

192-WI ECONOMIC DEV CORP

Dept #: /1100/ Department Name: LEGAL SERVICES & COMPLIANCE

RDA #	RDA Title	Retention	Disposition	PII
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<u>00264000.</u>	<u>LEGAL COUNSEL ADMINISTRATIVE FILES</u>	<u>EVT+3</u>	<u>SHSW</u>	<u>Y</u>
Record Series contains closed Legal Case Files retained by the Office of the Secretary.				
Records may include: Legal Opinions, correspondence and reports from sources that may include, but may not be limited to, the Attorney General's Office, Personnel Commission, other WEDC divisions and other State Departments.				
RETENTION: EVENT (Closed) + 3 years and transfer to State Historical Society				

Dept #: /3000/ Department Name: BUSINESS & COMMUNITY DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
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<u>00022000.</u>	<u>WEDC AWARD FILES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
receive approval.				
Records in this series may include: <ul style="list-style-type: none">• 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				
Refer to #16: Records series contains content that is confidential, or access is protected: <ul style="list-style-type: none">• 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(13)• Certain Employee Information - Wis. Stat. § 19.36(10)				
RETENTION: EVENT (Final close-out) + 6 years and destroy confidential				

<u>00022A00.</u>	<u>HISTORICALLY SIGNIFICANT WEDC AWARD FILES</u>	<u>EVT+6</u>	<u>SHSW</u>	<u>Y</u>
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. S 238.08;Wis. Stat. \$ 19.36(5);Wis. Stat. S 19.36(13);Wis. Stat. \$ 1e.36(10)				
RETENTION: EVENT (Final Close-Out) + 6 years and transfer to WHS				

<u>00260000.</u>	<u>MUNICIPAL INDUSTRIAL REVIEW BOND PROJECT & APPROVAL FILES</u>	<u>EVT+13</u>	<u>DEST</u>	<u>N</u>
This record series contains information related to the approval of industrial revenue bonds that the Division of Community Development is required to regulate. Commerce 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. The Division reviews and processes the volume cap applications from the businesses. These applications provide details on the expansion projects and their economic impact. The Division also monitors and maintains documents that are required to be submitted by IRB recipients pursuant to Section 66.521.				
The records series contains paper project files, paper industrial revenue bond approval files and corresponding electronic records. This record series does not include industrial revenue bonds and is not related in any way to the terms of the bonds. The bonds are records				

Dept #: /3000/ Department Name: BUSINESS & COMMUNITY DEVELOPMENT

RDA #	RDA Title	Retention	Disposition	PII
	belonging to the municipalities for the issuance of industrial revenue bonds. Administrative practice requires that the approval process include a 10-year retroactive review period for prior bond approvals for any municipality making a current application for new bond approval. Therefore, retention for these record series needs to be 10 years from the approval date for the issuance of an industrial revenue bond.			
	The Project Files include the volume cap application detailing the business expansion project and its economic impact, a one-page application summary form summarizing the project and the entities involved, a staff review of the application and project, a scoring summary detailing how the project scored, and a demographics sheet detailing the economic distress of the project area, which is used in the scoring process. The files also additional information on the business, documentation on fees and deposits required under Comm 113, bond counsel correspondence, and the volume cap allocation certification.			
	The Industrial Revenue Bond Approval files include documentation from the IRB applicant/recipient that is required pursuant to Section 66.521. This 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 municipality has approved its intent to issue the IRB on behalf of the business. The closing letters provide information on when the bonds were issued, interest rate, term, bond buyer and type of sale. The job impact notices provide detail on the number of jobs to be created, maintained, and eliminated as a result of the project.			
	The Electronic Records are contained in Excel spreadsheets, which are maintained in the most current version of Excel on the Commerce Lan. They are backed up nightly for a disaster recovery purposes. The records include data on the documentation required to be submitted per project pursuant to Section 66.521, data on the applicants for volume cap allocation, and data on the terms of the bond issues for each IRB recipient. There is also data on the applications fees, closing fees and deposits required for each IRB applicant/recipient pursuant to Comm 133.			
	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>	<u>TRADE VENTURE / MISSION FILES</u>	<u>EVT+10</u>	<u>SHSW</u>	<u>Y</u>
	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			