

# 370-NATURAL RESOURCES

RDA #	RDA Title	Retention	Disposition	PII
<b><u>00147000.</u></b>	<b><u>ACCIDENT REPORTS - RECREATIONAL SAFETY PROGRAMS</u></b>	<b><u>CR+6</u></b>		
	Accident reports related to the following activities must all be filed with the Department of Natural Resources Bureau of Law Enforcement. <ul style="list-style-type: none"><li>+ Boating (Wis. Stat. § 30.67)</li><li>+ Hunting, Fishing or Trapping (Wis. Stat. § 29.345)</li><li>+ Snowmobile (Wis. Stat. § 350.15)</li><li>+ All-Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) (Wis. Stat. § 23.33(7))</li><li>+ Off-Highway Motorcycle (OHM) (Wis. Stat. § 23.335(18))</li></ul> Reports include names of individuals involved in the accident, date and time of occurrence, type of injury, type of fatality, accident location and summary, and a summary of the cause of the accident. Reports may be used as evidence in a trial. RETENTION: EVENT (Creation) + 6 years and destroy confidential			
<b><u>00147B00.</u></b>	<b><u>ANNUAL ACCIDENT REPORT</u></b>	<b><u>CR+25</u></b>		
	Records in this series include summarized data from the accident reports. Annual reports are created for boat, snowmobile, ATV, UTV, OHM and hunter education accidents. Note: This series covers accident reports that do not become publications (covered in RDA #00141.) RETENTION: EVENT (Creation) + 25 years and destroy			
<b><u>00183000.</u></b>	<b><u>ENVIRONMENTAL SITE REGISTER (ESR) DATA FILE</u></b>	<b><u>CR+20</u></b>		
	ESR records contain core information about facilities, organizations and people regulated by the DNR. This program, written in Oracle, is set up on the DNR network. The Site Register includes: <ul style="list-style-type: none"><li>• General facility information (name, location and address)</li><li>• What kind of permits, licenses and activities a facility has; the kind of environmental fees that have been assessed and paid by the facility.</li><li>• When a facility was inspected and any compliance information</li><li>• Which DNR programs regulate the facility</li><li>• Who the facility and DNR program contacts are</li><li>• Different IDs that agency may have for a facility</li></ul> ESR is linked with other systems and is updated every night with facility, location, organization and contact information. Regulatory information is updated weekly. RETENTION: EVENT (Date entered into system or date of assessment) + 20 years and destroy confidential			
<b><u>00184000.</u></b>	<b><u>ENVIRONMENTAL FEE POLICIES</u></b>	<b><u>CR+20</u></b>		
	Records in this series include formulae, calculation factors & other documentation of the basis for environmental fees assessed for each program. Guidance is received through various State Statutes and Federal Codes. Records include email, and other policy correspondence regarding the annual billing policies. RETENTION: EVENT (Creation) + 20 years and destroy			
<b><u>00312000.</u></b>	<b><u>LE OFFICER RECRUITMENT CASE FILES-HIRED</u></b>	<b><u>EVT+5</u></b>		
	Records in this series cover the background investigation materials for DNR law enforcement wardens charged with police powers under Ch. 29, Wis. Stats. Recruitment records include forms, reports and other materials generated in the process of conducting background investigations to hire DNR law enforcement wardens. Note: Department of Justice policy allows for 2-year reinstatement in the law enforcement field, if all qualifications are met. Note: Paper can be destroyed confidentially when recorded electronically and QC checked. RETENTION: EVENT (Employee terminates) + 5 years and destroy			
<b><u>00312A00.</u></b>	<b><u>LE OFFICER BACKGROUND INVESTIGATION CASE FILES - NOT HIRED</u></b>	<b><u>EVT+3</u></b>		
	Records cover background investigation forms, reports and other materials collected in the process of screening applications for DNR law enforcement positions. Records are retained after hiring decisions are made in case other positions soon become available. A summary of the background check is created. The TIME system background check is created. The TIME system background check, a subset of the background documents which are protected by CJIS (Criminal Justice Information System) policies, is destroyed confidentially following the creation of the summary.			

Note: Paper can be destroyed confidentially when recorded electronically and QC checked.

RETENTION: EVENT (Hiring decision date) + 3 years and destroy

**00314000.**      **TRAINING: EXAMS, ROSTERS, AND SCORE SHEETS**      **EVT**

Records series covers filled in raining rosters, written exams and score sheets used to test Warden skills and knowledge, including recruit, tactical, conservation re-certification/In-service, environmental training, etc. Pass/fail data is entered into the LE Officer Skills Manager Data application. After data entry and verification, exams, rosters and score sheets may be destroyed.

Note: Paper can be destroyed confidentially when recorded electronically and QC checked.

EVT = destroy after entered and QC checked

**00315000.**      **LE OFFICER RECRUIT TRAINING CASE FILES**      **EVT+2**

Law enforcement recruit training materials document required law enforcement training and refresher courses, firearms training, and related records document that wardens and officers meet mandated standards for their enforcement positions. Also includes daily observation reports, Academy exams and research papers, FTO reports and final performance evaluations.

Retention: EVT+2 years and destroy confidential; EVT = employee termination or probation ends whichever occurs first

**00316000.**      **LE (WARDEN) INTERNSHIP CASE FILES**      **EVT+5**

The Department regularly has UW-Stevens Point interns, funded through a grant program and assigned to work for the Department while in college. Other colleges may offer class credits to students who intern with the Department. The Department supervises and mentors interns and assesses their interest in careers in natural resources law enforcement. This records series contains case files for each intern, including hiring, job performance and evaluation reports.

EVT + 5 yrs = Termination of internship; destroy confidential

**00353000.**      **ADMINISTRATIVE RULE LOG**      **EVT+10**

Records series is a log maintained by the Bureau of Legal Services for reference and administrative purposes. The log is used to assign board order numbers to rulemaking documents that are brought before the NRB for approval. The log identifies the specific DNR program assigned to the board order number, the Wis. Admin. Code NR chapters affected by the rulemaking, and the year of assignment. The log is continuously update.d and dates back to 1933 to include rules from the former Conservation Department.

RETENTION: EVENT (End of calendar year for last entry) and transfer to WHS

**00354000.**      **ADMINISTRATIVE RULES STATUS TRACKING - UNITS**      **EVT+10**

Records in this series are generated by DNR divisions, bureaus, sections, or units engaged in rulemaking to monitor and track the development of their rules. The Bureau of Legal Services relies on these final records for research purposes to understand the previous rulemaking that occurred in the same Wis. Adm in. Code NR chapter or in a related subject. The data in this series is critical to identify that the DNR adhered to all statutory deadlines. Data in this series includes, but is not limited to, the following:

- Rule reference number and program citation
- Staff person with lead rule responsibilities
- Related statutory references
- Key approval steps and dates

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

**00384000.**      **PUBLIC WATER SYSTEMS (PWS) PLANS AND SPECIFICATIONS**      **P**

Records in this series include public water systems plans and specifications submitted to the Department for plan review for construction of public water systems and wellhead protection plans. Also includes sewer extensions and water main extensions plus sewage and water treatment plant plans and specifications. Plans are microfilmed for permanent preservation.

PWS Plans and Specifications - Paper (formerly #384A).

Paper records are received, microfilmed, verified and held for 90 days then destroyed confidentially.

Permanent Justification: DNR has ongoing research need for these records. Public water supply infrastructure can last 100+ years. It is important to retain construction plans and specifications for future reference.

RETENTION: Permanent

**00427000.**      **MUNICIPAL DAMS HISTORICAL GRANT CASE FILES**      **P**

Records series covers grants authorized to provide a cost-sharing opportunity for eligible engineering and construction costs for dam maintenance, repair, modification, or abandonment and removal. Records in this series include case files that document the terms and conditions of the grant, including grant applications and all attachments, agreements, amendments, project plans and final reports.

Permanent retention is required for continued administrative reference purposes and to respond to requests for information. The data provides summary information and documentation of Department actions for each grant project. Data has long-term value for management purposes, and summary data in this series will be migrated forward as systems change.

RETENTION: Permanent

**00501000.**      **NATURAL RESOURCES RECREATION COMMUNICATIONS & PUBLIC INFORM**      **EVT+2**

Records series covers informational materials intended to publicize all types of recreational programs and initiatives that the Department conducts or supports and/or to promote awareness of interest in particular recreational topics. Examples: camping in state parks, ice fishing, jet skis, boating and other recreational safety training available, snowmobile trails locations and conditions, grouse season dates, locations of public hunting lands, etc.

Materials content is not sensitive, confidential or controversial. Information may be broadly distributed to the general public or to groups with common interests in a particular topic: anglers, sportsmen, campers, hikers. Examples:

- Notices of dates, times and locations for upcoming recreational events, clinics, workshops, seminars.
- Tips and techniques; expert advice, experience and personal observations; how-to instructions; useful information.
- Frequently asked questions and responses
- Links to additional resources, technical references, and additional guidance.

Records include all media, including electronic records containing the content described in this RDA:

- Brochures, pamphlets, fact sheets and flyers - paper
- E-mail messages distributed to notify individuals or lists of topics.
- Web pages used to provide public information and education.
- Content generated by web logs and other social networking media applications (wikis, Facebook, Twitter, etc.) for public awareness purposes. Includes content generated by DNR personnel and external sources dealing with particular, defined content.

RETENTION: EVENT (Date distributed, posted or issued) + 2 years and destroy, provided closed (event occurred, information superseded, or content no longer relevant)

**00551000.**      **DISABLED HUNTING PERMIT APPLICATIONS**      **EVT+10**

Series includes Class A, B, C, D, and trolling specialized hunting applications for people with disabilities. Records include proof of disability and application submitted. Permits are issued that authorize individuals and their sponsors to participate in hunting activities specifically authorized for disabled persons.

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 Receipt of Application) + 10 years and destroy confidential

**00562000.**      **COMMERCIAL FARM & OCCUPATIONAL LICENSE OPERATIONS AND PROCE**      **EVT+5**

Records in this series cover operational and procedures materials and correspondence related to commercial and occupational licenses, including license issuance methods and procedures, methods to collect and submit fees and standard procedures to follow to document transactions. Records in this series may also include correspondence between the Bureau and other Department units and with others interested in commercial licensing forms, fees, operations and processing requirement. This records series includes records in paper or electronic format, including Access databases, Excel spreadsheets, E-mail messages, or MS Word documents, and includes records generated in service centers or central office. The official records are maintained by Bureau Section Chiefs and are needed for reference purposes for a period of time after the procedures are superseded or replaced with revised procedures.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Superseded or replaced) + 5 years and destroy

**00574000.**      **RECREATIONAL VEHICLE REGISTRATION APPLICATIONS**      **EVT+49**

Record series includes applications and other Vehicle Registration System (VRS) source documents for boat, snowmobile, ATV/UTV, and OHM registrations. Series covers individual, business and commercial dealer approved and pending applications received, as well as title and lien records verifying vehicle ownership and notification of owners moved out of state (MOS).

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 registration cycle for specific vehicle (non-renewed or transferred)) +49 years and destroy confidential

**00574A00.**      **BOAT, SNOWMOBILE & ATV APPLICATIONS/REGISTRATIONS - IMAGED**      **CR+5**

The images of Boat, Snowmobile and ATV registrations serve as the official record of the registration transaction, including the original applications as well as subsequent activities such as transfer of ownership. Applications and documentation are imaged and stored by transaction number to be accessed via a transaction number that is located in the vehicle file on the VRS system. Chapter 30, specifically 30.537 states records be kept for 5 years. Change from 25 to 5 years.

Note: From 1972-June 2006 we were microfilming these records. In July 2006 we started imaging these documents.

RETENTION: EVENT (Creation) + 5 years and destroy

**00574C00.**      **VEHICLE REGISTRATION RENEWAL NOTIFICATION AND PAYMENT**      **EVT+5**

Records series consists of renewal notifications submitted with payment to the state bank provider when an applicant renews via the lockbox processing center rather than through the DNR ACSBS system or via electronic transaction (RDA 574). Notifications are generated from the ACSBS system to renew recreational vehicles.

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 receipt) + 5 years and destroy confidential

**00592000.**      **SCIENTIFIC COLLECTOR SPECIMEN LOAN LETTER**      **EVT+5**

The owner of a particular wildlife specimen loans it to the Department and authorizes the Department to use it for educational purposes. Retention is needed for as long as the specimen is in Department custody, to document Department authorization and terms and conditions for use of the specimen from the owner. Loan periods may be for long periods of time, including permanent.

RETENTION: EVENT (End of loan period) + 5 years and destroy

**00904000.**      **LAW ENFORCEMENT & 6 MONTH ACTIVITY REPORTS**      **CR+6**

Under Wis. Stat. § 16.964(1)(g), all law enforcement agencies are required to provide annual summary and 6- month status reports of law enforcement activities to requesting law enforcement authorities. Law enforcement agencies are also required to file "Officers Assaulted Reports" with the FBI and Dept. of Justice. Records series covers these types of summary reports of law enforcement activities. Reports include such statistics as numbers of citations issued, types of violations, locations of violations and disposition of cases, etc. The Bureau of Law Enforcement develops separate reports to meet this requirement. Annual reports of statistics are also useful for DNR reference, planning and administration purposes.

RETENTION: EVENT (Creation) + 6 years and destroy confidential

**00905000.**      **LAW ENFORCEMENT CASE ACTIVITY REPORTS**      **CR+6**

Under Wis. Stat. § 16.964(1)(g), all law enforcement agencies are required to provide annual summary and 6-month status reports of law enforcement activities to requesting law enforcement authorities. Law enforcement agencies are also required to file "Officers Assaulted Reports" with the FBI and Dept. of Justice. Records series covers these types of summary reports of law enforcement activities. Reports include such statistics as numbers of citations issued, types of violations, locations of violations and disposition of cases, etc. The Bureau of Law Enforcement develops separate reports to meet this requirement. Annual reports of statistics are also useful for DNR reference, planning and administration purposes.

RETENTION: EVENT (Creation) + 6 years and destroy confidential

**00906000.**      **INCIDENT REPORTS**      **EVT+3**

Field wardens or other DNR law enforcement officers complete Incident Reports to document various routine types of incidents, such as Case Activity Reports. These reports generally do not lead to additional investigation or action. Officers submit an electronic copy (Word Processing software) to the LE Madison database manager.

RETENTION: EVENT + 3 years and destroy confidential

**00907000.**      **DNR HOTLINE REPORTS**      **CR+25**

DNR's Violation Hotline program provides Wisconsin citizens with the opportunity to confidentially report suspected wildlife, recreational, and environmental violations using a toll-free number. Trained staff relay reports to DNR Conservation Wardens who respond. All calls and Emails received are entered into the Hotline database. Wardens response are and follow-up are also entered into the database.

Note: Anyone who calls the hotline or provides information can remain anonymous. Hotline report information is unsubstantiated and is considered confidential under Wis. Stat. § 23.98. Reports are filed by the date reported. Report information is later entered into an

electronic database.

RETENTION: EVENT (Creation) + 25 years and destroy confidential

**00908000.      WARDEN AUDIT REPORTS      CR+3**

This series covers the reports and supporting documentation generated from Warden audits. Under Wis. Stat. Ch. 29, Wardens perform audits on businesses which are allowed to commercialize fish and game. In the course of these audits, Wardens examine documents of the business being audited. Those documents remain the custody of the businesses unless copies are made for the warden's use. When the audit report finds the subject in compliance with state law and no enforcement action is needed, the report is retained for 3 years and supporting documentation is discarded.

NOTE: If the audit results in the need for an investigation, order, referral, etc., the Audit Report and supporting documentation will be filed with those records.

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

**00909000.      WHOLESALE FISH DEALER AND COMMERCIAL FISHERS ANNUAL INVENTORY      CR+6**

Under Wis. Stat § 29.503 and § 29.519(5m), wholesale fish dealers and commercial fishers are required to submit an annual inventory report to the Department documenting species, condition, quantity, and location of fish in possession or under control on a specified date. These inventory reports are used by Law Enforcement in audits and investigations to ensure compliance with harvest quotas. Upon request of the licensee, the Department is required to keep all information on the reports confidential except for statistical summaries or as disclosure may be necessary for prosecution of commercial fish or wholesale fish dealer law violations.

RETENTION: EVENT (Creation) + 6 years and destroy

**00910000.      FOREIGN LAKE TROUT INVOICES & BILL OF LADING      CR+6**

Under Wis. Stat. § 29.503, wholesale fish dealers are required to notify the Department of an anticipated arrival of a foreign lake trout shipment. The Department documents this notification either in writing or electronically. The notification is followed by the wholesale fish dealer mailing or faxing the invoice or bill of lading to the Department. This information is used by Law Enforcement to monitor lake trout purchases and sales.

RETENTION: EVENT (Creation) + 6 years and destroy

**00911000.      COMMERCIAL FISH ACTIVITY REPORT      EVT+6**

Form 4100-205 is used extensively in the Northeast Region (NER), and to a lesser extent in the Southeast Region (SER) to document contacts with the commercial fishing industry (commercial fishers, wholesale fish dealers, sport trollers/charter boats, and guides) as authorized in Wis. Stat. ch. 29. This data was entered into an electronic database for several years prior to 2002. In September 2006, this form has been integrated into an electronic complaint documentation system linked to the DEARS software on each Warden's computer. Paper copies are still used.

RETENTION: EVENT (Date submitted) + 6 years and destroy

**01122000.      PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) TECHNICAL      P**

These records include files containing technical site information regarding the remediation of petroleum contaminated sites under the jurisdiction of the PECFA Bureau. Record series contains the following information - reports, updates, letters, maps, tables, charts, calculations, and occasional photos of petroleum contaminated properties from consultants, property owners, other responsible parties and the Bureau's responses to said materials. There are several reasons people/organizations (including PECFA and/or its successor agency) need to review historical, geological and/or residual contamination data, including, but not limited to:

1. Potential removal of a:
  - Property listing from the DNR GIS registry
  - Deed instrument from a property deed

The removal of either one or both of the two above requires historical and current data. Because properties have had residual contamination present that required an unknown reasonable amount of time to decrease to "safe" concentrations (e.g., several will likely exceed 100 years), it is imperative that the case files be retained. Property owner's change names and addresses all the time. It is extremely important to keep track of the data, especially with several thousand property owners holding on to their own piece of data. One source of all the data provides for the most efficient and effective approach.
2. The study of the long-term effects of petroleum contamination on human health, microbes and/or the environment (specifically in colder regions).
3. The determination/confirmation of the long-term breakdown processes and byproducts for petroleum contamination in the environment, rather than a controlled laboratory.
4. Having the ability to determine the appropriateness of a previous closure of a site/occurrence should future issues arise regarding contamination at the source property or a neighboring or down-gradient property. Historical data would be priceless in minimizing the liability of the DNR. Due to the uncertainty of all of the mechanisms present beneath the surface of the earth, unique situations could arise that require the use of historical data to determine the best course of action necessary to alleviate the problem.

5. Perform future scientific studies of the geologic and hydrologic formations across Wisconsin. University students and/or state or federal agencies/employees including the USGS, EPA, etc. could complete such studies. The following is one such recent example of historical data being requested, to use for future uses: the USGS has approached the DNR regarding interest in obtaining the soil borings (data) from (PECFA) sites.

PERMANENT RETENTION JUSTIFICATION: PECFA Site review section case files contain scientific, geological and historical data, which can and will be utilized years/decades into the future. This summary remediation and redevelopment information is needed permanently to continue to provide prospective purchasers and other interested parties with information as to whether or not a parcel of land was ever identified as a hazardous substance discharge site, whether or not an environmental investigation or cleanup was monitored by the DNR for that parcel, and whether or not restrictions on land use or groundwater use have been required.

RETENTION: Permanent

**01131000.**      **ENVIRONMENTAL IMPACT ANALYSIS DOCUMENTS**      **P**

The DNR Bureau of Energy, Analysis and Sustainability (BEAS) permanently maintains a master copy of all non-master planning Environmental Impact Statements generated by the Department. Records series covers the official records of Environmental Impact Statements (EIS) and other environmental analysis documents. Section 1.11, of the Wisconsin Statutes, requires a detailed environmental analysis of the environmental impact and potential adverse effects and alternatives to the proposed action when the proposals for legislations and other major actions significantly affect the quality of the human environment.

DNR Archive of Environmental Impact Analysis Documents: Records series also covers electronic data on the BEAS internet site located at <http://dnr.wi.gov/topic/eia/archivetype.html>, containing archived environmental impact analysis (EIA) documents. Data includes the following: Document ID Link (with live link to environmental analysis document web address), Project Title, Project Type (EIS, EA, etc.), Document Date, County(ies), and Affected Resource(s). Inventory provides ready access to WEPA documents. Note: Paper copies of the EIS documents are distributed to document depositories, including the State Historical Society, as required under Wis. Stat. 35.84.

