • Job Shifting Requirements – Wis. Stat § 66.1103(4s)(b); Wis Stat § 66.1103(4s)(b)4				Financial Identifying		
	Information - Wis. Stat. § 19.36(13) • Procedure - Wis. Stat § 66.1103(10)(c); Wis. Stat § 66.1103(10)(g) Information - Wis. Stat. § 19.36(10) • Certain Employee						

RETENTION: EVENT (Approval date for issuing bond) + 13 years and destroy

Dept # /7000/ Department Name INTERNATIONAL BUSINESS DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
<u>00001000.</u>	TRADE VENTURE / MISSION FILES	<u>EVT+10</u>	<u>SHSW</u>	Y

This record series includes documents related to the Agency's Trade Venture / Mission program.

Items may include, but are not limited to: background information on the market or event, recruitment lists, participation agreements, company/product profiles, budgets, information on negotiations with vendors and vendor contracts, trade leads, and evaluations to and from participants and event organizers.

Trade Mission files may also include schedules, governor's briefing book, gift lists, mission briefing information, speeches and the mission directory.

The event date is the date the final Trade Venture / Mission assessment is due.

RETENTION: EVENT (Final assessment due date) + 10 years and transfer to State Historical Society