# 192-WI ECONOMIC DEV CORP

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

| RDA # | RDA Title | Retention | Disposition | PII |
|---|---|---|---|---|
| **00264000.** | **LEGAL COUNSEL FILES** | **EVT+3** | **SHSW** | **Y** |

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(13)
- Certain Employee Information - Wis. Stat.§ 19.36(10)
- Attorney-Client Communications - Wis. Stat. § 905.03(2)
- Attorney Work Product - Wis. Stat. § Wis. Stat. § 804.01(2)(c)1
- 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 # **/3000/** Department Name **BUSINESS & COMMUNITY DEVELOPMENT**

| RDA # | RDA Title | Retention | Disposition | PII |
|---|---|---|---|---|
| **00022000.** | **WEDC AWARD FILES** | **EVT+6** | **DEST** | **Y** |

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

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
- 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** | **EVT+6** | **SHSW** | **Y** |

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

**00260000. MUNICIPAL INDUSTRIAL REVIEW BOND PROJECT RECORDS** **EVT+13** **DEST** **Y**

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
- 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, or access is protected:
- Industrial Development Revenue Bonding – Wis. Stat § 66.1103 • UCT101 - Wis. Stat. § 19.36(1); Wis. Stat. § 108.14(7)
- Tax Credit Reporting - Wis. Stat § 238.11(5) • Pending or Potential Opportunities - Wis. Stat. § 238.08
- Job Protection Estimates – Wis. Stat § 66.1103(4m)(a); Wis. Stat § 66.1103(4m)(b) • Trade Secret - Wis. Stat. § 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) • Certain Employee Information - Wis. Stat. § 19.36(10)

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



**00001000. TRADE VENTURE / MISSION FILES** **EVT+10** **SHSW** **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