Note: Since the early 1990s, master planning related to Department-owned or managed state parks, hatcheries and other state properties combine the master plan and the EIS into a single document.

The official file of the master plan/EIS combination is located in the Bureau of Facilities and Lands. (See: GRS FAC00009, Environmental Assessment & Impact Statements or RDA #370/00780000, Master Plan Case File - Official LF Copy).

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code, Ch. Adm 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent Justification: DNR has ongoing needs for these records. These records provide historical background information regarding the agency's procedures and evolution. Permanent record shall be available in some format; the original record format may be digitized and then discarded.

RETENTION: Permanent

**01132000.**      **HEARING CONSERVATION PROGRAM TEST RESULTS**      **CR+50**

This RDA covers paper and electronic records that have been submitted to the agency from audiologist conducting annual hearing exams for the department. Prior to 2014, audiometric test results had been tracked in an Access database, from electronic files on CDs and paper documents. These will continue to be held until the end retention period, 50 years, and then destroyed confidentially. The current Oracle database application developed in 2014, allows us to import the secured data to our database and the records will be deleted at the end of their retention period.

OSHA 1910.95(m)(3): Employers must keep noise exposure measurement records for two years and maintain records of audiometric test results for the duration of the affected employee's employment.

OSHA 1910.95(m)(2)(ii): Audiometric test records must include the employee's name and job classification, date, examiner's name, date of the last acoustic or exhaustive calibration, measurements of the background sound pressure levels in audiometric test rooms, and the employee's most recent noise exposure measurement.

An employee's medical records are confidential and must be kept separate pursuant to the Americans with Disabilities Act. See 29 CFR s. 1630.14.

RETENTION: EVENT (Creation) + 50 years and destroy confidential

**01133000.**      **ENVIRONMENTAL IMPACT REPORT (EIR) FROM CONSULTANTS**      **EVT+10**

Records in this series covers the final draft of documents that are prepared exclusively by a mining permit, power plant or other major project applicant with appropriate guidance from DNR staff.

An EIR includes the applicant's projections of what the environmental impacts of a project would likely be. The applicant provides their EIR report to DNR and we verify its completeness and accuracy, then use those parts of it that DNR staff deem suitable in our EIS process.

Preliminary data and other submittals, such as biological assessments performed by consultants to the applicant; engineering plans and other information detailing the proposed project and reports that describe in detail the natural environment that would be impacted by a project are treated as Ancillary Files under 370/01134.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code Ch. Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Date of record of decision nor WEPA compliance determination + 10 years and destroy confidential

<b><u>01134000.</u></b>	<b><u>EIS/EA/EIR PROJECT ANCILLARY FILES</u></b>	<b><u>EVT+5</u></b>		
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Records in this series include correspondence, maps, applicant submittals, preliminary analyses, consultant reports, and working files for each Environmental Impact Statement (EIS) [Wis. Stat. 1.11], Environmental Assessment (EA) [Wis. Admin. Code, ch. NR 150] or Environmental Impact Report (EIR), [Wis. Stat. 23.11(5)]. These materials do not include the final EIS, EA, nor EIR, nor do they include metallic mining records to be retained under Record Series 370/00487.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Date of record of decision or WEPA compliance determination) + 5 years and destroy confidential

<b><u>01135000.</u></b>	<b><u>NEPA/WEPA ENVIRONMENTAL REVIEW</u></b>	<b><u>EVT+5</u></b>		
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Records series covers documents prepared by state and federal agencies under the National and Wisconsin Environmental Policy Acts (NEPA/WEPA) and submitted to the DNR for review. Includes all correspondence, including e-mail messages generated during the course of the DNR process to final DNR decision.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Date of WEPA compliance determination or federal Record of Decision) + 5 years and destroy confidential

<b><u>01136000.</u></b>	<b><u>ENVIRONMENTAL REVIEW UNDER DNR/DOT COOPERATIVE AGREEMENT</u></b>	<b><u>EVT+25</u></b>		
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Records in this series include correspondence, maps, applicant submittals, preliminary analyses, and working files for each Environmental Impact Statement (EIS) [Wis. Stat. § 1.11], or Environmental Impact Review (EIR) < [Wis. Stat. § 23.11(5)], project for which BEAS staff provide assistance under the DNR/DOT Cooperative Agreement. These materials do not include the final EIS or EIR reports (of which DOT is the custodian)>

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (EIS/EIR Approval Date) + 5 years and destroy confidential

<b><u>01137000.</u></b>	<b><u>LOCAL ROADS PROJECT REVIEW AND PERMITTING</u></b>	<b><u>EVT+100</u></b>		
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Records in this series include guidance approved and issued by Bureau of Energy, Analysis and Sustainability (BEAS) leadership; correspondence, maps, applicant submittals, preliminary analyses, monitoring data and working files for each permit review. These materials do not include any Environmental Impact Statement (EIS) or Environmental Impact Report (EIR) reports.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Date of issuance of permit or approval) + 100 years and destroy confidential

<b><u>01138000.</u></b>	<b><u>UTILITY PROJECT REVIEW AND PERMITTING</u></b>	<b><u>EVT+100</u></b>		
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Records in this series include correspondence, maps, applicant submittals, preliminary analyses, monitoring data and working files for each permit review. These materials do not include any EIS or EIR reports.

Note: See 370/00016000 - Water Regulatory Decisions. "These decisions include: ...Utility Waterway Crossings..."

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. Adm 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Date of issuance of permit or approval) + 100 years and destroy confidential

**01139000.**      **FRIENDS GROUPS CASE FILES**

**EVT+10**

Records series covers DNR Friends Groups and their activities to support and promote specific DNR activity/function efforts.

Records include:

- Organization files for each friends group, including mission statements, Articles of Incorporation and member contact names and addresses
- DNR Agreements (FORMAL MOUs or Contracts) with Friends Groups
- Insurance Certificates
- Annual Fiscal and Program Report to the Department, which may or may not include a list of donors or itemized donations (Wis. Admin. Code §§ NR 1.71(4)(b)).
- Friends meeting agendas and minutes of meetings
- Friends Group sponsored events
- Significant correspondences

RETENTION: EVENT (Obsolete or superseded) + 10 years and destroy confidential

**01141000.**      **PUBLIC WATER SYSTEMS EPA REPORTING**

**EVT+5**

Records include: water capacity development to ensure that public water systems demonstrate technical, managerial and financial capacity; Environmental Performance Partnership Agreement (EnPPA) which is an agreement entered into between DNR and US EPA Region 5 that defines how the two will work together for the benefit of the public an environment; and Operator certification. (These are different than the Operator Certification records in Science Services. These are required reports sent to EPA on an annual basis.)

RETENTION: EVENT (Date received) + 5 years and destroy

**01142000.**      **SAFE DRINKING WATER ACT (SDWA) PRIMACY FOR STATES**

**EVT+1**

The requirements for State Primacy are contained in 40CFR142, Subp. B. Records in this series pertain to Wisconsin's formal agreements with EPA to implement SDWA rules.

Documents need to be kept until a new primacy package is submitted to EPA at which point the old package must be kept for one year and then destroyed.

RETENTION: EVENT (Superseded) + 1 year and destroy

**01143000.**      **WATER USE SYSTEM DATA**

**P**

Record series covers electronic records documenting high capacity well applications, water use registrations, withdrawal information, reporting data and permitted withdrawal information. This includes information entered into the system by the regulated community as well as by department staff.

Sensitive Information Note: Records in this series may contain the locations of withdrawals or diversions which are sensitive information. Sections NR 856.15 and 860.14, Wis. Admin. Code provides that open records requests received by the department under Wis. Stats. §§ 19.21 to 19.39, that request information on the location of withdrawals or diversions may be subject to greater scrutiny by the department because of domestic security concerns, as allowed under Wis. Stats. §§ 281.346(3)(cm) and (9)(e).

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

Permanent Justification: DNR has ongoing research need for these records. Rules are amended frequently, and complete background information is needed.

RETENTION: Permanent

**01144000.**      **WATER USE REGISTRATION**

**EVT+3**

Records series covers paper records documenting water use registrations and terminations and attachments and associated substantive communications.

This series includes the following forms:

- \* Water Use Registration Forms (3300-267)
- \* Termination of water Withdrawal Registration Forms (3300-271)
- \* Well Filling and Sealing Report Forms (3300-005)

Sensitive Information Note: Records in this series may contain the locations of withdrawals or diversions which are sensitive information. Sections NR 856.15 and 860.14, Wis. Admin. Code provides that open records requests received by the department under Wis. Stats. §§ 19.21 to 19.39, that request information on the location of withdrawals or diversions may be subject to greater scrutiny by the department because of domestic security concerns, as allowed under Wis. Stats. §§ 281.346(3)(cm) and (9)(e).

RETENTION: EVENT (Terminations of well registration) + 3 years and destroy confidential



<b><u>01145000.</u></b>	<b><u>WATER USE FEE</u></b>	<b><u>EVT+3</u></b>		
	Records series covers paper and electronic records documenting property information affecting fees. This series includes the following forms: * Property Interest Verification Form (Interim) * Water Use Fee Cap Certification for Small Businesses (3500-117)			
	Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a>			
	RETENTION: EVENT (Date of decision, lapse or withdrawal) + 3 years and transfer to WHS			
<b><u>01146000.</u></b>	<b><u>HIGH CAPACITY WELL APPROVAL APPLICATION REVIEW - APPROVED/LAP!</u></b>	<b><u>EVT+3</u></b>		
	Records series covers paper documenting review materials for high capacity wells. This record series includes applications, attachments, approval or denial letters, maps, technical drawings, inspection notes, site photographs and associated substantive communications.			
	Sensitive Information Note: Records in this series may contain the locations of withdrawals or diversions which are sensitive information. Sections NR 856.15 and 860.14, Wis. Admin. Code provides that open records requests received by the department under Wis. Stats. §§ 19.21 to 19.39, that request information on the location of withdrawals or diversions may be subject to greater scrutiny by the department because of domestic security concerns, as allowed under Wis. Stats. §§ 281.346(3)(cm) and (9)(e).			
	RETENTION: EVENT (Date of denial, withdrawal, termination or rescission) + 3 years and transfer to WHS			
<b><u>01147000.</u></b>	<b><u>WATER USE REPORTING</u></b>	<b><u>EVT+3</u></b>		
	Records series covers paper records documenting annual water withdrawal reports and attachments, enforcement correspondence and associated substantive communications.			
	This series includes the following form: * Water Withdrawal Reports (3300-275)			
	RETENTION: EVENT (Year of report) + 3 years and destroy confidential			
<b><u>01148000.</u></b>	<b><u>WATER USE PERMITS</u></b>	<b><u>EVT+3</u></b>		
	Records series covers paper documenting automatic approvals, general and individual permit applications, permit review materials, notice of coverage letters, permit modifications, approval or denial letters, enforcement correspondence, permit terminations, and attachments and associated substantive communications.			
	This series includes the following forms: * General Permit Application Forms (3300-273) * Individual Permit Application Forms (Interim) * Automatic permits (General and Individual, Dec. 8, 2011) * Permit Modifications (3300-274)			
	RETENTION: EVENT (Termination of permit) + 3 years and destroy confidential			
<b><u>01149000.</u></b>	<b><u>GREAT LAKES BASIN WATER DIVERSIONS - PAPER</u></b>	<b><u>EVT+3</u></b>		
	Records series covers paper records documenting grandfathered approvals, diversion applications, review materials, and attachments and associated substantive communications.			
	This series may contain confidential NHI information and are exempt from State Open Records Law, Wis. Stat., (s.19.35, 23.27(3)(b)).			
	Sensitive Information Note: Records in this series may contain the locations of withdrawals or diversions which are sensitive information. Sections NR 856.15 and 860.14, Wis. Admin. Code provides that open records requests received by the department under Wis. Stats. §§ 19.21 to 19.39, that request information on the location of withdrawals or diversions may be subject to greater scrutiny by the department because of domestic security concerns, as allowed under Wis. Stats. §§ 281.346(3)(cm) and (9)(e).			
	RETENTION: EVENT (Final decision on the diversion) + 3 years and destroy confidential			
<b><u>01150000.</u></b>	<b><u>GREAT LAKES BASIN WATER DIVERSIONS - ELECTRONIC</u></b>	<b><u>P</u></b>		
	Records series covers electronic records documenting grandfathered approvals, diversion applications, review materials, and attachments and associated substantive communications. Files are retained permanently due to legal and administrative value to the department and public reference and interest in the particular case. These records may also have historical value.			
	This series may contain confidential NHI information and are exempt from State Open Records Law Wis. Stat. § 19.35, 23.27(3)(b).			
	Sensitive Information Note: Records in this series may contain the locations of withdrawals or diversions which are sensitive			

information. Sections NR 856.15 and 860.14, Wis. Admin. Code provides that open records requests received by the department under Wis. Stats. §§ 19.21 to 19.39, that request information on the location of withdrawals or diversions may be subject to greater scrutiny by the department because of domestic security concerns, as allowed under Wis. Stats. §§ 281.346(3)(cm) and (9)(e).

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent Justification: DNR has ongoing research need for these records. Rules are amended frequently, and complete background information is needed.

RETENTION: Permanent

<b><u>01151000.</u></b>	<b><u>WATER LOSS APPROVALS - PAPER</u></b>	<b><u>EVT+3</u></b>
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Records series covers paper documenting water loss applications and attachments and associated substantive communications.

RETENTION: EVENT (Termination of water loss approval) + 3 years and destroy confidential

<b><u>01152000.</u></b>	<b><u>WATER LOSS APPROVALS - ELECTRONIC</u></b>	<b><u>P</u></b>
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Records series covers electronic documenting water loss applications and attachments and associated substantive communications.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent Justification: DNR has ongoing research need for these records. Department rules for water supply service area plans are currently being drafted, and complete background information is needed.

RETENTION: Permanent

<b><u>01153000.</u></b>	<b><u>WATER SUPPLY SERVICE AREA PLANS - PAPER</u></b>	<b><u>EVT+3</u></b>
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Records series covers paper records documenting water supply service area plans and attachments and associated substantive communications.

RETENTION: EVENT (Plan expiration or termination) + 3 years and destroy confidential

<b><u>01154000.</u></b>	<b><u>WATER SUPPLY SERVICE AREA PLANS - ELECTRONIC</u></b>	<b><u>P</u></b>
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Records series covers electronic records documenting water supply service area plans and attachments and associated substantive communications.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent Justification: DNR has ongoing research need for these records. Department rules for water supply service area plans are currently being drafted, and complete background information is needed.

RETENTION: Permanent

<b><u>01155000.</u></b>	<b><u>WATER CONSERVATION AND EFFICIENCY PLANS</u></b>	<b><u>EVT+3</u></b>
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Records series covers paper records documenting water conservation and efficiency plans and attachments, conservation forms for each water use sector (draft forms 3300-277-3300-294), and associated substantive communications.

Note: Currently there is no electronic component of water conservation and efficiency plans, only the paper forms are kept.

RETENTION: EVENT (Lapse or termination of plan) + 3 years and destroy confidential

<b><u>01168000.</u></b>	<b><u>DNR SWITCHBOARD PORTAL</u></b>	<b><u>EVT+50</u></b>
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Records in this series include the original signed paper documents submitted by ESR users. These documents are required to be retained by DNR.

RETENTION: EVENT (Date of last signature received for the calendar year) + 50 years and destroy confidential

<b><u>01193000.</u></b>	<b><u>REFRIGERANT RECOVERY PROGRAM - INITIAL APPLICATION AND DETERM</u></b>	<b><u>EVT+5</u></b>
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This record series consists of initial application materials for the salvaging, dismantling, transporter and WI DOT salvagers. Includes, but not limited to, the following: application with relevant forms, Social Security/FEIN Collection Request Form (form 9400-568),

correspondence, determination letter and registration certification.

Lifecycle Language: The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images 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.

Event definition: Facility is inactive when the application is denied or certification expired.  
Reason for creation: These records were identified during agency review.

RETENTION: EVENT (facility inactive) + 5 years and destroy confidentially

**01194000.      REFRIGERANT RECOVERY PROGRAM - REVISION AND/OR RENEWAL APPLI      EVT+5**

This record series consists of revision and/or renewal application materials for the salvaging, dismantling, transporter and WI DOT salvagers. Includes, but not limited to, the following: application with relevant forms, correspondence, determination letter and registration certification. This does not include new ownership where a new initial application is required.

Lifecycle Language: The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images 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.

Reason for creation: These records were identified during agency review

RETENTION: EVENT (certificate issuance) + 5 years and destroy confidentially

**01195000.      BUREAU OF AIR MANAGEMENT PUBLIC INFORMATION      EVT+3**

This record series consists of informational materials intended for our internal and external customers and the general public. Materials content is not sensitive, confidential or controversial. Includes, but not limited to, the following: web pages, fact sheets, frequently asked questions, user guides, instructions, audio/visual materials, etc.

Lifecycle Language: The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images 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.

Event definition: Materials are out of date when the information is superseded or content no longer relevant.

Reason for creation: These records were identified during agency review.

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

**01211000.      PESTICIDE TREATMENT INDIVIDUAL APPROVAL REQUESTS      EVT+5**

These records contain an environmental and social risk assessment for the pesticide treatment, pesticide label(s), proposed application rates and methods, target species, list of Endangered Resources and species justification, and physical characteristics of the treatment site.

RETENTION: EVENT (Date request is approved or denied) + 5 years and destroy confidential

**01212000.      PESTICIDE USE APPROVAL FORM (4200-009)      EVT+5**

These records contain an environmental and social risk assessment for the pesticide treatment, pesticide label(s), proposed application rates and methods, target species, and physical characteristics of the treatment site.

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 request is approved or denied) + 5 years and destroy

**01213000.      PESTICIDE COMPLETED TREATMENTS      EVT+5**

These records contain label(s) of the pesticide(s) applied, application rates and methods, target species, date of treatment, application personnel, and physical characteristics of the treatment site. Data sheets, including the External Pesticide Use Report (4200-012, are completed in the field and entered in the database. Completed treatments include NR 107 permitted treatments, general treatments, as well as farming agreement treatments and contracted treatments that are conducted by third parties.

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 treatment is completed) + 5 years and destroy.

<b>01214000.</b>	<b><u>PESTICIDE USE REPORT FORM (4200-008)</u></b>	<b><u>EVT+5</u></b>
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Starting in 2001 the form collected pesticide completed treatment data into the Aquatic and Terrestrial Resources Inventory (ATRI). These records contain label(s) of the pesticide(s) applied, application rates and methods, target species, date of treatment, application personnel, and physical characteristics of the treatment site. Data sheets are completed in the field and entered in the database where the data will be stored.

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 form is submitted) + 5 years and destroy confidential

<b>01215000.</b>	<b><u>ANNUAL DNR PESTICIDE INVENTORY FORMS (4200-007)</u></b>	<b><u>EVT+3</u></b>
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These records contain the annual inventory of pesticides stored at a DNR office or field location and includes the following data: administrative program, date, field storage site, and responsible staff. The responsible staff provides a list of pesticides that captures pesticide trade name, active ingredient, EPA registration number, current amount in gallons and pounds, purchase date and any comments associated with each individual pesticide listed.

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 form is submitted) + 3 years and destroy

Dept #: /011/ Department Name: WILDLIFE MANAGEMENT

<b>00581000.</b>	<b><u>KILL/HARVEST REGISTRATION SUMMARY DATA</u></b>	<b><u>P</u></b>
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Records in electronic databases (currently Access or Excel) used to record kill/harvest data, includes but is not limited to:

- \* Early September Canada Goose Harvest Access database located in Central Office
- \* Exterior Zone Canada Goose Harvest Access database located in Central Office
- \* Deer Harvest Database located at Wildlife Research Center, Madison
- \* Bear Harvest Database located at Wildlife Research Center, Madison
- \* Turkey Harvest Database located at Wildlife Research Center, Madison.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: Permanent retention in the DNR is required for the Department to continue to meet its regulatory and public interest obligations. The Department is responsible for managing harvest data and statistics, tracking kill/harvest over time and analyzing trends. Data is used for wildlife research, program administration and to support statutory and regulatory initiatives for managing wildlife in the State.

<b>00584000.</b>	<b><u>WILDLIFE POPULATION SURVEY DATA FILES</u></b>	<b><u>P</u></b>
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Records in this series cover electronic data providing historical information on Wisconsin hunting experience, by particular hunt or particular hunting zone, as well as type of wildlife hunted, date of hunt, etc. Data files consolidate wildlife survey information including deer, bear, goose, waterfowl breeding and other wildlife species. Data is gathered from harvest surveys, registered numbers of animals harvested, from field observations/surveys, bird banding records, and other sources. Data tracks hunting trends, numbers of hunters, demographics of hunters and overall success of the hunting experience. Electronic data currently consists primarily of SAS datasets.

Annual data is to be maintained permanently and migrated to new hardware and software as necessary.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: Permanent retention of data is needed for the Department to perform wildlife management functions, administer hunting, track trends and monitor effectiveness of harvesting practices over time.

**00585000.**      **WILDLIFE POPULATION/HARVEST SURVEYS AND DOCUMENTS**      **CR+1**

Records series covers returned Population/Harvest survey forms, and other paper documents or survey instruments that provide source data for analysis and reporting purposes.

NOTE: Wildlife also receives hunting and hunter data from the Automated Licensing Information System (ALIS) through Electronic Data Interchange (EDI). All paper and electronic data are entered into SAS electronic datasets. After information is entered into the electronic database, these records have no ongoing value to the program.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Creation) + 1 year and destroy

**00590000.**      **TRAPPER EDUCATION APPLICATIONS**      **CR+5**

Trapper education certificates issued by the Dept. to teach trapping under s. 29.597(1)(a), Wis. Stats. Applications are submitted to Central office and certificates are issued from DNR Wildlife Research. Records in this series include applications for:

- \*Cooperative Trapper Education Program Graduate Certificate
- \* Cooperative Trapper Education Certified Trapping Instructor Certificate
- \* Cooperative Trapper Education Certified Trapping Instructor MOU
- \*Cooperative Trapper Education Program Instructor Certification Application
- \*Wisconsin Cooperative Trapper Education Program - Student Registration Card

RETENTION: EVENT (Creation) + 5 years and destroy

**00591000.**      **TRAPPER EDUCATION PROGRAM GRADUATE DATA**      **EVT+10**

Records - currently stored electronically in Microsoft Access database located in Madison Central office with data on certified trapper graduates.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Certification end) + 10 years and destroy

**00594000.**      **WILDLIFE STOCKING PERMITS**      **CR+5**

Records series covers applications and renewal applications for stocking grey squirrels, turkeys, and other wildlife (not including pheasant) on private lands in the State, per s. 23.09(2)(h), Wis Stats. Series covers application and renewal forms, relevant correspondence and approval documentation. Game farms may have a long-term impact on animal habitat and wildlife species.

RETENTION: EVENT (Creation) + 5 years and destroy

**00595000.**      **PHEASANT STOCKING APPLICATIONS AND PERMITS**      **CR+5**

This records series covers pheasant stocking applications and permits, authorized under s. 169.04(4)(b)1, Wis. Stats., for hunting and dog training purposes. Series covers stocking applications for pheasants only submitted to the Department, both approved and denied. This series includes but is not limited to the records associated with the Day-Old Chick Program.

RETENTION: EVENT (Creation) + 5 years and destroy

**00596000.**      **PHEASANT STOCKING PERMIT FOR PRIVATE INDIVIDUALS, STATISTICAL D/**      **CR+100**

This records series covers electronic pheasant stocking data, to track the stocking applications and permits issued by the Department for private individuals to stock pheasants for training, shooting or stocking on private properties.

RDA # RDA Title Retention Disposition PII

Data includes permittee, stocking location, species and dates information from the Wildlife stocking application. Data is used to document stocking activities and track permittees and activities over time and analyze trends. Data is maintained for wildlife management purposes and to determine whether or not stocking has a detrimental effect on animal health and safety.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Creation) + 100 years and transfer to WHS: DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. The original records format may be digitized and then discard.

**00597000. STATE GAME FARM PHEASANT STOCKING ON STATE PROPERTY, STATISTI CR+100**

This records series covers electronic pheasant stocking data by the Department, including, but not limited to stocking location, species and dates information that documents stocking activities. Data is maintained for wildlife management purposes and to determine whether or not stocking has a detrimental effect on animal health and safety.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Creation) + 100 years and transfer to WHS. DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. The original record format may be digitized and then discard.

**00598000. PHEASANT STOCKING DOCUMENTS AND GAME FARM BROOD DOCUMENTS CR+10**

Records in this series cover paper game farm production/husbandry forms, reports, and observations for pheasants stocked from the State Game Farm at Poynette or provided to cooperators in the Day-old Chick program.

Pheasant Stocking Documentation: This record series also covers pheasant stocking on Public Hunting Grounds. Series covers all Pheasant stocking by the Department on public lands.

The Department raises pheasants and monitors breeding and health of the birds. Documents in this series provide source documents to track captive game farm pheasants. Includes, but is not limited to the Day-old Chick Agreement, Day-old Chick Rearing Report, Weekly Report of Game Birds, Annual Hatch and Chick Distribution, Breeder flock selection records, Breeder flock daily mortality and production records, Breeder flock weekly egg production/bird inventory, Breeder flock vaccination records, Annual hatching and chick distribution record, Brooder house daily mortality records, and Weekly Breeder Flock Production/Inventory.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Creation) + 10 years and destroy

**00599000. PHEASANT STOCKING PROGRAM BROOD DATA CR+100**

This records series covers Brood data for pheasants stocked from Poynette Game Farm including, but not limited to the annual Public Hunting grounds Stocking report and the Day-old Chick Rearing Report.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Creation) + 100 years and transfer to WHS. DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. The original record format may be digitized and then discard.

**00601000. DOG TRAINING PERMITS EVT+1**

Records in this series include applications and permits and all other materials used to permit the use of bids for dog training purposes pursuant to s. 29.321 Wis. Stats.

RETENTION: EVENT (Permit closed and data migrated into database) + 1 year and destroy

**00602000. DOG TRAINING PERMIT DATA EVT+10**

Records in electronic database (Microsoft Access) used to record issued permits and is located in Central Office.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:

RDA #	RDA Title	Retention	Disposition	PII
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<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Permit close) + 10 years and destroy

**00603000.**      **WILDLIFE HEALTH PROGRAM**      **CR+5**

Records in this series include paper reports, observation materials, and test results used to monitor the health of wildlife in Wisconsin. Records include but are not limited to wildlife necropsy reports, laboratory and toxicology results, deer herd monitoring, and documentation specific to disease of special concern affecting Wisconsin's wildlife such as Chronic Wasting Disease and West Nile Virus.

Retention: This records series provides important wildlife health and safety data that needs to be recorded and maintained over time. Specific information on reports may need to be referenced in the future.

RETENTION: EVENT (Creation) + 5 years and destroy provided key data entered into database

**00604000.**      **WILDLIFE HEALTH PROGRAM DATA**      **P**

Records in electronic databases (Microsoft Access and Excel) record report data, observations and testing results of Wildlife Health monitoring activities in the State. Series includes but is not limited to data from wildlife necropsy reports, laboratory and toxicology results, deer herd monitoring, and documentation specific to disease of special concern affecting Wisconsin's wildlife such as Chronic Wasting Disease and West Nile Virus.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: Permanent - justification this record series needs to be retained permanently to fulfill the Department's mandate to monitor health and safety of Wisconsin's wildlife, including potential impacts on other species.

**00605000.**      **PUBLIC HUNTING GROUND MANAGEMENT PLANS**      **EVT+5**

Series covers management plans required for public hunting grounds in Wisconsin under s. 29.317, Wis. Stats. Documents include Prescribed burns records.

Bureau of Facilities and Lands maintains a master file of management plans for state-owned properties.

RETENTION: EVENT (Plan superseded or obsolete) + 5 years and destroy

**00606000.**      **HABITAT MANAGEMENT STAMP PROJECTS**      **EVT+5**

Records in this series cover DNR projects and activities to manage public and private wildlife habitat, funded from stamp revenues and may also be undertaken with partners, e.g., Ducks Unlimited. Project records include plans, budgets and cooperative agreements to maintain or develop habitat for the benefit of particular species on individual properties. Series also includes reports and relevant correspondence. Types of records include the following. Pheasant Stamp Summary, Turkey Stamp Summary, Waterfowl Stamp Summary, MARSH projects cooperative agreements. Projects may be amended, modified or renewed. Retention of records is based on final close of project.

RETENTION: EVENT (Project completion) + 5 years and destroy

**00607000.**      **HABITAT MANAGEMENT STAMP DATA**      **EVT+50**

Records in electronic databases (Microsoft Access and Excel) record stamp project data, status of projects, funding amounts, properties and species, partnership shares, dates.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Project close) + 50 years and destroy

**00608000.**      **WILDLIFE PROGRAM GIFTS AND DONATION CASE FILES**      **EVT+6**

Records in this series document gifts and donations as authorized by s. 23.0992)(o) to State-owned wildlife properties and wildlife programs from individuals and organizations, including the following:

- \* Wildlife area donation donor correspondence and DNR acceptance letters targeted for Crex Meadows, Pershing Wildlife Area, Yellowstone Horse Trails, etc.
- \* Wildlife species habitat program donation correspondence, e.g., for pheasant, turkey habitat maintenance programs.
- \* Wetland and grassland program donation correspondence.

Funds may be targeted for use in the future, and retention needs to be based on expenditure of donated funds. NOTE: Remittance documents and funds received records are forwarded to Bureau of Finance and maintained per the State Fiscal and Accounting General Records Schedule.

RETENTION: EVENT (Expenditure of funds) + 6 years and destroy

**00609000. WILDLIFE PROGRAMS GIFTS AND DONATIONS DATA EVT+50**

Records in electronic database (currently Microsoft Access) used to record gifts and donations to wildlife programs, including donor data, gift amounts, program targeted, any terms and conditions related to donations, properties, species, dates, etc.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Project close) + 50 years and destroy

**00610000. WILDLIFE DAMAGE AND ABATEMENT CLAIMS CASE FILES EVT+5**

This records series covers claim documents submitted for wildlife damage and abatement efforts under s. 29.889(7), Wis. Stats. Includes copy of Request for Reimbursement WDACP, Reimbursement Request Worksheet, Wildlife Damage Claim forms and other materials needed to document Department claim payments.

RETENTION: EVENT (Date of payment) + 5 years

**00611000. WILDLIFE DAMAGE AND ABATEMENT SHOOTING PERMIT APPLICATIONS EVT+10**

Records include Application and Permit to Shoot Deer Causing Damage, Authorization to Shoot Deer Causing Agricultural Damage, and other types of applications to authorize wildlife kills outside of normal hunting seasons.

RETENTION EVENT (Date issued) + 10 years and destroy

**00612000. REGISTERED FENCE CONTRACTS EVT+5**

Wildlife Damage and Abatement Registered Fence Contract Case Files: Records in this series cover applications and contracts for wildlife damage and abatement fences under s. 29.889(3)(c)(2).

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

**00613000. VENISON GOOSE DONATIONS AGREEMENTS EVT+5**

Records series covers cooperative agreements for hunters to take deer carcass to food processor to have processed venison donated to food pantries, as authorized under s. 29.89 Wis. Stats. Agreement files contain contracts, relevant donation correspondence and signatures of parties involved.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Close of agreement) + 5 years and destroy

**00614000. PLANS OF ADMINISTRATION (POAS) EVT+5**

Agreements between the Department and counties for wildlife damage and abatement efforts in the counties. Plans define administration of WDACP in each county and include plan, agreements and related correspondence.

Bureau of Facilities and Lands maintains a master file of management plans for state-owned properties.

RETENTION: EVENT (Close of contract) + 5 years and transfer to State Historical Society of Wisconsin

**00615000. WILDLIFE DAMAGE AND ABATEMENT SUMMARY DATA EVT+50**

Databases are located in Central Office and include but are not limited to Claims Database (Access), Fences Database (Access), Shooting Permits Database (Access), Donation Agreements (Access) and Plans of Administration (POAs). Data from paper applications and contracts is entered into the databases and used to monitor and determine approval of damage claims.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb.code.adm.adm012.pdf>

RETENTION: EVENT (Close of claim and migrated to updated systems as necessary) + 50 years and destroy

**00617000. HUNTING - PUBLIC MEETINGS AND HEARINGS CR+20**



Dept #: /011/ Department Name: WILDLIFE MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
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Records series covers information on DNR wildlife management, hunting, trapping, wildlife health, hunting lands and species management issues. Includes meeting and hearing announcements, agendas, registered attendees, written comments received, minutes, transcripts and reports. Examples:

- \* Chronic Wasting Disease meetings
- \* Deer 2000 meetings
- \* Spring Fish and Wildlife Hearings
- \* Citizen Advisory Committees on Hunting
- \* Annual Herd Status Meetings
- \* Deer Management Unit Goal and Boundary Reviews

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

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

<b><u>00618000.</u></b>	<b><u>HUNTING SPONSORSHIP/PARTNERS</u></b>	<b><u>EVT+6</u></b>
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Records in this series cover Department involvement with hunting sponsors, organizations and partners, including joint sponsorship to print and distribute hunting information materials, e.g., Hunting Regulations booklets. Sponsors including but not limited to groups listed below, provide funds to support hunting education and information.

- \* Conservation Congress
- \* Wisconsin Trappers Association
- \* Ducks Unlimited

The U.S. Fish and Wildlife Service (USFWS) is also a partner for the Harvest Information Program (HIP) electronic telephony method for hunters to provide waterfowl harvest data for tracking purposes.

RETENTION: EVENT (Agreement or contract superseded or obsolete) + 6 years and destroy

Dept #: /012/ Department Name: FOREST MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
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<b><u>00630000.</u></b>	<b><u>FOREST TAX DATA - LEDGERS AND PARTICIPANT CASE FILES</u></b>	<b><u>EVT+60</u></b>
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Records in this series include continuous electronic data records (Oracle) for the Wisconsin Forest Inventory & Reporting System (WisFIRS). Electronic records in this series include ledger data on billings to and payments from participants in MFL & FCL; tax payments and annual aid payments to towns and counties; and closed acreage fees collected per Wis. Stat. ch. 77. The data is updated regularly and is needed for program tax collection and reimbursement purposes. Ledger data is needed for as long as the program is in existence for administrative purposes. It provides specifics on funds collected and disbursed and data needed for forest management trend analysis.

Records in this series cover data in the Oracle database needed to manage each parcel of land in MFL and FCL programs and to track the parcel throughout the contractual period. Data includes case file number for each parcel of land enrolled, address of land and legal description, contract designation year and contract length, participant information and ownership changes. The database is updated regularly.

Retention Justification: Records are needed for the full length of the MFL or FCL contract plus an additional ten years for reference and program administrative purposes. Due to the integrated records management system, all records are kept for the length of the longest contract which is 50 years.

RETENTION: EVENT (Effective date) + 60 years and destroy confidential

<b><u>00636000.</u></b>	<b><u>FOREST CROP LAND (FCL) &amp; MANAGED FOREST LAW (MFL) CASE FILES</u></b>	<b><u>EVT+60</u></b>
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Records in this series cover complete case files which includes paper documentation related to the MFL or FCL programs and documentation received and sent for land enrolled, which may include duplication of records like paper contracts of land enrolled in the FCL & MFL programs under Wis. Stat ch. 77, subchs. I and VI.

Retention Justification: Records are needed for the full length of the MFL or FCL contract plus an additional ten years for reference and program administrative purposes. Due to the integrated records management system, all records are kept for the length of the longest contract which is 50 years.

RETENTION: EVENT (Effective date) + 60 years and destroy confidential

**00636A00.** **FCL & MFL MASTER CASE FILES** **EVT+60**

Microfilm & Electronic records in this series include contracts of land enrolled in the FCL & MFL programs under Wis. Stat. ch. 77, subchs. I and VI, including application, order of entry, land exam and practice report, maps, management plan, land listing, transfers and withdrawals, contested case hearings, investigations information and significant correspondence.

The Central FR office maintains the official microfilm versions of FCL & MFL case files. Field foresters and certified plan writers enter data and scan paper originals into an Oracle database that is maintained by Central Office staff. Paper copies are kept in the field foresters' files and are covered by RDA 636 FCL and MFL Case Files.

Retention Justification: Records are needed for the full length of the MFL or FCL contract plus an additional ten years for reference and program administrative purposes. Due to the integrated records management system, all records are kept for the length of the longest contract which is 50 years.

RETENTION: EVENT (Effective date) + 60 years and transfer to WHS

**00637000.** **FCL SEVERANCE TAX BILLINGS** **EVT+6**

Records series covers documentation of timber sales on land enrolled under the Forest Crop Law program, including supporting materials for severance tax required by Wis. Stat. § 77.07. Files contain original cutting notice/reports, relevant timber sale correspondence and invoices.

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

**00638000.** **FCL & MFL MASTER LIST REPORTS** **EVT+60**

Record series covers master listings of lands entered into FCL and MFL programs generated annually from Forest Tax database. Reports identify all parcels participating in the program and are generated to provide snapshots in time of all relevant program data in the database when the report is generated, including owner, location of land, and status of open and closed designation. Reports are generated by WisFIRS and stored electronically on the server.

Retention Justification: Reports have long-term value for reference purposes and to assure that the program is administered appropriately. FCL and MFL Summary of acreage by municipality is included in this series. It is a summary report used by the Department and the Department of Revenue for reference and general trends analysis.

RETENTION: EVENT (Creation of Master List Report) + 60 years and transfer to WHS

**00642000.** **TIMBER SALES REPORTS (STATE OWNED PROPERTIES) - FIELD FORESTER P**

Under Wis. Stat § 28.05, the Department may sell products removed in cultural or salvage cuttings and standing timber from state forests. Records series include Field Forester's records of timber sales as described in the Timber Sale Handbook (2461) chapter 80 (86-1, 86-2), including original documentation of timber sale contracts, timber sale notice and cutting reports, letter of credit and timber sale maps. These records track the history of timber management activity that has occurred on the properties.

Permanent Justification: Permanent retention is needed for continued management of Wisconsin's forests and to protect the public interest.

RETENTION: Permanent

**00642A00.** **TIMBER SALES REPORTS (STATE OWNED PROPERTIES) TRANSACTION DE** **EVT+6**

This series may include Field Forester records and additional detail on timber sale transactions, such as remittances and invoices, close out forms, scale slips, and other bid and performance bond information. Records are maintained for the purpose of tracking and balancing the forestry bond account.

RETENTION: EVENT (Audit of timer sales) + 6 years and destroy

**00643000.** **ANNUAL AID AND RESOURCES AID PAYMENTS** **EVT+6**

Records in this series includes payments to municipalities and counties made by the department annually for lands enrolled in MFL, FCL and County Forest Law (CFL).

- Annual Aid payments are described in Wis. Stat. §§ 77.05, 77.85 and 28.11 (8)(a). Payments are a per acre payment for acres enrolled under FCL, MFL and CFL. Records include report showing amounts to be paid by municipality and program.

- Resources Aid payments are described in Wis. Stat. § 23.09(18) . Payments are made to counties with 40,000 or more acres of MFL and FCL lands. Under current appropriations, a total of \$1.25 million is shared by the qualifying counties. Records include reports showing acres entered in each county, amounts paid to eligible counties and relevant correspondence.

RETENTION: EVENT (Close of claim) + 6 years and transfer to WHS

<b><u>00644000.</u></b>	<b><u>FOREST RECONNAISSANCE DATA</u></b>	<b><u>EVT</u></b>		
	<p>Forest Reconnaissance data on the timber types and forest practice activities carried out on County Forests and State Forests/Lands is used to facilitate the scheduling of forest management activities on each county forest or state property. The spatial land layer includes forest location, stand type and make-up, species present, invasives present, and harvest information. This database is a continually updated snapshot of the timber types and management practices being proposed on these public lands. Field foresters maintain and are responsible for updating this data and entering it into an application connected to the Forest Reconnaissance database.</p> <p>RETENTION: EVENT (Superseded) and destroy</p>			
<b><u>00645000.</u></b>	<b><u>CFL LEDGERS AND MAINTENANCE DATA</u></b>	<b><u>P</u></b>		
	<p>CFL Ledgers and Maintenance Data: Records in this series include continuous electronic data records (Oracle) for WisFIRS used by the CFL Program. These include the following:</p> <ul style="list-style-type: none"> <li>• Ledgers for County Forest loans</li> <li>• Ledgers and data on severance tax billings to, and payments from, counties.</li> <li>• Acreage entered in the CFL program</li> <li>• Timber sale volume, value, # of sales, cut acres and species information for the individual county forests.</li> </ul> <p>Permanent Justification: This data is needed to track whether a county is subject to severance tax as stipulated under Wis. Stat. § 28.11 (9) and if so, that they have been billed and have paid accordingly. Acreage listings are maintained in order to allocate money under the variable acreage share loan and Wildlife Habitat grant programs and so DNR can make aid payments to Towns under Wis. Stat. § 28.11 (8) and so Counties can make stumpage allocations to Towns under Wis. Stat. § 28.11 (9)(d).</p> <p>RETENTION: Permanent</p>			
<b><u>00649000.</u></b>	<b><u>CFL TIMBER SALES</u></b>	<b><u>P</u></b>		
	<p>Under Wis. Stat. § 28.11, County Forests are authorized to sell forest products removed in cultural operations or timber sales. Each County is required to maintain detailed timber sale records (see RDA# 00650000 CFL Audits). However, local field foresters are also charged with maintaining historical data (Timber Sale Handbook 2461, page 111-2).</p> <p>Field foresters retain the cutting notice &amp; report, the DNR copy of the sale contract and map. These records track the history of management activity on the properties and provide valuable insight into successive forest trends and impacts of forest management practices. Information is frequently referenced by field staff.</p> <p>Permanent Justification: DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. Permanent record shall be available in some format; the original record format may be digitized, verified, and then discarded.</p> <p>RETENTION: Permanent</p>			
<b><u>00650000.</u></b>	<b><u>CFL AUDITS</u></b>	<b><u>EVT+10</u></b>		
	<p>The Public Forest Lands Handbook (2460.5 - Chapter 230) requires the DNR to audit county forests on a three-year cycle, including loans, grants, payments, aids and timber sale program. This is to ensure that sound forest management is being done and the county forest is in adherence to Wis. Stat. § 28.11 . Records in this series include audit reports and findings, including supporting materials that DNR auditors create and collect.</p> <p>RETENTION: EVENT (Audit completion) + 10 years and destroy</p>			
<b><u>00651000.</u></b>	<b><u>CFL ENTRIES AND WITHDRAWALS - ORDERS</u></b>	<b><u>P</u></b>		
	<p>Records in this series include the official signed CFL orders of entry, orders of withdrawal, withdrawal findings of fact and any hearing transcripts or findings. Wis. Stat. §§ 28.11 (4) &amp; 28.11 (11) reference the process that generates these records. This is the official documentation of entries and withdrawals from the program. A copy of the order of entry is provided to the county clerk and county forestry committee and is recorded with the register of deeds.</p> <p>Permanent Justification: These records track the history of lands enrolled as county forest lands. Permanent retention is needed for continued management of county forests on public lands and to protect the public interest Permanent record shall be available in some format; the original record format may be digitized, verified, and then discarded.</p> <p>RETENTION: Permanent</p>			
<b><u>00651A00.</u></b>	<b><u>CFL ENTRIES AND WITHDRAWALS - DOCUMENTATION AND CORRESPONDE</u></b>	<b><u>EVT+10</u></b>		
	<p>Records in this series include CFL applications, letters, briefs, exhibits and environmental assessments.</p> <p>RETENTION: EVENT (Approval of entry or withdrawal) + 10 years and destroy</p>			
<b><u>00652000.</u></b>	<b><u>COUNTY FOREST COMPREHENSIVE LAND USE PLANS</u></b>	<b><u>EVT+60</u></b>		

Wis. Stat. § 28.11 (5), requires the respective County Forest Committees to develop a plan, currently for a 15-yr period, that governs the management of the County Forest. The plan must be approved by the respective County Board and the DNR. Management of each County Forest is bound by this document, and it is a common reference both by the Counties and the DNR. This record series includes the environmental assessment of each plan.

Retention Justification: These records track the history of lands enrolled as county forest lands. Retention is needed for continued management of county forests on public lands and to protect the public interest. Records shall be available in some format; the original record format may be digitized, verified, and then discarded.

RETENTION: EVENT (Approval of completed subsequent plan) + 60 years and transfer to WHS

**00653000.** **CFL PROGRAM GUIDANCE AND POLICY CORRESPONDENCE** **P**

Records in this series document the policies of the County Forest Law program. Includes issue papers, strategic plans and significant correspondence interpreting or formulating policy for the program. Additionally, any summary information on the various facets of the program that would have historical value is included. Summary information of loan and grant history, county forest time standards and cumulative timber sale data are examples of such information. Note: DNR has related series file for Administrative Rule files and Directives (Manual Codes and Handbooks).

Permanent Justification: DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. Permanent record shall be available in some format; the original record format may be digitized, verified, and then discarded.

**00657000.** **CERTIFIED PLAN WRITER CASE FILES** **EVT+6**

Records in this series include letters, MFL management plan packets, and other miscellaneous documentation related to eligibility, maintenance, revocation and appeal of individual plan writer certification. Wis. Stat. ch. 77, subch. VI, requires that private foresters must be certified by the department to write MFL management plans. Wis. Admin. Code, ch. NR 46, subch. III, establishes eligibility, maintenance and revocation requirements for certification.

RETENTION: EVENT (Certification denial or termination) + 6 years and destroy confidential

**00682000.** **GYPSY MOTH MONITORING PROGRAM** **EVT+50**

This program monitors the spread and changes in the population of gypsy moth in WI using pheromone baited traps. Where gypsy moth is present in isolated, pioneering colonies, DATCP uses insecticides or mating disruption techniques to attempt to eradicate the colony. Records series includes maps and data on results of gypsy moth trapping in Wisconsin. Maps and data are generated from U.S. Forest Service and DATCP systems. DNR uses data for suppression program planning.

Retention Justification: These records are used in long-term studies on the changes in populations of gypsy moth.

RETENTION: EVENT (Trapping program complete) + 50 years and transfer to WHS

**00683000.** **GYPSY MOTH BIOCONTROL SURVEY PROGRAM** **EVT+50**

Once gypsy moth is established, DNR becomes the lead agency in the management of this pest. Natural enemies are introduced where appropriate and monitored for establishment in the Biocontrol Program. Public education and training are provided so landowners, municipal and DNR staff are aware of the options for management of gypsy moth. Records series includes maps, data and reports on the pre-release and post release surveys for parasites and diseases introduced to aid in management of the non-native gypsy moth. Data also includes records collected on non-native natural enemies of gypsy moth that have become established on their own.

Retention Justification: These records are used in long-term studies on introduction, establishment and spread of non-native land enemies of gypsy moth.

RETENTION: EVENT (Survey complete) + 50 years and transfer to WHS

**00684000.** **GYPSY MOTH TREATMENT (SPRAY) PROGRAM: ERADICATION, STS AND SU** **EVT+50**

Where outbreaks of this pest threaten to cause heavy defoliation and subsequent stress of trees, the DNR offers participation in a state organized suppression spray as described in Wis. Admin Code ch. 47, sub chapter IX Rules for Federal Cost Sharing Program to Suppress Gypsy Moth. The federal government provides partial reimbursement of the cost of this treatment and for any preparatory work.

Records include maps of treatment sites, memos, Spray Plans, Environmental Assessments, Safety Plans, bills, correspondence with local spray coordinators and with concerned citizens, results of follow-up surveys to determine efficacy of the spray, and data used in timing the spray. This records series may also include relevant maps and other long-term value records from grant programs. This records series also includes maps and associated information on eradication and efforts to slow the spread in eastern Wisconsin from 1992-2000.

NOTE: This treatment program will be completed at the end of the summer of 2018. This RDA series will need to be revisited to deactivate accordingly at the end of summer 2018.

Retention Justification: Long-term records of treatments are used in assessing changes in threat level of the target pest.

RETENTION: EVENT (Spraying complete) + 50 years and transfer to WHS

**00687000.** **CHAMPION TREE NOMINATION CASE FILES** **EVT+50**

The Champion Tree program recognizes big trees throughout the state, whether they are on public or NEW private land. Records cover submission for champion nomination, submissions for the top 10 trees of each species, and related documentation and correspondence. Records related to the top 10 submissions of each species are kept to allow for replacement of current champions. These Champion Trees hold significant historical and economic value to the state.

Retention Justification: The Forestry program needs to retain these reports for research, statistical and administrative purposes. The retention period reflects the average lifespan of a tree.

RETENTION: EVENT (Nomination submission) + 50 years and transfer to WHS

**00700000.** **FOREST NURSERY DATA** **EVT+5**

Data includes tracking information related to the processing of tree orders, current salable stock inventories, county shipping schedules, revenue and sales tax amounts. Records in this series are maintained in an electronic database records (currently in Access) for the nursery program. All key information related to each tree order is entered on a daily basis. Griffith State Nursery personnel create and maintain the database annually to reflect one year of nursery data for all three DNR nurseries. Nursery personnel at Hayward and Wilson State Nurseries download data for reference purposes during the planting year.

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

**00701000.** **ANNUAL NURSERIES COST REPORTS** **P**

The DNR Bureau of Finance generates an annual report that documents the cost of growing, distributing and administering all nursery stock. The report is used to calculate charge back costs to applicants and to track the efficiency and effectiveness of the program over time.

Permanent Justification: The Forestry program needs to retain these reports permanently for administrative, statistical and administrative research purposes.

RETENTION: Permanent

**00701A00.** **FOREST NURSERY STATISTICAL REPORTS** **P**

Since the Forest Nursery Program was initiated, in 1911, statistical reports have been generated containing summary tree and shrub distribution data. The current report, "Annual Distribution and Tree Planting Report," generated from the Forest Nursery Database, is produced annually and documents all tree and shrub distribution numbers for the year.

Permanent Justification: The Department maintains reports permanently for program administration and research purposes. DNR has ongoing requests for these records. These records provide historical background information regarding the agency's procedures and evolution. Permanent record shall be available in some format; the original record format may be digitized and then discarded.

RETENTION: Permanent

**00705000.** **TREE IMPROVEMENT PROGRAM RECORDS** **EVT+50**

The tree improvement program develops and produces genetically superior seed for the state nurseries, in conjunction with the University of Wisconsin - Madison Dept. of Forest Ecology & Management. The program has a variety of seed orchards and genetic trials throughout the state. This record series covers maps, case files, and research data associated with seed orchards, research trials, and other tree improvement projects.

Retention Justification: Tree improvement is a long-term endeavor and requires records be maintained for a long time. It can take 25 plus years to complete one generation of breeding. A seed orchard can remain productive for 50 plus years. Records need to be maintained for future work with the plant material.

RETENTION: EVENT (Research project closed) + 50 years and transfer to WHS

**00705A00.** **TREE IMPROVEMENT RESEARCH DATA** **EVT+0/6**

This records series consists of electronic Tree Improvement Program data. Summary data may be generated about seed orchards, genetic trials or other tree improvement projects. The Reforestation Program maintains these data files as needed for statistical purposes, to compare results and track similar types of projects.

RETENTION: EVENT (Superseded) + 6 months and destroy

**00706000.** **Forest Nursery Research Papers and Scientific Articles** **EVT+25**

This records series covers statistical and scientific research papers and articles on nursery issues that are part of the reference library maintained by the DNR Forest Geneticist & Nursery Specialist. Documents are work products of projects conducted or sponsored by the Department. Includes the following:

- Nursery Soil Research Program Research Papers:
- Tree Improvement Program Research Papers

RETENTION: EVENT (Obsolete or superseded) + 25 years and destroy

**00725000.** **FIRE REPORT SUMMARY HISTORY** **P**

Records in this series include continuous electronic data records for the Fire Reporting Program. Records from 1973 -1999 are currently in ASCII flat files stored at DEG InfoTech. Records from 2000-2004 forward are currently in an Access database and 2005 forward in an Oracle database which is maintained by the Fire Report File Manager (ITC) in Madison. Includes summary data to identify each reported fire. Dispatchers enter selected data from fire reports into e-forms or a web-based interface: report number, fire location reported, fire cause and acreage burned. The database, updated as Fire Reports are submitted, is a source of statistical and research information on fires in the state.

Note: Dispatchers also may enter data specific only to their dispatch area into other databases, Excel spreadsheets or electronic files.

Permanent Justification: DNR has ongoing requests for these records. These records provide historical fire data used for strategic planning showing trends by geographic location, date, and time. Permanent record shall be available in some format; the original record format may be digitized and then discarded.

RETENTION: Permanent

**00729000.** **PROJECT FIRE REPORTS CASE FILES CA. 1970 - FORWARD** **EVT+50**

This series covers Project Fire Reports/Reviews. These are reported fires where court action RENEW was taken, injuries or death occurred, or other types of project fire reviews were conducted. This includes detailed information on each project fire, including maps, final report with all review comments, decisions and actions taken.

Retention Justification: These project files include detailed information that is not entered into the database or recorded elsewhere. Records provide information needed for ongoing forest fire program administration and to develop and review current and future policy directions. They are referenced to manage forest fires and develop training scenarios.

RETENTION: EVT + 50 years and transfer

**00729A00.** **FIRE REPORT CASE FILE** **EVT+4**

This series includes all reports and related records needed to document each fire report incident. Since 1973, summary data from paper Fire Reports has been entered into a fire report summary database (Individual Forest Fire Reporting System). 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 data from original input documents will be entered into the fire report summary database (Individual Forest Fire Reporting System) and subject to review, to ensure the data from these applications are electronically stored and the quality of this data is acceptable. Upon verification of the quality and retention of the data, the input record will be destroyed confidentially. These records include:

- Fire Reports - No follow-up required
- Fire Report Case File - Records that contain the fire report, investigation report and additional materials related to the incident from the date the fire is reported until the case is closed - resolved or moved to an enforcement action.
- This record may also include dispatcher log or daily record, warnings or citations and all follow up records.
- Railroad Fires Case Files: Records cover report and Department notification to railroad of fire occurrence and details on the fire, including billing information.

RETENTION: EVENT (Report closed and available in Fire Report Summary History) + 4 years and transfer to WHS

**00730000.** **FIRE REPORT LEDGERS, LOG SHEETS & INDEX MATERIALS** **EVT+4**

Records include any lists, logs, ledgers or other index materials that dispatchers may create on a day-to-day basis to keep track of fire occurrence and to track submission of fire reports. Such records may provide a quick reference to look back for a specific fire when the exact date or fire number is unknown.

RETENTION: EVENT (Legal proceedings concluded) + 4 years and destroy

**00731000.** **DISPATCHER DAILY WORK RECORDS** **EVT+4**

Records in this series cover all documents that make up the Dispatch Log for the day. With records in this series, dispatchers document daily operations, workload and staffing requirements. May include the following as needed:

- \* Dispatcher's Daily Record cover sheet for all documents that make up the packet that is the "dispatch log" for the day.
- \* Dispatcher's Worksheet 4300-005- communications (radio, telephone, etc.) throughout the day.

RDA #	RDA Title	Retention	Disposition	PII
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- \* Daily Staffing Record - Entries, based on the morning call-in, keep track of personnel on a daily basis.
- \* Daily Operations Plan
- \* Weekend standby information listing availability of partial crews .
- \* National Weather forecasts and NFDERS Data (WIMS) may be downloaded as needed during fire season.

RETENTION: EVENT Completion of daily Dispatch Log) + 4 years and destroy

**00732000.** **FOREST FIRE CLOSURE RECORDS** **EVT+4**

Records in this series are orders that may originate at any Department Forestry office. Under Wis. Stat. § 26.11, the Department may close burning in particular areas because of high fire hazard conditions. Records restrict or prevent fires and smoking.

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

**00733000.** **SPECIAL BURNING PERMITS** **EVT+2**

Records in this series include burning permits issued to businesses, farmers or contractors. Only DNR fire personnel issue special permits, and they monitor compliance with permitted conditions from year-to-year.

RETENTION: EVENT (Date permit issued) + 2 years and destroy

**00733A00.** **BURNING PERMITS - REGULAR** **EVT+1**

Records in this series include burning permits issued by DNR personnel and emergency fire wardens throughout the State. Permits allow residential landowners to burn throughout the calendar year between specified hours and under specified conditions at the county level. DNR Dispatchers collect permits for reporting statistical purposes. Data is included in the annual Forest Fire Report.

RETENTION: EVENT (Date permit issued) + 1 year and destroy

**00734000.** **FIRE SUPPRESSION EQUIPMENT RECORDS** **EVT+4**

Records in this series include forms and other materials that are generated to inventory, inspect, maintain and deploy fire suppression equipment in the State. Equipment includes vehicles, tools, chemicals and gear.

RETENTION: EVENT (Completion of inspection) + 4 years and destroy

**00740000.** **FIRE PROGRAM GUIDANCE DOCUMENTATION** **EVT+10**

Records in this series document the policies of the Fire Prevention & Reporting Program. May include issue papers, strategic plans, significant correspondence and e-mails interpreting or formulating policy for the program. Records are maintained by Forest Fire Operations or LE Specialists.

RETENTION: EVENT (Discontinued ) + 10 years and transfer to WHS

**00741000.** **PRESCRIBED BURN PLANS** **EVT+5**

Records in this series document the planned application of prescribed fire to fire-dependent communities on DNR land. A fully-approved burn plan has a lifespan of 5 years. At that point, a new plan must be created in order to apply prescribed fire to units within the burn plan. Plans are maintained within the Land Management System (LMS).

Reason for creation: This RDA has been created due to program re-organization (Prescribed Burn Program switched from FWP Division to Forestry Division), and during the review of program records, prescribed burn plans were identified as valuable records for the Prescribed Burn Program.

RETENTION: EVENT (Plan expired or superseded) + 5 years and destroy confidential

**00742000.** **PRESCRIBED BURN EVALUATIONS** **EVT+50**

Records in this series document the effects of a prescribed burn on fire-dependent communities on DNR land. Evaluations record the date of treatment, persons involved, height and phenological stages of targeted plant species, and effects post-fire. Evaluations inform burn practitioners on achieving desired fire effects by altering ignition techniques, timing of phenological plant stages, and seasonality. Evaluations are completed by both the Burn Boss (BB) and Property/Habitat Manager (PM/HM). Records are maintained within the Land Management System (LMS).

Reason for creation: This RDA has been created due to program reorganization (Prescribed Burn Program switched from FWP Division to Forestry Division), and during the review of program records. Prescribed burn evaluations capture data on fire behavior, weather, and fire effects, and provide vital guidance on tailoring prescribed fire timing and behavior to the desired fire effects. Retaining this information long-term provides a narrative of how fire effects may change over time due to variations in vegetation and/or climate patterns.

Retention Justification: Prescribed burn evaluations capture data on fire behavior, weather, and fire effects, and provide vital guidance on tailoring prescribed fire timing and behavior to the desired fire effects. These records provide historical fire data; retaining this information long-term provides a narrative of how fire effects may change over time. The data would show variations in vegetation

and/or climate patterns, organized by date, geographic location, and vegetation community type.

RETENTION: EVENT (Evaluations fully completed by BB & PM?HM + 50 years and transfer to WHS

**00743000. PRESCRIBED FIRE REVIEWS EVT+50**

This series covers all reviews conducted on a singular or series of Department prescribed burns. Prescribed fire reviews are conducted if a prescribed burn escapes and leaves DNR property, if an escape causes a structure or equipment loss (regardless of ownership), if an escape exceeds 50 acres, or if there are reoccurring events of concern within a county or burn crew. These records include detailed information on each incident, including maps, final report with all review comments, decisions and actions taken.

These review files include detailed information that is not entered or recorded elsewhere. These records provide information needed for ongoing prescribed fire program administration. They are referenced to improve overall burn and contingency planning and develop training scenarios.

Reason for creation: This RDA has been created due to program reorganization (Prescribed Burn Program switched from FWP Division to Forestry Division). Prescribed Fire Reviews are similar to Wildfire Reviews; most of the time, the reason for evaluation is that the prescribed burn escaped and transitioned to a wildfire. Therefore, actions are evaluated using the same process as during a Wildfire Review. The only difference between the two is the cause of the wildfire. Because these evaluations help us with staff safety and programmatic improvement, we are advocating for the same retention period (50yrs) as Wildfire Reviews.

Retention Justification: DNR has ongoing requests for these records. Permanent record shall be available in some format; the original record format may be digitized and then discarded. These review files include detailed information that is not entered or recorded elsewhere, and provide information needed for ongoing prescribed fire program administration. They are referenced to improve overall burn and contingency planning and develop training scenarios.

RETENTION: EVENT (Closed) + 50 years and transfer to WHS

**00790000. LANDTYPE ASSOCIATION DEVELOPMENT DATA EVT**

The Landtype Association (LTA) development data provides maps and background information on Wisconsin's ecosystems for use in plans, assessments, and informational materials. This spatial land classification layer depicts ecologically significant units, based on associations of biotic and environmental factors, including climate, geomorphology, topography, soils, hydrology, and potential natural communities. This is a GIS database that is based on work of the Wisconsin Landtype Associations Team, with membership from DNR, NRCS, and USDA-Forest Service. Data and maps are periodically updated as additional information becomes available. Perpetual record, superseded by updated data.

RETENTION: EVENT (Superseded) and destroy

**00790A00. LTA ANNUAL DATA AND MAP - ELECTRONIC EVT+30**

Periodically, the Forest Ecology program generates a map of Wisconsin identifying ecological units as understood at that point in time. Electronic versions of maps and data used to generate them are updated over time as new information becomes available and understanding of ecological boundaries changes. Older versions are retained for historical purposes.

RETENTION: EVENT (Map generated) + 30 years and transfer to WHS

**00791000. FOREST HABITAT TYPE CLASSIFICATION SYSTEM / FIA FIELD DATA SHEET: EVT+1**

Records in this series are habitat typing field data sheets that link to data collected for the U.S. Forest Service (USFS) Forest Inventory and Analysis (FIA) program and Wisconsin's Continuous Forest Inventory (CFI). The Department collects habitat type information at FIA and CFI inventory plots, working in cooperation with the USFS and the UW Madison Forestry Department. FIA and CFI data are maintained by the USFS and shared with states. Habitat type data are used to make site-level interpretations for forest management based on ecological potential of the land. Original paper Field Data sheets include habitat classification codes, county and plot number locator data. Habitat type data has only been collected and captured in FIA for Wisconsin. From 1993 - 1996, data on approximately 6000 Wisconsin plots was captured. Habitat type data has only been collected and captured in CFI for Wisconsin. From 2007 to present, data on approximately 3200 Wisconsin plots was captured. Data is entered into databases maintained by the USFS.

Note: Only partial data from sheets has been entered in the USFS FIA and CFI database. Sheets may also identify all plant species for a plot and include detailed information, notes and comments.

RETENTION: EVENT (Data entered from all data fields on data sheets) + 1 year and destroy

**00792000. LANDTYPE ASSOCIATION (LTA) AND FOREST HABITAT TYPE CLASSIFICATI EVT+45**

Records in this series include materials that document forest ecology and silviculture projects. Includes:

- \* The Forest Accord, a memorandum of understanding between the DNR and other entities: U.S. Forest Service, woodland associations, lumber organizations, business groups and cooperators.
- \* Narrative descriptions of ecological units (land areas).
- \* Reports about concepts, process, or application of LTA's and the FHTCS.
- \* Significant communications with key project information and comments from cooperators.
- \* Electronic records may include Excel workbooks with data summaries extracted from the ArcView Landtype Association Development Data, maps and data tables.



\* Regions: localized materials, statewide maps.

RETENTION: EVENT (Closed, no activity) + 45 years and transfer to WHS

**00794000. ROUTINE FIELD VISITS AND RECOMMENDATIONS** **EVT+5**

The Forest Ecologist/Silviculturists conduct field visits of sites to inventory, classify habitat classification type, make observations, or address issues. Records in this series document routine field visit activities and may include photos of forested sites, notes and observations, memos with written assessments and recommendations. Records are organized by specific site.

Note: If/when field visits identify significant issues, maintain field visit records with Forest Ecology/Silviculture Analysis Project Files (00795000).

RETENTION: EVENT (Closed, no action) + 5 years and destroy

**00795000. FOREST ECOLOGY / SILVICULTURE ISSUE ANALYSIS PROJECT FILES** **EVT+20**

Records in this series include forest ecology and silviculture analyses, assessments, guidelines, and reports. Issues related to forest resources may arise from internal discussions, legislative inquiries, actions of other agencies or non-governmental organizations, due to public dissent, or as a result of a field visit. The Forest Ecology and Silviculture program may conduct literature reviews, analyze information, and prepare assessments and reports about these issues. Records in paper and electronic format may include maps, literature files, draft documents with comments from contributors, e-mails and other correspondence, and final reports. Final resolution of the issue may take as long as 20 years. Records also have continuing value as the same issue may recur and require re-analysis.

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

**01002000. FOREST HEALTH PROTECTION MONITORING AND SURVEY PROGRAM** **EVT+50**

This program monitors the health of Wisconsin's forests through ground and aerial surveys. Point and polygon data as well as metadata including severity, host affected and organism(s) involved, date of survey and surveyor are all included with the map products. Data collected under this program is input to the Forest Health Polygon & Point databases (#1008 & 1009). Resulting records are data sheets, maps and surveys. These records are used by academia to document long-term trends in forest health issues. Records in this series may contribute to the Forest Health Program Highlights and Annual Report publications which are required by federal grant.

Note: Working papers used to compile the data sheets can be destroyed when no longer needed. The records in this series are the data sheets, maps and surveys.

Retention Justification: These records are used in long-term studies on the changes in forest health or in populations of forest pests.

RETENTION: EVENT (Survey complete) + 50 years and transfer to WHS

**01003000. FOREST HEALTH PROTECTION LABORATORY DIAGNOSIS** **EVT+50**

This series includes identification information related to samples that are submitted to the forest health laboratory for diagnosis. Approximately 250 samples are processed each year. Data often includes host, diagnosis, location and contact information of forest health problem. This data may also include results from statewide or special project investigations such as diagnosis related to the cause of mortality of newly planted tree seedlings.

Note: The records in this series are the data related to the samples collected, not the samples themselves. The data is not complex and needs no special education/clarification to understand/read.

Retention Justification: These records are used in long-term studies on the changes in forest health or in populations of forest pests.

RETENTION: EVENT (Diagnoses complete) + 50 years and transfer to WHS

**01004000. FOREST HEALTH PROTECTION SPECIAL INVESTIGATION DATA AND REPORTS** **EVT+10**

Special investigations are conducted based on forest happenings at any point in time. These are not planned but a reaction to an issue as it occurs and 2-5 studies are often conducted to determine the cause of forest health issues. These investigations often involved the use of point and polygon data and associated metadata related to tree health, site factors, etc.

Retention Justification: These records are used in long-term studies on the changes in forest health or in populations of forest pests.

RETENTION: EVENT (Close of investigation) + 10 years and transfer to WHS

**01006000. FOREST HEALTH PROTECTION SPECIAL INVESTIGATION PHOTOGRAPHS** **EVT+10**

Records in this series include photographs used as part of evidence for regular and special investigations.

RETENTION: EVENT (Close of investigation) + 10 years and transfer to WHS

**01008000. FOREST HEALTH POLYGON SYSTEM DATA** **EVT+0/6**

This series contains the data stored in an electronic database system that provides a spatial display of digital data. DNR forest health staff have access to a PC interface program that uses FGIS and ArcGIS to generate maps.

RETENTION: EVENT (Superseded) + 6 months and destroy confidential

**01009000.** **FOREST HEALTH POINT SYSTEM DATA** **EVT+0/6**

This series contains the data stored in an electronic database system that provides a spatial display of digital data. DNR forest health staff have access to a PC interface program that uses FGIS and ArcGIS to generate maps.

RETENTION: EVENT (Superseded) + 6 months and destroy confidential

**01010000.** **FOREST HEALTH PROTECTION ZONE OF INFESTATION DECLARATION** **EVT+50**

Records related to this topic include, but are not limited to, map(s) and description(s) of the area affected, injury caused by the organism and control methods.

Retention Justification: These records are used in long-term studies on the changes in forest health or in populations of forest pests.

RETENTION: EVENT (Date declared) + 50 years and transfer to WHS

**01207000.** **FORESTRY CONTACT RECORDS** **EVT+10**

Under Wis. Admin. Code ch. NR 30, Wis. Stat. chs. 26, 77, and 167, Division of Forestry (DoF) is charged with assurance of compliance of laws and regulations related to Forest Fire Control, Protection of Forest Lands, and Forest Productivity. This records series covers contact records of all forestry and fire violations and other associated offenses under the above administrative code and statutes. This includes, but is not limited to, 4300-042 Forestry Contact Record, 4300-042 Forestry Contact Record Field version, and Forestry Contact Record database files.

Reason for Creation: This series has been created due to agency re-organization with some law enforcement centralized within the Bureau of Law Enforcement and the DoF maintaining enforcement authority of the above specified code and statutes. There was a recognized need by the DoF to develop and maintain contact records of forestry and fire violations and other associated offenses to effectively assure compliance of laws and regulations within DoF's jurisdiction.

RETENTION: EVENT (End of calendar year when contact is recorded) + 10 years and destroy confidential.

**01208000.** **FIRE TOWER DOCUMENTATION** **EVT+7**

Division of Forestry utilized fire towers as part of the fire detection program. In 2015 all remaining Department of Natural Resources (DNR) fire towers were removed from service after analysis of their condition and their decreased effectiveness in the range of fire detection as compared to other available methods of detection. Records in this series document policy, administrative, and operational records from the period when fire towers were operational including, but not limited to, fire tower logbooks, fire tower program policy and guidance, dispatch office maps, training manuals, photos, blueprints, fiscal maintenance records, usage documentation, inspection records, topographical maps, asbestos inspections reports, tower easements. Additionally, records in this series document the fire tower divestment decision and process documentation including, but not limited to, landowner decision forms, WISurplus packets, disposition status maps, requests for proposals, requests for bids, capital development funding documentation.

Reason for creation: Fire tower staffing as part of the fire detection program in Wisconsin and the towers' later removal from service are of historical interest to the people of Wisconsin. The series was created to transfer materials documenting this program to the State Historical Society Archives at its request.

RETENTION: EVENT (End of calendar year fire tower divested) + 7 years and transfer to WHS

**01209000.** **ALL-RISK RESPONSE - INCIDENT ADMINISTRATION FILE** **EVT+7**

The Division of Forestry maintains three Type 3 Incident Management Teams (IMT) whose primary purpose is to provide support to a Type 3 wildfire within Wisconsin. The IMTs may also be utilized to manage other all-risk incidents within Wisconsin upon request of other governing agencies with jurisdiction. Trained Division of Forestry personnel may all be utilized to manage other all-risk incidents within Wisconsin without the mobilization of a full IMT under the authority of the Department of Natural Resources or at the request of governing agencies.

This record series documents the administrative and operational action taken during the management on the incident in the state of Wisconsin where an IMT may or may not have been mobilized. This includes, but is not limited to: daily action plans, internal briefings, interim status summary reports, unit logs, worksheets, inventories, T-cards, resource orders, cost estimates, weather data, safety reports, individual unit narratives, photos, maps, and other records related to resources, air operations, safety, demobilization, operations, payments, etc.

Reason for creation: This RDA has been created due to a recognized need to maintain all-risk response records. Maintaining existing data on previous responses enables responders to manage all-risk incidents more safely and efficiently.

Dept #: /012/ Department Name: FOREST MANAGEMENT

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RETENTION: EVENT (Incident terminated) + 7 years and destroy confidential

**01210000.** **ALL-RISK RESPONSE - INCIDENT HISTORY FILE** **EVT+150**

The Division of Forestry maintains three Type 3 Incident Management Teams (IMT) whose primary purpose is to provide support to a Type 3 wildfire within Wisconsin. The IMTs may also be utilized to manage other all-risk incidents within Wisconsin upon request of other governing agencies with jurisdiction.

This records series documents information with long-term value for disaster response management in the state of Wisconsin. Records in this series are associated with all-risk response in the state where the Division of Forestry IMT was mobilized to manage an incident. This includes, but is not limited to, delegations of authority, final disaster perimeter and/or progression maps, statements of costs, executive summaries, incident action plans, ICS 201 Incident Briefings, ICS 215/215A Planning Worksheets/Safety Analysis, media releases, daily updates, photos, significant event narratives, etc.

This series may also include records related to joint operations and/or mutual aid, reports and analyses prepared by entities other than the IMT or host unit, records documenting significant interactions with the communities impacted by the incident, or reports related to high level management or security issues, etc.

Reason for creation: This RDA has been created due to a recognized need to maintain all-risk response records. Maintaining existing data on previous responses enables responders to manage disasters more safely and efficiently.

Retention Justification: Incidents at this scale occur infrequently (e.g. 100-year floods) and all-risk response data enables emergency management to prepare effectively for future events. These records provide historical all-risk incident and response data. Retaining this data long term provides a narrative on where and how all-risk incidents occur and key information for future responses in the same areas.

RETENTION: EVENT (Incident Management Team demobilized, or incident terminated) + 150 years and transfer to WHS

Dept #: /014/ Department Name: PARKS & RECREATION

RDA #	RDA Title	Retention	Disposition	PII
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**00014000.** **PARKS AND RECREATION CONCESSION AGREEMENTS** **EVT+10**

Under Wis. Stat. § 27.01(2)(f), the Department grants concessions or franchises for the furnishing of supplies or facilities and services on the state parks considered necessary for the proper comfort of the public. Records in this series cover Parks and Recreation contracts and agreements to operate food service, firewood, boat and bike rental and other types of concessions on the state site. In these cases, concessionaires contract to operate their concession business from the site. The vendor may also be required to pay the Department for concession space and/or a percentage of concession profits. Records include concession operation proposals, agreements, contracts, related contract management correspondence, evaluations and reports.

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

**000139000.** **PROPOSED ACQUISITION SITE CASE FILE - STATE PARK, SOUTHERN FORE P**

Records in this series identify proposed park, southern forest, trail and recreational area sites, including additions to existing sites. Records may include correspondence, suggestions, proposals and recommendations from internal staff and external customers regarding potential acquisition of sites for recreational purposes. The Bureau of Parks & Recreation, Madison Central Office, maintains the official copy of these records until an action is taken. Other copies are considered convenience copies. This series covers case files for closed proposals that do not result in acquisition.

NOTE: If the proposal results in acquisition, records transfer to particular HISTORY or PLANNING case files. See RDAs 370/140 and 140A.

Permanent justification is due to potential litigation use. Those records deemed confidential may be opened in the event of a lawsuit.

RETENTION: Permanent

**000140000.** **STATE PARK, SOUTHERN FOREST, TRAIL & RECREATIONAL AREA HISTOR** **EVT+10**

Records in this series document the history of the creation of each park or recreation area. Materials in the file may include the following:

- Park proposals and correspondence – background materials
- Park creation/dedication ceremony materials, including copies of speeches, proclamations and orders
- Master Park plans as approved by the DNR Board
- Summary park land acquisition information (official land records are in LF Real Estate)

- Parks and Recreation Agreements with the federal government, the government of neighboring states, state departments, counties, towns, scientific societies, organizations, individuals or others on any subject considered of concern and benefit to the state parks, per Wis. Stat. § 27.01(2)(d). Example: Abandoned railroad grades - WisDOT
- Annual summary reports: visitor and usage statistics, fee collection totals, donor amounts, and other annual summary data
- Summary of controversial issues, e.g., horse trails, mountain bikes, snowmobile usage, hunting at parks
- Photos and pictorial history of the park, including Park Aerial photos and property maps
- Records of transfers and closings

Retain complete history case file for as long as the Department owns the park.  
If closed, transfer to Central office for incorporation into Official File

RETENTION: EVENT (Park closed or sold) +10 years and transfer to WHS

**00140A00. STATE PARK, SOUTHERN FOREST, TRAIL & RECREATION AREA PLANNING EVT+1**

Records series covers materials used to obtain NR Board approval of a park, Southern forest, trail or recreational area master plan. Documents include:

- Master plan submitted to DNR Board (green sheet version)
- Environmental impact statement (EIS) – often incorporated into Plan
- Feasibility studies related to the master plan process
- Other reports, environmental assessments generated in the process of master planning
- Summary of public comments Central office maintains a Parks Planning case file, including all records relevant to the planning process during plan development and approval and for reference during the subsequent plan review and revision process.

DNR maintains other files of master plan and environmental impact records as follows:

- ? The Bureau of Facilities and Lands maintains the official file of approved Dept. master plans and related materials, including current and previous versions of plans, maintained permanently. See RDA # 370/780.
- ? The Bureau of Integrated Science Services maintains Environmental Analysis and Review Case files. See RDA # 370/150B.

RETENTION: EVENT (Superseded by updated approved master plan for the property) + 1 year and destroy confidential

**00187000. ICE AGE TRAIL CASE FILE P**

The Ice Age Trail approximates the extent of the last continental glaciation in Wisconsin, spans 31 counties and will exceed one thousand miles upon completion. Ice Age Trail lands are owned by the Department, local units of government, the National Park Service (NPS) and the Ice Age Trail Alliance (IATA). Records in this series include detailed background on the Ice Age Trail initiative, natural history, archeological, and topographical information, background on federal and state legislation to manage the trail, Triad (DNR, NPS and IATA) continuing agreements and master plans for the overall trail, large trail segments, and corridors. May also include internal memos regarding policy, significant correspondence with the public and federal government that document the Department's evolving role in trail development.

RETENTION: Permanent. DNR has ongoing administrative and reference needs for background information contained in this records series.

**00189000. ICE AGE NATIONAL SCIENTIFIC RESERVE CASE FILE P**

The Ice Age Reserve consists of nine units across Wisconsin. The National Park Service (NPS) oversees funding for reserve projects, and units are considered the National Park System areas. The Department of Natural Resources owns and administers the majority of the areas, and currently receives federal funds for their management.

Records in this series include background information and correspondence between the Department and the federal government on the property selection process, reasons for designating each reserve unit, special geological and landscape features, supporting maps and materials, as well as agreements for the federal funds the department receives.

RETENTION: Permanent. DNR has continuing administrative need for these records to assure that units are managed per the requirements of scientific reserve designation.

**00201000. PARKS AND RECREATION LAND AND FACILITY AGREEMENTS AND LEASES EVT+10**

Records series covers leases and agreements related to parks and recreation lands and facilities, such as operation of historic buildings, restorations, museums or remains within the boundaries of a state park or southern forest. May include agreements for cooperative management of the property between the Department and another agency, a local unit of government or county, an organization or private individual. These agreements are generally different in nature from the types of agreements that the DNR Real Estate Section maintains.

Maintain 5 years at the property then transfer to CO for 5 years & destroy

NOTE: DNR Bureau of Land & Facilities, Real Estate Section maintains official copies of real estate agreements between the Department and landowners, per a separate RDA # 370/323.

RETENTION: EVENT (Termination of lease or agreement) + 10 years and destroy confidential

**00205000.** **PARKS RESERVATIONS DATA** **CR+10**

Parks has electronic data on parks reservations stored as ASCII delimited text files, dating to 1998.

Since 1998, Reserve America has been contracted to provide Parks reservation services to the public, under contract with the DNR. The company makes reservations, using Oracle, and provides the DNR with data via FTP (File Transfer Protocol) on a daily basis. The Reserve America file is updated regularly as reservations are made.

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

**00206000.** **STATE PARKS, TRAILS, SOUTHERN FORESTS AND RECREATION ATTENDANCE** **EVT**

Parks & Recreation collects and maintains Parks and Southern Forest attendance statistics. Data is derived from such sources as property traffic counters, trail counters, quantities of trail passes, stickers, and other revenue collection worksheets and statistics. Properties send compiled data monthly into Central Office where it is entered and maintained in an Excel spreadsheet.

Retention: EVENT (Superseded by updated data) in a continuous database

**00209000.** **WISCONSIN STATE PARK SYSTEM (WSPS) PROMOTIONAL EVENTS CASE FILES** **EVT+3**

Records series covers detailed information about promotional events and activities for WSPS publicity and awareness.  
? Events are statewide in nature.  
? Examples include Parks Open House Day, Parks Sticker contest, state fair participation, and other promotional efforts.  
? Included in this record series are: contracts, staff memo and supplies checklist, financial remittances, and miscellaneous photos.

RETENTION: EVENT (Close of event) + 3 years and transfer to State Historical Society

**00810000.** **PATROL LOG & RANGER WORKING FILES** **CR+3**

Records in this series cover the Patrol Log that each property and each park ranger and manager uses to record park activities, observations, warnings and citations given during each work shift. Logs itemize date/time and events in sequential order. The primary purpose of logs is to provide basic data for reporting purposes, on each property, to DNR managers and the NR Board.

Log files may include paper and electronic records that Park personnel develop and use as working files to tally Patrol log data throughout reporting periods in various formats. Data results are incorporated into Annual Reports. Logs also provide data for preparation of Case Activity reports related to enforcement actions. As needed, for investigations and legal actions, log data is part of the evidence for a case that may be taken to a hearing or to court.

Records in this series may include the many mixed types of files that parks staff create to help in the administration of law enforcement such as written warnings issued including those written to follow up courtesy notices, etc.

RETENTION: EVENT (Creation) + 3 years and destroy, provided Patrol Log Summary Data sent to Chief Ranger

**00811000.** **CASE ACTIVITY, USE OF FORCE AND INVESTIGATIVE REPORTS, CITATIONS** **EVT+10**

Records in this series may include copies of case activity reports, various types of citations, and violation dispositions that parks or other DNR properties may issue including:  
\* NR Citations: official (white) copy is forwarded to the Bureau of Law Enforcement for data entry  
\* Uniform Traffic citations - official copy goes to County District Attorney and/or court record (official white copy of violation disposition records are forwarded to the Bureau of LE)  
\* Juvenile Alcohol Ticket - official copy goes to County District Attorney and/or court record (official white copy of violation disposition records are forwarded to the Bureau of LE)

This series also includes the citation control ledger record which is a paper log that each DNR property creates to capture summary data on each citation issued at the property. Ledger data includes date and time citation issued, names of persons and disposition of the citation. The ledger is a source document for data included in the 6-month and annual Summary of Law Enforcement Activity Reports for the Office of Justice Assistance, as well as an index to citations and cases. The ledger has reference value for law enforcement officers at the property.

RETENTION: EVENT (Date of citation/close of case) + 10 years and destroy

**00812000.** **INDIVIDUAL PROPERTY PATROL LOG SUMMARY DATA** **CR+20**

Records in this series may include electronic methods developed to tally Patrol spreadsheets and other electronic methods that Parks personnel develop to tally Patrol log data throughout reporting periods and use as working files. Data results are incorporated into a summary data file and sent in to the Madison Central Parks office.

NOTE: Working files can be deleted when no longer needed

RETENTION: EVENT (Creation ) + 20 years and destroy

Dept #: /014/ Department Name: PARKS & RECREATION

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**00813000. STATEWIDE LAW ENFORCEMENT SUMMARY DATA** **P**

Records in this series may include the electronic database records developed to tally patrol log, citation information and other NRO enforcement data submitted from each park and managed property in the program to the Chief Ranger located in central office. Data is summarized in "Annual Summary of Law Enforcement Contacts" for management purposes. Database provides summary historical data to track Parks, Trails, and Forests enforcement statistics. The database is updated annually. Permanent retention is needed to track historical trends.

RETENTION: Permanent

**00814000. LAW ENFORCEMENT PURSUIT REPORTS** **EVT+10**

Records in this series cover paper pursuit reports generated by parks, trails, and forests to be submitted to the Wisconsin Department of Transportation (DOT) per s. 85.07(8), Wis. Stats. DOT Pursuit Report and Case Activity Reports are generated and sent to Madison Chief Ranger for DOT submittal.

RETENTION: EVENT (Superseded by annual report) + 10 years and destroy

**00815000. VISITOR AND RESOURCE PROTECTION SYSTEM DOCUMENTATION AND OP** **EVT+3**

Records in this series document the electronic databases or paper files that are essential to the administration of the Visitor and Resource Protection Program. Records in this series may include but are not limited to: Officer TIME/ETIME Certification, equipment inventories, visitor complaints and Parks employee safety training.

RETENTION: EVENT (Employee terminates) + 3 years and destroy

**00816000. VISITOR ACCIDENT REPORTS** **EVT+6**

Records in this series may include all paper records involve with visitor accidents on state property. May include statements from emergency personnel and other law enforcement agencies. Records are sent from the property to the Chief Ranger in Madison. Reports involving fatalities will be routed through Legal Services to the Chief Ranger.

RETENTION: EVENT (Report) + 6 years and transfer to Chief Ranger

**01157000. DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS DATA DET** **EVT+25**

The Veteran Free Pass is an Excel spreadsheet which contains detailed data identifying each eligible applicant. Data includes name of veteran, address, phone, date of birth and if their disability is Temporary or Permanent. Free park pass serial numbers are issued and updated.

RETENTION: EVENT (Superseded by updated customer data or free pass program ended) + 25 years and destroy confidential

**01158000. DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS APPLICATI** **CR+1**

This application is filled out by the veteran and approved by the County Veteran Service Officer (CVSO). The CVSO indicates the condition as Permanent /lifetime or a Temporary service related disability. Data from the paper application is entered into the Disabled Veteran Free State Park/Forest/Trail Pass Excel spreadsheet.

RETENTION: EVENT (Creation) + 1 year and destroy confidential

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**00593000. SCIENTIFIC COLLECTORS PERMITS** **EVT+10**

Record series covers permits issued for scientific collection of wildlife for research purposes, per Wis. Stat. § 29.614. Covers application, permit specifying permitted collection actions, time period for data collection and other terms and conditions of the collection. NHC Permit Coordinator issues collection permits throughout the state.

RETENTION: EVENT (Permit denial or expiration date) + 10 years and destroy

**01102000. NHI DATA** **P**

DNR Bureau of Natural Heritage Conservation maintains Wisconsin-specific Natural Heritage Inventory (NHI) data, using an Oracle application to track rare species and natural community/geological feature data throughout each state, including state and federally

endangered and threatened species. Source data comes from NHI Project files, NHI reports, private citizen and scientist reports, community-based monitoring sources, along with additional miscellaneous sources.

Retention Justification: The Wisconsin DNR is directed to conduct a NHI program by Wis. Stat. § 23.27(3). This program is required to have a "system for determining the existence and location of natural areas, the degree of endangerment of natural areas, an evaluation of the importance of natural areas, information related to the associated natural values of natural areas, and other information and data related to natural areas." The program must have a "system for determining the existence and location of native plant and animal communities and endangered, threatened, and critical species, the degree of endangerment of these communities and species, the existence and location of habitat areas associated with these communities and species, and other information and data related to these communities and species." Finally, the program is directed to coordinate standards for the collection, storage, and management of information and data related to the NHI. The NHI is a continuous, ongoing system. Records must be made available for approved uses per Wis. Stat. § 23.27(3)(b).

RETENTION: Permanent

**01103000. NATURAL HERITAGE INVENTORY (NHI) INVENTORY DATA INVENTORY FILE; P**

This records series covers raw inventory data that the DNR collects to develop a working list of elements (rare species and native natural communities) for statewide data submittal to the NHI database. DNR personnel, contractors or external partners complete data sheets to identify species occurrences, locations and relevant biological information. The Bureau solicits data using forms that are available via the DNR web site as the preferred method for providing NHI data.

Files include:

- "General Manual Files" including raw data associated with element occurrences in the NHI database -paper files.
- "Element Manual Files" Include location and scientific information on species that may or may not be on the NHI Working List.
- Electronic records: Selected, relevant species and inventory data are digitally stored on a DNR shared drive and used for analytical and research purposes. Rare species data in these files may be incorporated into the Wisconsin NHI Oracle database.

The bureau maintains information if/when a particular species, habitat, or community is not tracked by the NHI program at the time.

These raw data are ancillary to, but distinct from, official NHI data (RDA 01102) used for Endangered Resources Reviews and many other uses.

Retention Justification: The Wisconsin DNR is directed to conduct a NHI program by Wis. Stat. § 23.27(3). This program is required to have a "system for determining the existence and location of natural areas, the degree of endangerment of natural areas, an evaluation of the importance of natural areas, information related to the associated natural values of natural areas, and other information and data related to natural areas." The program must have a "system for determining the existence and location of native plant and animal communities and endangered, threatened, and critical species, the degree of endangerment of these communities and species, the existence and location of habitat areas associated with these communities and species, and other information and data related to these communities and species." Finally, the program is directed to coordinate standards for the collection, storage, and management of information and data related to the NHI. The NHI is a continuous, ongoing system. Records must be made available for approved uses per Wis. Stat. § 23.27(3)(b).

RETENTION: Permanent

**01104000. NATURAL HERITAGE INVENTORY (NHI) TRAINING EVT+5**

The Endangered Resource (ER) Review Program provides comprehensive in-person training for DNR staff and external partners. This training provides information on the Wisconsin NHI Program, State and Federal Endangered Species Laws, avoidance measures for various species, resources for completing a review, and explains how to create an ER Review Letter using the NHI Portal.

Any DNR staff who use NHI data are required to take this training and remain up to date every 5 years per Manual Code 1753.1. External partners with a data sharing license are also required to take the training every 5 years. Training records include the following types of materials:

- Training registration email
- Exam result email
- Digital records for people who have passed the exam
- Digital record of Certified Reviewers

RETENTION: EVENT (Training materials superseded or obsolete) + 5 years and destroy confidential

**01105000. AQUATIC AND TERRESTRIAL RESOURCES INVENTORY (ATRI) MASTER DAT P**

Wis. Stat. § 23.09(2)(km) directed the DNR to "develop an information system to acquire, integrate and disseminate information concerning inventories and data on aquatic and terrestrial natural resources." ATRI is an Oracle database system for decision makers to access and integrate environmental information. ATRI data includes information collected from the following projects:

- Forest Raptors Project: species accounts, calls, on-line observation form and links to forest raptor projects in Wisconsin and western Great Lakes
- Dragonflies and Damselflies: Wisconsin's Odonata Survey contains 160+ species accounts of Wisconsin's dragonflies and damselflies and includes behavioral and
- Habitat notes, identification pointers, distribution maps (county checklists), state and global status, and flight period charts.
- Wisconsin Bat Monitoring Program
- Wisconsin Frog and Toad Survey: citizen-based monitoring program coordinated by the DNR. The primary purpose of the WFTS is to

determine the status, distribution, and long-term population trends of Wisconsin's 13 frog species.

- Small Mammal Inventory
- Wisconsin Mussel Monitoring Program: Over half of Wisconsin's 51 native mussel species are listed as species of greatest conservation need, or the DNR needs information on where they currently occur.
- Wisconsin Bird Monitoring Program: Includes Western Great Lakes Owl Survey, and Wisconsin's Marsh bird, Nightjar, and Redshouldered Hawk Surveys. Also identifies available links to many other bird monitoring sites.

ATRI also contains flora, fungi and plant community data; aquatic biological and chemical information.  
Retention Justification: Per Wis. Stat. § 23.27(3)(b), DNR maintains continuous inventory data in the ATRI system to use for analytical, research, comparison purposes. Data are potentially useful for the determination of species status, distribution, and long-term population trends.

RETENTION: Permanent

**01105A00. INVASIVE PLANT OCCURRENCE AND DISTRIBUTION DATA EVT+5**

The Bureau of Natural Heritage Conservation, collects and maintains data about invasive plants, animals, and diseases separately from the ATRI system. Invasive species data is collected through the completion of form 1700-056, Invasive Plant Report, email and phone call reports from partner Non-Governmental Organizations and citizens, collecting and collating records from numerous online species databases. The data collected includes: dates collected/observed, collectors name, address, phone and email, species name if known and description, and specific locations and dates of occurrence, management, or removal. Data are reformatted into the North American Invasive Species Management Association (NAISMA) standard and stored in an ArcGIS geodatabase for spatial analysis and planning. Data are later exported into a Microsoft Excel worksheet which is uploaded onto the National Institute of Invasive Species Science database (www.niiss.org). Reports of aquatic or wetland species are shared with the DNR's Surface Water Integrated Monitoring System (SWIMS).

A DNR ecologist is responsible for coordinating efforts between the Natural Heritage Conservation Bureau and the Wisconsin State Herbarium to upload collected information into the national database, which is currently maintained through Colorado State University.

RETENTION: EVENT (Close of project or initiative) + 5 years and destroy

**01107000. ER REVIEWS - ENDANGERED RESOURCE (ER) REVIEW LETTER RECORDS EVT+10**

The ER Review Program helps customers and partners comply with State and Federal endangered species laws. The program works with landowners, businesses, and other partners to consider the potential impacts of any land development activity on rare species and habitats. The ER Review includes specific recommendations and/or requirements to help projects comply with Wisconsin's Endangered Species Law (Wis. Stat. § 29.604) and other laws and regulations protecting endangered resources. ER Reviews consist of the following records:

- ER Review Verification Form for the Broad Incidental Take Permit/Authorization for No/Low Impact Activities (1700-079)
- ER Review request form (1700-047)
- NHI Public Portal Preliminary Assessment
- Map(s) delineating the project area, usually an aerial photo
- Photographs showing the project habitat
- Finalized letter

RETENTION: EVENT (Letter review decision date) + 10 years and destroy confidential

**01108000. INCIDENTAL TAKE PERMITS/AUTHORIZATIONS EVT+20**

As required by the Wisconsin Endangered Species Law (Wis. Stat. § 29.604), the DNR is allowed to permit, or authorize the taking of, listed plants and/or animal species via an Incidental Take Permit or Incidental Take Authorization. Records in this series document the process to request an Incidental

Take Permit or Incidental Take Authorization:

- Incidental Take Application (Form 1700-067)
- Finalized Incidental Take Conservation Plan
- Incidental Take Implementing Agreement
- Jeopardy Assessment
- Public Notice
- Final, signed Incidental Take Permit or Incidental Take Authorization

RETENTION: EVENT (Date of denial decision or permit expiration ) + 20 years and destroy confidential

**01109000. BROAD INCIDENTAL TAKE PERMITS AND BROAD INCIDENTAL TAKE AUTHC EVT+10**

The DNR currently has several BITP/As to cover activities on a recurring basis rather than on a case-by-case basis. Examples include the Grassland and Savanna Protocols, No/Low Impact BITP/A, Common Activities BITP/A, and Cave Bat BITP/A. These BITP/As have varying reporting and documentation requirements.

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

**01110000. ENDANGERED/THREATENED (E/T) SPECIES PERMIT RECORD EVT+10**



As required by the Wisconsin Endangered Species Act, the DNR is allowed to authorize the taking, exportation, and/or possession of listed plants and/or animal species via an Endangered and Threatened (E/T) Species Permit for preservation and conservation purposes. Annual permits expire on January 31.  
 Records in this series include applications and requests for E/T permits, correspondence and review materials, and E/T permit decisions.

Includes records of permits approved by DNR and those requests denied.

RETENTION: EVENT (Permit denial or expiration date) + 10 years and destroy confidential

**01111000.** **FALCONRY PERMITS** **EVT+10**

Wis. Admin. Code ch. NR 18 specifies provisions for the purpose of practicing falconry. DNR issues these permits to individuals. Permits expire every three years. This records series covers falconry applications, permit materials and related permit records of individuals requesting falconry permits.

RETENTION: EVENT (Permit denial or expiration date) + 10 years and destroy confidential

**01113000.** **STATE NATURAL AREAS (SNA) INVENTORY & MANAGEMENT RECORDS** **EVT+20**

SNAs protect outstanding examples of Wisconsin's natural communities, significant geological formations and archeological sites. Wisconsin's 692 SNAs encompass over 400,000 acres. They are valuable for research and educational use, the preservation of genetic and biological diversity, and for providing benchmarks for determining the impact of use on managed lands. They also provide some of the last refuges for rare plants and animals. DNR personnel work with partners to develop a plan for each SNA, target management goals and objectives and monitor the property over time.

This records series covers SNA Program records for each of the 692 sites in the SNA system and includes:

- Background information about natural areas, including studies, baseline data for acquisition, SNA public comments and communications
- Legal dedications of SNAs
- SNA maps, management plans including habitat conservation planning, regional landscape management, etc. and species control issues.
- Species lists, ecological evaluations, and other data pertaining to SNA site quality. Each SNA file is updated as necessary and maintained to document DNR protection and management of the area over time.

RETENTION: EVENT (Termination of DNR responsibility for the SNA) + 20 years and transfer to WHS

**01114000.** **STATE NATURAL AREA (SNA) COLLECTION / RESEARCH PERMIT** **EVT+20**

Individuals may conduct scientific research and collect samples of plants, animals, soil, rock, water and other materials for scientific purposes in State Natural Areas as specified in Wis. Stat. §§ 23.28 and 23.29 and Wis. Admin. Code § NR 45.13(a). Individuals are required to comply with Wis. Stat. §§ 29.614 and 169.25 and Wis. Admin. Code § NR 19.11 concerning Scientific Collectors Permits and Scientific Research Licenses, and with all other applicable local, state and federal rules regarding specimen collection. This records series covers the permit application, all relevant permit correspondence, permit compliance documentation resulting from the SNA collection/research permit.

RETENTION: EVENT (Permit termination date) + 20 years & destroy confidential

**01118000.** **SEED COLLECTING ON DNR LANDS PERMITS & REPORTS** **EVT+10**

Records in this series are applications, permit denials and approvals for external entities to collect plant seeds on DNR lands, including state parks, state forests, state natural areas, fishery areas and wildlife areas. Records include species and quantities collected by organizations, agencies and private nurseries.

RETENTION: EVENT (Permit denial or termination) + 10 years and destroy

**01119000.** **ENDANGERED RESOURCES DATA SHARING AGREEMENTS** **EVT+10**

NHI data and certain other data related to endangered resources are exempt from Wisconsin's Open Records Law due to the vulnerability of rare species to collection and destruction. However, within the DNR and with outside groups, there is an active sharing program. For outside groups, DNR uses a data license agreement, and, in most cases, DNR must charge for the data as specified in Wisconsin Statutes. Generalized versions of NHI data are available for everyone's use through the NHI Data webpage (<https://dnr.wi.gov/topic/NHI/Data.asp>). Natural Heritage Inventory data are available to all DNR staff through an NHI portal, the DNR's official method of delivering NHI data for screening. This records series covers data sharing agreement records between the DNR, NHI and external individuals and groups to obtain data that is not generally available under Wisconsin's Open Records Law. Records identify users, terms and conditions for use, and fees assessed. The complete license agreement file consists of the license agreement.

RETENTION: EVENT (Agreement termination) + 10 years and destroy

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**01205000.** **KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT (** **EVT+10**

This record contains materials related to the development and implementation of a federal incidental take permit that allows the DNR and other partners to stay in compliance of the Endangered Species Act while conducting otherwise lawful activities in areas with the federally endangered Karner blue butterfly.

- ? ITP and HCP submitted to the US Fish and Wildlife Service and materials used for development
- ? Partner Files
  - land records, Species and Habitat Conservation Agreements, contact information
- ? Karner blue butterfly and lupine surveys
- ? Annual report – partner annual reports and report submitted to US Fish and Wildlife Service
- ? Compliance Audits
- ? Records of those who have passed the required HCP training

Records are the result of program reorganization and records transfer from the DNR Wildlife Program to the NHC.

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

**01206000.** **KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT (** **EVT+5**

NHC provides training for DNR staff, HCP partners and consultants on the Karner blue butterfly and the ITP requirements. Training is required every 5 years for those who survey for the butterfly and its host plant, lupine.

Records are the result of program reorganization and records transfer from the DNR Wildlife Program to the NHC.

RETENTION: EVENT (materials superseded or program ends) + 5 years and destroy confidential

Dept #: /016/ Department Name: FISHERIES MANAGEMENT

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**01196000.** **FISH HEALTH FORMS AND DOCUMENTS** **EVT+3**

Records and data used to analyze both wild and stocked fish as well as documents relating to laboratory results, Fish Health Certifications, case files, prescriptions, veterinary feed directives, and bacteriology samples. These documents are managed by the two fisheries veterinarians.

Retention Justification: It is necessary to retain these records as they are used to inform fish health veterinarians when making management decisions. There are legal obligations to maintain Fish Health Certificates, prescriptions, and veterinary feed directives, these requirements are established by the FDA. Wis. Stat. §. 89.068(3) states that veterinarians must maintain prescription records for a minimum of 3 years. This RDA ensures that records are kept for the minimum amount of time they are required.

RETENTION: EVENT (Date of creation) + transfer to WHS

**01197000.** **FISH PERMITTING AND FORMS** **EVT+5**

Records in this series include, but are not limited to, permits and licenses issued for wild bait harvest permits, fishing tournament applications and results, scientific collectors permits, natural water body permit applications and requirement reviews, streambank easements, pond stocking self-certification, live fish transport and possession documents, and private stocking forms. Many of these permits and licenses received on various applications forms, must be renewed annually.

RETENTION: EVENT (license or permit expires) + 5 years and destrol confidential

**01198000.** **FISH HABITAT AND SURVEY DATA** **P**

This includes, but is not limited to, the information currently held in our fish database and encompasses all field survey and habitat data currently held by the bureau. This is updated regularly.

Permanent Justification: Wis. Stat. §. 23.09(2)(m) states that the DNR must develop a program for classifying streams in order to make management recommendations to municipalities and other state agencies. It is necessary to maintain historic records to make informed management decisions.

RETENTION: PERMANENT

**01199000.** **TROUT STREAM CLASSIFICATIONS** **P**

Documents relating to the classification of the state's cool water trout streams. They are currently stored in the WATERS database; paper copy records are maintained by the Trout Management Specialist position in the bureau of Fisheries Management.

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Permanent Justification: Wis. Stat. §. 23.09(2)(m) states that the DNR must develop a program for classifying streams in order to make management recommendations to municipalities and other state agencies. It is necessary to maintain historic records to make informed management decisions.

RETENTION: PERMANENT

01200000. FISH CONTAINMENT MONITORING PROGRAM - DATA REPORTS EVT+20

Records in this series include reports summarizing fish contaminant data with conclusions as to trends, sources, concentrations, and contaminants.

This includes summary reports of data not included in the fish contaminant system, raw data or summary reports of fish contaminant data from Wisconsin but conducted by consultants, researchers, or other governmental entities and may include reports from contractors. In more recent years, electronic data may be included.

RETENTION: EVENT (Date of creation) + 20 years and destroy

01201000. FISH CONTAINMENT MONITORING AND CONSUMPTION ADVISORY PROGRA EVT+25

This includes background documentation, meeting notes, and conclusions about fish advisory and fish contaminant program policy. Protocols for advisories would be included as well as protocols for the fish contaminant monitoring program. Early material is only available as paper documents.

RETENTION: EVENT (Date of creation) + 25 years and transfer to WHS

01202000. TREATY FORMS AND DOCUMENTS CR+10

Records in this series includes, but is not limited to, Tribal Working Group (TWG) meeting documents, creel interviews and count forms, population estimates and fall raw data sheets. These documents are specific to the Fisheries Management program and are necessary for continued operations of the program.

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

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00320000. REAL ESTATE PROPERTY MASTER CASE FILE P

Records series includes master case file documenting departmental acquisition, fee and easement of properties and real estate land sales. Series includes, but is not limited, to the following critical documents for each property:

- Land Transaction Summary
- Land Transaction Record stamped by Secretary of State, or other documentation of acquisition funding source.
- Deed-stamped by Secretary of State (or other copy if stamped deed not found)
- Significant Appraisal Review & Final Appraisal Documents
- Final Option to purchase
- Final Title Insurance documents
- Negotiation Documents: identifying significant property negotiations, including notes and correspondence relating to terms & conditions of purchase
- Property maps, surveys
- Land record description, analysis and property clarification materials as needed.

Records relating to acquisition of state lands are also filed with the Office of the Secretary of State and with appropriate county Register of Deeds office.\*\*Property Acquisition Process file negotiations records are treated as confidential during the negotiation contract and review process until the transaction Option is closed and final legal documents are recorded with the county officials and payment to the seller has been made and signed by the grantor. They are not confidential thereafter.

RETENTION: Permanent (Real estate section central office) or EVENT (Close) + 5 years and destroy (Region copies)

00321000. PROPERTY ACQUISITION PROCESS CASE FILE RECORDS EVT+20

Series covers incidental documents related to acquiring or selling property. This group of documents may have long-term value to protect the interests of all parties in case of adverse possession against the state, § 893.29, Wis. Stats., or other action concerning real estate, § 893.33, Wis. Stats. Records in this series include, but are not limited to the following:

- Relocation agreements relating to owners or tenants
- Governor's letters-signed approval to acquire and narrative justification letter

- Just compensation  
 \*\*Property Acquisition Process file negotiations records are treated as confidential during the negotiation contract and review process until the transaction option is closed and final legal documents are recorded with county officials and payment to the seller has been made and signed by the grantor. They are not confidential thereafter.

RETENTION: EVENT (Close of acquisition) + 20 years (Real Estate Section, Madison office) or 5 years (region copies) and destroy

<b><u>00322000.</u></b>	<b><u>PROPERTY STATUS AND PAYMENT PROCESS CASE FILE</u></b>	<b><u>EVT+5</u></b>
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Records series includes documents and correspondence related to status of the acquisition process. Status documents are generally superseded by final documents that are identified in records series #370/320 and #370/321. Other records in this series document the process of paying for property acquired or leased including receipt of payment copies for DNR property sold. Note: The DNR Bureau of Finance maintains the official copy for fiscal & accounting records. This series covers incidental correspondence related to projects status, including:

- Status tracking Card -through 1993
- Pre-title (pre-TI) documents if completely superseded by final title insurance.
- Disbursal process materials, copies of vouchers and financial forms.

Retention is based on the acquisition close date. It is the date that DNR issues final payment for acquisition of property or the date DNR credits receipt for final payment of property sold.

RETENTION: EVENT (Close of acquisition) + 5 years and destroy

<b><u>00323000.</u></b>	<b><u>LEASE AGREEMENT CASE FILES</u></b>	<b><u>EVT+20</u></b>
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Records series covers records related to lease agreements between the department and property and property owners to lease rights to land. Leases are generally short-term, up to 10 years, and some have options to renew.

Records document the terms and conditions of the lease or agreement. Lease documents need to be retained for the duration of the lease agreement and to protect the interests of all parties in case of action concerning real estate, § 893.33, Wis. Stats. Records in this series, include, but are not limited to the following:

- Final lease or agreement
- Negotiation process documents
- Maps, plans, surveys

RETENTION: EVENT (Lease termination) and destroy (Real estate section, Madison) or + 5 years (Region copies) and destroy

<b><u>00324000.</u></b>	<b><u>CONVEYED EASEMENTS</u></b>	<b><u>P</u></b>
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Records series covers conveyed easements that the department grants to utility companies, telephone companies or for other types of access across DNR owned lands.

RETENTION: Permanent (Real estate section, Madison office) or EVENT (Easement expired or obsolete) and destroy

<b><u>00325000.</u></b>	<b><u>LAND RECORDS SYSTEM (LRS) MASTER PROPERTY DATA</u></b>	<b><u>P</u></b>
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Record series covers the Land Records System (LRS) electronic database system. This system is a relational database with a menu-driven program that provides master data related to land purchased. The program, written in an Oracle database, is integrated with a series ASP.NET web application to provide access to DNR staff in central office, region and area offices. Subsystems of the LRS include P&P (Pending and Proposed) Acquisition data and PILT (Payment in Lieu of Taxes).

Data elements for each property include:

- Grantor name;
- Property and file data
- Parcel data
- Cost/checkbook data

Data are maintained perpetually on the LRS system.

RETENTION: Permanent (Real Estate Section, Madison)

<b><u>00326000.</u></b>	<b><u>PENDING &amp; PROPOSED (P&amp;P) LAND ACQUISITION DATA</u></b>	<b><u>EVT+1</u></b>
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Records series covers electronic data maintained in the Pending & Proposed (P&P) subsystem of the LRS. P&P is used to track a proposed acquisition through the process of negotiation, provide information about the status of the acquisition process and document that all necessary procedures are followed. Data elements included in this subsystem include detail tracking of the acquisition process, including management review. DNR Secretary, Board and Governor's approvals. Following acquisition, selected data about the property is transferred to the LRS database.

RETENTION: EVENT (Superseded by updated information ) + 1 year and destroy (Real Estate Section, Madison)

<b><u>00327000.</u></b>	<b><u>PILT (PAYMENT IN LIEU OF TAXES) DATA</u></b>	<b><u>EVT</u></b>
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Payment in lieu of taxes (PILT) is an electronic subsystem of the Land Records System (LRS). PILT is used to track payments of state aid to Wisconsin municipalities where department lands are owned in fee title. The payments are required in lieu of taxes under §§ 70.113 and 70.114, Wis. Stats. The PILT subsystem is an Oracle database containing data regarding lands owned and payments that

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the dept. Makes in lieu of taxes to certain municipalities. The Department of Revenue (DOR) transfers aid payment formula data through EDI transfer to the department. This data is merged with departmental data to determine amounts of payments and to issue checks to municipalities.  
Data elements in the PILT subsystem include: parcel cost, purchase price, adjusted purchase price, level of assessment and mill rate. The Bureau of Property Management issues an annual "Report on Payment in Lieu of Taxes," using data in this system.

RETENTION: EVENT (Life of PILT program) and destroy (Real Estate Section, Madison)

00328000. LRS, P&P, PILT AD HOC OUTPUT REPORTS EVT

As needed, the bureau generates output reports from Land Records System (LRS) and its subsystems: Pending & Proposed Land Acquisition System (P&P), and Payment in Lieu of Taxes System (PILT). Reports may be generated to meet administrative needs, provide information to DNR management or the Board, or to respond to requests for information.  
At least annually, bureau staff incorporates selected summary data into real estate reports. Thus, the ad hoc reports have short-term value and should be maintained until superseded or no longer needed and destroyed.

RETENTION: EVENT (Superseded or no longer needed) & destroy (Real Estate Section, Madison)

00329000. REAL ESTATE ANNUAL REPORTS & PUBLICATIONS EVT

Records series includes reports and publications generated on a regular basis to provide information about the department's real estate program. Reports often include summary and/or detail data from the LRS system or subsystems. Includes, but are not limited to:  
- "Report on Payment in Lieu of Real Estate Taxes," annual report required by the DNR board.  
- "Annual Real Estate Report," required by the DNR Board.  
Agencies are required to distribute reports that are considered publications to state document centers and depositories, per § 35.83, Wis. Stats., including 3 copies to the State Historical Society Library.  
The Real Estate Section retains copies of reports to meet internal, administrative needs until they are updated, superseded, or no longer needed. Also distribute per § 35.83, Wis. Stats. And provide 3 copies to SHS Library.

RETENTION: EVENT (Superseded or no longer needed) and destroy (Real Estate Section, Madison)

00330000. PILT FINANCIAL INPUT DOCUMENTS CR+5

Records series includes paper forms received from municipalities identifying mill rates for tax assessments. Also includes correspondence between municipalities and the department regarding PILT payments.

The Department of Revenue (DOR) also provides two databases for municipalities that receive PILT payments through electronic transfer to data.

RETENTION: EVENT (Creation) and destroy (Real Estate Section, Madison) or EVENT (Superseded or no longer needed) and destroy (Region copies)

00332000. GIS (GRAPHICAL INFORMATION SYSTEM) LAND ACQUISITION DATA P

Records series includes electronic Geographical Information System (GIS) data used to generate DNR land ownership and acquisition layers and maps.  
Digitized land acquisition and ownership data provides a spatial illustration of DNR information that is used for management decision-making.  
GIS data is maintained in ArcInfo software on the DNRSDE (Spatial Database Engine). GIS data elements include parcel data. Data is managed by the land Records System File Manager.

RETENTION: Permanent (Real Estate Section, Madison office)

00333000. GIS LAND ACQUISITION OUTPUTS EVT

Records series includes outputs from the Land Records Geographical Information system (GIS). Outputs include but are not limited to maps of owned lands. Maps are generated as needed for presentations, publications or for management planning and analysis.

RETENTION: EVENT (Superseded or not needed and destroy)

Dept #: /021/ Department Name: WASTEWATER MANAGEMENT

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00210000. WPDES PERMIT CASE FILES - SPECIFIC (INDIVIDUAL) PERMITS EVT+10

Industrial and municipal WPDES permits issued in the central office and regions. Records include permits, applications, fact sheets, public notices, correspondence, inspection reports, sludge reports, and related documents. Other records include:

- \* Wastewater discharge sampling, analysis and compliance forms, reports, summaries and permits;
- \* Facility contact and inspection tracking materials including checklists & reports
- \* Sludge disposal and management applications, information, characteristics, landfill materials and site loading.
- \* Landspreading site evaluation, land application approval, by-product analysis, site loading.

RETENTION: EVENT (Superseded by new permit or decision that no permit required) + 10 years and destroy

**00211000.** **WPDES PERMIT RECORDS** **EVT+10**

WPDES Wastewater Specific (Individual) Permits

Industrial and municipal wastewater permits. Records include permits, fact sheets, public notices and public noticed documents, permit-related correspondence, inspection reports, sludge reports, and related documents.

Other records include:

- ? Permit applications, application cover letters, and other application requests submitted by the permittee (e.g., applications for variances, dissipative cooling, adaptive management or WQ trading, mixing zones, etc.).
- ? Wastewater discharge sampling, analysis and compliance forms, reports and DNR responses/approvals, summaries and permits.
- ? Facility contact and inspection tracking materials including checklists & reports
- ? Decision documents related to water quality-based effluent limits (WQBEL), technology-based effluent limits (TBEL), and Wis. Admin. Code ch. NR 140 groundwater evaluations.
- ? Sludge disposal and management applications, information, characteristics, landfill materials and site loading
- ? Landspreading site evaluation, land application approval, by-product analysis, site loading
- ? Compliance schedule reports and responses, compliance-related correspondence, substantial compliance determinations
- ? Enforcement documentation including Notice of Noncompliance (NONs) and Notice of Violation (NOVs).
- ? Public hearing documents (if held)
- ? EPA review documentation and correspondence (if EPA reviewed)
- ? Documents related to requests for contested case hearings, judicial review, or other adjudications (where applicable)

WPDES Storm Water Permit Case: Municipal Storm Water Permit Case Files: Permit and Permit Applications for all municipalities required to obtain a storm water permit pursuant Wis. Admin. Code ch. NR 216. The file also contains correspondence and other information related to the permit.

WPDES CAFO Permit Case Files – Specific (Individual) Permits: Documents include the permit application, record of mailing, signed original final permit, notice of final determination, proof of publication, comments and records from the public input process, fact sheets, substantial compliance determinations for reissuances, and environmental review documentation.

WPDES Wastewater General Permits: WPDES General Permits are generic permits that address a category of related discharges. A General Permit is issued for the entire state and coverage is granted to each permittee by letter. Types of General Permits include those issued for noncontact cooling water and boiler blowdown, concrete products operations, landspreading of industrial liquid wastes, swimming pools, ballast water, pesticides, etc.

WPDES CAFO Large Dairy General Permit:

Other records include:

- ? Permit applications including forms, liquid storage capacity calculations, engineering documentation (detailed in bullet #2), and a 5-year nutrient management plan (stored in Water ePermitting System and linked to SWAMP), application cover letters, and other application requests submitted by the permittee (e.g., applications for variances, nutrient management plan substantial revisions, etc.).
- ? Engineering documentation for reviewable facilities including plans and specifications, evaluations, and post-construction reports.
- ? Annual reports including monitoring and inspection program results.
- ? Nutrient management plan updates including manure analysis, soil tests, and updated land application reports.
- ? Compliance schedule reports and responses, compliance-related correspondence, substantial compliance determinations
- ? Enforcement documentation including NONs and NOVs.
- ? Public hearing documents (if held)
- ? Documents related to requests for contested case hearings, judicial review, or other adjudications (where applicable)
- ? Permit issuance-related files related to the Large Dairy General Permit, such as public notices, notices of final determination, EPA correspondence, and final permits are stored on the file share.

WPDES Wastewater Permit Discharge Monitoring Report (DMR) Forms Wastewater DMR information reported by WPDES permittees on DMR forms 3200-28 and 3200-040 and supplemental information and/or equivalent reports generated by permittees using personal computers. The information includes wastewater flows and concentrations and quantities of various pollutants discharged.

WPDES Whole Effluent Toxicity (WET) Reports: Includes toxicity test results for fish and other aquatic life exposed to the permittees' effluent. Beginning in 2018, WET Test Report Forms and Toxicity Reduction Evaluations (TRE) reports are stored in the documents area of SWAMP.

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].

WPDES Wastewater Municipal Compliance Maintenance Annual Report (CMAR): Self-evaluation tool for municipal wastewater treatment plants (WWTP) that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measure the performance of the WWTP during a calendar year and assesses its level of compliance with permit requirements.

WPDES Event Tracker: Permittee names and addresses, permit identification numbers, dates of permit issuance, reissuance, modifications, public notices, informational public hearings and permit expiration dates, contacts with facility representatives, and violation tracking. Also includes reports for permit events.

Wastewater Pretreatment Data for Categorical Industrial Users: Pretreatment sampling points and discharge limits for categorical industrial users. Elements include facility identifiers, ownership, applicable regulations, sampling locations, loading calculations, and pretreatment monitoring forms.

Wastewater Land Application Management Program (LAMP): Municipal permittees are required to provide reports to the DNR to describe pollutant concentrations in the sludge and sites where sludge is applied. These files contain names of permittees, concentrations of pollutants in the sludge, dates and other relevant information.

Groundwater Monitoring Reports: Industrial and municipal wastewater permittees discharging to the land are required to drill ground water monitoring wells in the vicinity of the wastewater discharge and some lagoons. The permittee is then required to monitor the wells for pollutants and provide reports to the DNR. Records include the name of the permittee, pollutant levels and dates of measurement. On a case-by-case basis, CAFOs are also required to submit groundwater monitoring reports, if required by their permit.

Municipal Wastewater Overflows (Sanitary Sewer Overflows SSO/Treatment Facility Overflows TFO/Combined Sewer Overflows CSO): A general permit is issued to satellite sanitary sewer collection systems requiring them to report any sewage that overflows the sewer system.

Individual permits issued to municipalities also include overflow reporting requirements. Includes: date and location of overflows, cause of overflow, amount of precipitation during the overflow, actions taken, public notification, and volume of sewage.

NR 213 Industrial Wastewater Lagoon Evaluations: Electronic file lists the names, permit numbers, district locations of Industrial Wastewater Lagoons and their compliance status per Wis. Admin. Code ch. NR 213.

RETENTION: EVENT (Superseded, new permit issued, reissued, or decision that no permit is required) + 10 years & destroy confidential

**00215000.      WPDES PERMIT DISCHARGE MONITORING REPORT (DMR) FORMS      EVT+5**

Records in this series include wastewater discharge monitoring information reported by WPDES permittees on their paper DMR forms 3200-28 and 3200-040 and supplemental information and/or equivalent reports generated by permittees using personal computers. The information includes wastewater flows and concentrations and quantities of various pollutants discharged. NOTE: DMRs have been accepted electronically on a voluntary basis since 2002. Electronic submittal is required from all discharges starting in January 2011. So, in 5 years we should no longer have paper DMR files. See RDA #00211 for electronic submittal.

RETENTION: EVENT (Superseded) + 5 years and destroy

**00217000.      WPDES PERMIT WHOLE EFFLUENT TOXICITY (WET) FILES      EVT+10**

Series covers paper reports with wet data for fish and aquatic life exposed to permittees' effluent, as well as correspondence and other documents having to do with toxicity reduction evaluations (TRE) and other toxicity investigations.

RETENTION: Event (Superseded) + 10 years and destroy

**00222000.      WPDES PERMITS: GENERAL PERMITTEE CASE FILE      EVT+10**

WPDES General Permits are generic permits that address a category of related discharges. A general Permit is public noticed for the entire state and conveyed to each permittee by letter. Types of General Permits include those issued for noncontact cooling water and boiler blowdown, concrete products, land application of liquid wastes, swimming pools, ballast water, pesticides, concentrated animal feeding operations (CAFO), etc. This record series includes the case files for each general permittee, including: applications, correspondence, inspection reports or other information relating to each facility under a General Permit.

RETENTION: EVENT (Superseded by new permit) + 10 years and destroy

**00224000.      WPDES STORM WATER PERMITS: MUNICIPAL STORM WATER PERMIT CASE      EVT+10**

This file contains the storm water Permit and Permit Applications for all municipalities required to obtain a storm water permit pursuant to Wis. Admin. Code ch. NR 216. The file also contains correspondence and other information related to the permit.

RETENTION: EVENT (Facility termination OR superseded by new compliance documents) + 10 years and destroy

**00225000.      WPDES PERMITS: MUNICIPAL, INDUSTRIAL AND CONSTRUCTION SITE STOF      P**

The Stormwater Discharge Permit Program (STORM) is specifically described in NR 216 Wis. Adm. Code. STORM is a computer database, using a PowerBuilder interface to access Oracle tables that includes the names and addresses of the permittees, the standard industrial code description of the industrial permittees, and other relevant information. STORM will be discontinued, and SWAMP will then be used to enter and track storm water permit data. Most of the work on creating an integrated test version of SWAMP is complete, there just still needs to be some testing done before the switch can be made. The data entered into STORM populates Oracle tables just as SWAMP does, so the backup regime and frequency is the same.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

Permanent Justification: DNR has continuous research need for these records. Rules are amended frequently, and complete background information is needed.

Retention: Permanent

**00226000. WPDES PERMITS: INDUSTRIAL STORMWATER GENERAL PERMIT CASE FILE EVT+10**

These files include permit applications, correspondence, inspection information, Stormwater Pollution Prevention Plan Summary Forms, permit status information, history, and related information dealing with each stormwater general permit.

RETENTION: EVENT (Superseded by new permit) + 10 years and destroy

**00227000. WPDES PERMITS: CONSTRUCTION SITE STORM WATER CASE FILE EVT+10**

These files include permit applications and may also include correspondence, inspection information or other information relating to each construction site permit, including Notice of Termination Forms for the construction site, Form 3400-162.

RETENTION: EVENT (Site stabilization achieved and site Notice of Termination received) + 10 years and destroy confidential

**00230000. ANIMAL WASTE PROGRAM CASE FILES: NON-PERMITTED FARMS EVT+10**

Files contain reports, records and correspondence concerning the DNR's Animal Waste regulatory program. CASETRACK is an Oracle product which contains electronic files with information on regulatory activities: dates, locations, and descriptive information concerning animal waste case incidents.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Date of final Department Action) + 10 years and destroy

**00232000. WASTEWATER NEWSLETTERS & NOTICES EVT+10**

The Water Quality Program periodically issues newsletters or notices to provide current information on industrial wastewater, municipal wastewater, septage and guidance for completing Discharge Monitoring Reports.

RETENTION: EVENT (Superseded date) + 10 years and destroy

**00233000. PRETREATMENT PROGRAM MUNICIPAL PRETREATMENT PROGRAM KEY D EVT+10**

Includes municipal pretreatment program approval documents, sewer use ordinances and industrial baseline reports.

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

**00233B00. PRETREATMENT PROGRAM CASE FILES EVT+5**

Includes annual reports, industrial use control documents, compliance reports, audit and inspection reports and correspondence.

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

**00237000. WASTEWATER TREATMENT SYSTEM PLANS AND SPECIFICATIONS P**

Wisconsin Stat. § 281.41 requires DNR approval of wastewater treatment systems prior to construction. Plans and specifications for municipal, industrial, and pretreatment wastewater systems and facility plans for municipal wastewater systems are sent to the DNR for review and approval; this includes soil absorption systems and holding tanks for industrial wastewater (including mixtures of industrial and domestic wastewater). Monitoring well construction documentation is also submitted post-construction.

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].

Permanent Justification: DNR has continuous research need for these records. Rules are amended frequently, and complete background information is needed.

RETENTION: PERMANENT



Dept #: /021/ Department Name: WASTEWATER MANAGEMENT

RDA # RDA Title Retention Disposition PII

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**00241000.** **SWEET CORN SILAGE STORAGE SITES <1200 TONS** **EVT+5**

Name, location, and evaluation report for each corn silage storage site.

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

**00242000.** **PROGRAM POLICY ISSUES** **EVT+20**

The program management teams are involved in developing, reviewing, and approving all new policy records. Records in this series may contain information related to development of program policies, correspondence related to interpretation of policies, and recommendations related to policy implementation. Other records are stored on the program file service.

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

**00244000.** **WASTEWATER CONFIDENTIAL FILE** **EVT+25**

Records include trade secrets, proprietary information and items that are determined to be confidential as specified in the code and statutes.

RETENTION: EVENT (Superseded) + 25 years and destroy confidential

**00245B00.** **SEPTAGE LANDSPREAD & DISPOSAL** **EVT+10**

Per Wis Stat. §§ 281.48-281.49, and Wis. Admin. Code ch. NR 113, septic tank pumpers obtain a license from the DNR to haul septage and must maintain records of:

- ? Septage landspreading locations and amounts
- ? Septage disposed at municipal wastewater treatment plants.

Each septage hauler is required to provide an annual account of the locations and amounts of septage landspread and disposed at Municipal Wastewater Treatment Plants. This records series covers those annual reports submitted.

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

Dept #: /022/ Department Name: AIR MANAGEMENT (022)

RDA # RDA Title Retention Disposition PII

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**00300000.** **AIR MANAGEMENT MONITORING SITE OPERATIONAL FORMS AND DATA** **CR+6**

Records in this series originate at the monitoring site and detail operation of each site and performance of each analyzer used to measure air quality/conditions. These records work in conjunction with one another and, taken as a unit, document the operating performance of the monitoring site as a whole. These records are primarily managed by the logger data acquisition system including, but are not limited to, the following:

- Data observations
- Missing Data Records
- Calibration E-forms

All verification and calibration records are retained in e-forms on the site logger and site logger backups and key information including data points, standards used, and instrument serial number are transmitted and stored on the central data system. Once site logger databases are backed up to a backup repository and confirmed, the site logger copy is considered a working copy and may be destroyed.

Paper records of site activities and quality control (QC) may also fall under this category including, but not limited to the following:

- Quality Control Check Forms
- Sample Records
- Site Sample Logs
- Standard Certifications

Paper records are sent to the Data/QA group where critical portions of these records are manually entered into the central data repository or used for review processes. Once paper documents are digitized and confirmed, they may be destroyed. Paper forms: maintained for 6 years from event or until digitization is confirmed.

RETENTION: EVENT (Creation) + 6 years and destroy

**00301000.** **SITE AND EQUIPMENT LOGBOOKS AND SUMMARY DATA** **EVT+6**

Records in this series document the operation of a site or the use of a specific instrument including, but not limited to, the following:

- Site Log Book - stored at site until shutdown, then sent to central office
- Instrument Log Book - stored with instrument until taken out of service, then sent to central office

RETENTION: EVENT (Site shutdown or instrument out of service) + 6 years and destroy

**00302000.**      **MONITORING SITE HISTORICAL RECORDS**      **EVT+10**

Records in this series detail the history of a site including metadata about the site, types of data collected and agreements in place, including but not limited to:

- AQS Site Forms and AQS Monitor Forms
- Site Historical Summaries
- Official Site Photos
- Access Agreements I Contracts
- Memorandums of Understanding I Agreement
- Site Waivers

RETENTION: EVENT (Site shutdown) + 10 years and destroy

**00305000.**      **CENTRALIZED DATA SYSTEM MONITORING DATA - RAW DATA**      **EVT+2**

Records series includes primary and backup data flows that transmit data from analyzer, to logger and to central data repository. These records are for backup purposes that are unnecessary once the related parameter data certification processing has occurred the following year. These records may include, but are not limited to the following:

- Analyzer on board memory downloads
- Transmittal records

RETENTION: EVENT (Information added to data repository) + 2 years and destroy

**00306000.**      **CENTRALIZED DATA SYSTEM MONITORING DATA - QUALITY ASSURED DAT**      **CR+10**

Record series includes data retrieved and quality assured in the centralized data management system in electronic format. Raw data is maintained in the database along with quality assured finalized data. Where appropriate, quality assured data is submitted to EPA's Air Quality System (AQS) as a final repository that is maintained by EPA per federal regulations and requirements, Data can be backed up and stored on a variety of media as necessary. Records may include, but are not limited to the following:

- Active WISARDS data
- Active WAMDAS data
- Archived copies of data no longer contained in the active data
  - Electronic copies stored on servers
  - Electronic copies stored on local media

Archived copies of databases will be maintained so that data may be viewed or restored for viewing as necessary until Retention/Disposition timeframe is met.

Previous systems utilized for this purpose are beyond the retention time defined in this RDA and associated data may be disposed

RETENTION: EVENT (Data certification) + 10 years and destroy

**00307000.**      **CENTRALIZED DATA SYSTEM RAW DATA REPORTS**      **EVT+3**

Records series includes raw data reports, including Daily Summary Reports describing air quality in a particular area. Reports are generated from the centralized data management system and used for reference and review purposes. Records may include, but are not limited to:

- Morning Reports and associated attachments
- 0 Air Quality Index (AQI) Index reports
- 0 Calibration Summary reports
- 0 Data Observation reports

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

**00308000.**      **CENTRALIZED DATA SYSTEM MONTHLY EDITED QA DATA REPORTS**      **CR+6**

Records series consists of edited Monthly Data reports that are generated as final quality-assured outputs from the computer system. Reports provide historical reference of yearly air quality data by site. New procedures allow data to be reviewed, distributed and stored electronically rather than utilizing paper printouts. Records may include, but are not limited to:

- Printouts of monthly data observations
- Monthly data review summary reports

- Associated documentation created during the review process
- Site audit forms/reports
- Data Certification Letters

RETENTION: EVENT (Data certification) + 6 years and destroy

**01120000. ARDN SYSTEM (ASBESTOS RENOVATION AND DEMOLITION NOTIFICATION) FIS+7**

Asbestos Notification Information This record series consists of asbestos notification information submitted by potential air contaminant sources regarding renovation or demolition projects which may emit asbestos. Notifications are submitted by owners and operators and by any person whose action could cause the emission of asbestos to ambient air. Wis. Admin. Code ch. NR 447.07 requires each owner or operator of a demolition or renovation activity to provide the Department with notice of intention to demolish or renovate. Information contained on the notifications includes: type of notifications; type of project; dates of asbestos removal; dates of demolition/renovation; abatement or demolition contractor; facility owner information; facility information; waste transporter; waste disposal site; amount of asbestos; description of asbestos material. This record series also consists of billing records associated with notifications including, but not limited to, the following: invoices, past due correspondence, and statements.

Lifecycle Language: The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 1 year and then destroyed.

RETENTION: EVENT (Fiscal) + 7 years and destroy

**01121000. ASBESTOS NOTIFICATIONS - PAPER NOTIFICATION FORMS FIS+1**

Although most notification data is now submitted to ARDN electronically, a relatively small number of notifications are still submitted on paper forms. This record series contains those forms. Data from these forms is entered into ARDN by Air Management staff.

The paper forms are filed by notification number. The paper files are maintained for one full fiscal year after the notification is entered into ARDN (e.g., a notification entered into ARDN in FY '13 would be retained until the end of FY '14 and then be destroyed), in case a question comes up as to whether the information in ARDN matches what was on the paper form.

Retain until the end of the fiscal year following entry of the notification into ARDN.

RETENTION: EVENT (Fiscal) + 1 year and destroy

**01169A00. AIR PERMIT APPLICATION (CONFIDENTIAL) EVT+10**

Record series covers information, submitted, created and utilized in the confidential application process for receiving or being exempt from air pollution control permits. Examples include, but are not limited to:

- \* Records that qualify as a "trade secret";
- \* Records for which confidential treatment has been requested under Wis. Admin. Code§ NR 2.19;
- \* Request for confidentiality (affidavit);
- \* Preliminary decision to grant or deny confidentiality;
- \* Final confidentiality determination; and
- \* Correspondence .

File closed - A file is closed when a facility has ceased all operations regulated by the air management program and the following administrative functions have occurred; all permits have been revoked, expired or coverage under a permit is withdrawn; all compliance and enforcement actions have been completed; and all outstanding bills have been paid or written off.

RETENTION: EVENT (File closed) + 1 O years then destroy confidential

**01180000. COMPLIANCE DEMONSTRATION EVT+10**

These records were identified during agency review. Record series covers information submitted, created and utilized, in any manner or format, in the request for and the demonstration of compliance with air program permits and regulations.

This record series consists of demonstrations that may be reoccurring or need to be maintained for shorter periods of time. Includes, but not limited to, the following:

- Pressure vacuum requests;
- Stack test documents;
- Reoccurring Reports(including Monitoring reports, national Emission Standards for Hazardous Air Pollutants (NESHAP) reports, New Source Performance Standard (NSPS) reports, Reasonably Available Control Technology (RACT) industrial wastewater and petroleum refinery quarterly reports, Relative Accuracy Test Audit (RATA) reports, Continuous Emissions Monitoring (CEMs) quarterly excess emissions, fuel sampling)
- Wis. Admin. Code§ NRC 439.096 combustion optimization report
- Wis. Admin. Code chi. NRC 428 Nitrogen Oxides (NO) emission averaging plans and quarterly reports;
- State acid rain reports and approvals;
- Title V compliance plan progress;

- Permit deviation notifications; and
- Compliance Certifications.

Reason for creation: These records were identified during agency review.

RETENTION: EVENT (Receipt or creation) + 10 years and destroy

**01182000.** **APPLICABILITY DETERMINATION** **EVT+10**

Record series covers information submitted, created and utilized, in any manner or format, in the request for and the determination of compliance with air program permits and regulations.

This record series consists of determinations that may be one-time events or need to be maintained for the life of the source. Includes, but not limited to, the following:

- Wis. Admin. Code ch. NR 436 exceptions;
- Control device tax certifications;
- Wis. Admin. Code ch. NR 428 petitions for alternative requirements and utility reliability waivers;
- Wis. Admin. Code§ NR 431.07 alternative opacity limits;
- Ambient air monitoring;
- CEM installation and Quality Assurance/Quality Control (QA/QC) plans and alternative compliance demonstration requests;
- Wis. Admin. Code ch. NR 433 Best Available Retrofit Technology (BART) emissions trading;
- Plans (including Odor control plans, Malfunction prevention & abatement plans, Sulfur dioxide plans, Compliance assurance monitoring plans, Fugitive dust plans, Startup shutdown malfunction plans, Wis. Admin. Code § NR 439.096 Combustion Optimization);
- Notifications (including Commence construction notifications, Construction initial operation notification, Portable source relocations, Wis. Admin. Code ch. NR 407 Registration Operation Permit (ROP) Additional Applicable Requirement and Permit Flexibility Notifications)
- Wis. Admin. Code chs. NR 405 & 408 PAL Monitoring System Shutdown notifications and semiannual reports;
- Wis. Admin. Code ch. NR 408 emission reductions;
- RACT notifications and schedules; and
- Wis. Admin. Code ch. NR 428 NOx Emission Averaging Program.

Includes administrative orders or consent orders.

Event definition:

- File closed - File is closed when facility has ceased all operations regulated by the air management program and the following administrative functions have occurred: all permits have been revoked or coverage under a permit is withdrawn, all compliance and enforcement actions have been completed and all outstanding bills have been paid or written off.

Reason for creation: These records were identified during agency review.

RETENTION: EVENT (File closed or superseded with revised version) + 10 years and destroy

**01184000.** **INSPECTION DOCUMENTS** **EVT+20**

This record series consists of evaluations that result in an official determination of source compliance that must be maintained beyond 10 years from creation for the purpose of establishing a compliance history. Includes, but not limited to, the following: full compliance evaluations, partial compliance evaluations, associated letters of culpability and facility closure.

Reason for creation: These records were identified during agency review.

RETENTION: EVENT (Receipt or creation) + 20 years then destroy

**01186000.** **ENFORCEMENT (AIR FILES)** **EVT+10**

Record series covers information submitted, created, and utilized, in any manner or format, in the course of investigating, reviewing, or pursuing follow-up stepped enforcement actions for air program permits and regulations. Examples include, but are not limited to:

- Letters of Inquiry and associated documents;
- Letters of Noncompliance and associated documents;
- Notices of Violation and associated documents;
- Referral package documents, including all evidentiary files;
- Evidentiary files include but are not limited to complaints, reports, inspections, test results and
- Department of Justice (DOJ) or court documents associated with the case. This includes court documents associated with any appeals of the decision.

Event definition:

- File closed - File is closed when facility has ceased all operations regulated by the air management program and the following administrative functions have occurred, all permits have been revoked or coverage under a permit is withdrawn, all compliance and enforcement actions have been completed and all outstanding bills have been paid or written off.

Reason for creation: These records were identified during agency review.

Dept #: /022/ Department Name: AIR MANAGEMENT (022)

RDA #	RDA Title	Retention	Disposition	PII
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RETENTION: EVENT (File closed) + 10 years and destroy confidential

01188000. ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORC EVT+10

All documents related to EPA compliance and enforcement including, but not limited to:

- Letters of Inquiry
- Findings of Violation and associated documents
- Notices of Violation and associated documents
- Administrative Penalty Orders
- EPA approvals and waivers (NESHAP/NSPS/Maximum Achievable Control Technology(MACT)/RACT/Acid Rain/CEM/Test Method)

Event definition:

File closed - File is closed when facility has ceased all operations regulated by the air management program and the following administrative functions have occurred, all permits have been revoked or coverage under a permit is withdrawn, all compliance and enforcement actions have been completed and all outstanding bills have been paid or written off.

Reason for creation: These records were identified during agency review.

RETENTION: EVENT (File closed) + 10 years and destroy

Dept #: /026/ Department Name: WASTE & MATERIAL MANAGEMENT

RDA #	RDA Title	Retention	Disposition	PII
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00457000. SHWIMS Detail Data EVT

For solid waste: Records in this series include site information, facility information--such as location, address, SPA #, type of facility, ownership information, contact information -licensing information and infectious waste. If there are changes or updates to the information (except for licensing), the data file is updated to reflect the most current information.

Hazardous Waste: Records in this series include: facility information--such as location, address, EPA #, type of facility, ownership information contact information-licensing information, manifests and annual reports. If there are changes or updates to the information (except for licensing, manifests and annual reports), the data file is updated to reflect the most current information.

RETENTION: EVENT (Supersede) and destroy

Dept #: /027/ Department Name: REMEDATION & REDEVELOPMENT (027)

RDA #	RDA Title	Retention	Disposition	PII
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00515000. REMEDATION & REDEVELOPMENT TECHNICAL CASE FILES P

This record series includes both the technical case file as well as summary data.

The technical file and summary data include records on each Remediation & Redevelopment site that has been identified. The records are updated regularly and include, but are not limited to:

- Superfund Sites: DNR works cooperatively with U.S. EPA to oversee the investigation and remediation of Federal Superfund sites. Documents may include PA/SI documentation.
- Grants and Loans: Site-specific state or federal grant/loan information for grants programs (WI Assessment Monies (WAM), Ready for Reuse, Sustainable Urban Development Zone (SUDZ), Brownfields Environmental Assessment Pilot (BEAP), BF Green Space, etc.).
- Liability: Site-specific liability-related information.
- Underground Storage Tank (UST) Sites: Per Code of Federal Regulations, 40 C.F.R. § 280.72, completion of a site assessment is required whenever certain types of USTs are closed or undergo a change in service.
- Petroleum Environmental Cleanup Fund Award (PECFA) Sites: DNR maintains files containing technical site information regarding the remediation of petroleum contaminated sites.
- State Funded Response Sites: DNR utilizes the state environmental fund to manage contaminated sites with environmental or public health concerns, where no responsible party is willing or financially able to take necessary actions.
- Voluntary Party Liability Exemption (VPLE) Sites: A responsible party may voluntarily investigate and remediate a contaminated property and receive the Voluntary Party Liability Exemption (VPLE). Once the DNR approves the cleanup, a Certificate of Completion is issued to provide the party who conducted the cleanup and future owners of the property with exemptions from environmental liability in perpetuity provided certain conditions have been met.

- Dry Cleaner Environmental Response Sites: DNR monitors actions related to discharged dry cleaning product to address the harmful effects of any discharge to air, lands, and waters of the state.
- Spill Sites: Persons who cause a discharge of a hazardous substance to the environment are required to immediately notify the DNR of that discharge. In addition to the normal records for this series these records may also include spill location, spill date, spill contents, and pertinent correspondence.
- Abandoned Containers Sites: DNR provides funding and contracts with private firms to clean up abandoned containers of potentially hazardous materials for environmental protection purposes. In addition to the normal records for this series these records may also include abandoned container notification memo or equivalent, reporting location, reporting date, documents identifying the container and its contents.
- Remediation and Redevelopment Site Map: This online mapping application pulls specific site attributes and geospatial information from BRRTS to allow users to view different layers related to the site investigation and cleanup activities.

Records 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 documents 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.

Permanent Retention Justification: Permanent records will be retained in such a way to meet requirements in Wis. Admin. Code ch. Adm 12. Per Wis. Stat. §§ 292.12(3)(a), 292.31(1)(a) and 292.57 and Wis. Admin. Code §§ NR 722.17(2), NR 726.07(1) and NR 728.10, the remediation and redevelopment records are needed permanently to continue to provide prospective purchasers and other interested parties with information as to whether or not a parcel of land was ever identified as a hazardous substance discharge site, whether or not an environmental investigation or cleanup was monitored by the DNR for that parcel, and whether or not restrictions on land use or groundwater use have been required.

RETENTION: Permanent

<u>00522000.</u>	<u>UST SITE REPORTS</u>	<u>P</u>		
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The DNR maintains responsibility for the Underground Storage Tank (UST) program. Per Code of Federal Regulations, 40 CFR 280.72, completion of a site assessment is required whenever certain types of underground storage tanks are closed or undergo a change in service. Reports are submitted to the DNR, as required by Wis. Admin. Code, § NR 706.11(3). Records in this series include reports that indicate the tank did not leak (clean closure sites). However, report conclusions undergo no verification process and so need to be maintained with reports identifying UST sites that do not meet standards for clean closure (problem sites). Problem sites require further DNR involvement. Site reports are used to investigate environmental contamination, environmental audits for property transactions and liability issues.

Permanent Retention Justification: The DNR maintains UST reports and provides copies in response to public requests. These records 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.

RETENTION: Permanent

<u>00523000.</u>	<u>ABANDONED CONTAINERS PROGRAM CASE FILES</u>	<u>P</u>		
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Under Wis. Admin. Code, ch. NR 704, the DNR provides funding and contracts with private firms to clean up abandoned containers of potentially hazardous materials for environmental protection purposes. Series includes abandoned container notification memo or equivalent, reporting location, date, documents identifying the container and its contents, and cleanup reports from contractor. May also include copies of invoices, funding requests and correspondence.

- 1983 - ca. 1989 records were maintained in Madison Central Office.
- Effective 1990, records are maintained in Regional Headquarters offices, filed by county of occurrence.

Permanent Retention Justification: The DNR provides copies of abandoned containers reports and records in response to open records requests. These records 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.

RETENTION: Permanent

<u>00525000.</u>	<u>FEDERAL SUPERFUND CASE FILES</u>	<u>P</u>		
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Under Wis. Stat. ch. 292, and Wis. Admin. Code ch. NR 700, the DNR works cooperatively with U.S. EPA to oversee the investigation and remediation of Federal Superfund sites. Case files on each Superfund site contain all site investigation and cleanup records including, but not limited to, contamination identification and related data, reimbursement documents, site monitoring reports, project plans, correspondence and final reports. Key data on each project will be maintained in electronic BRRTS data files.

Permanent Retention Justification: These records also 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.

RETENTION: Permanent

<u>00526000.</u>	<u>STATE FUNDED RESPONSE CASE FILES</u>	<u>P</u>		
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RDA #	RDA Title	Retention	Disposition	PII
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Under Wis. Stat. ch. 292, and Wis. Admin. Code ch. NR 700, the DNR utilizes the state environmental fund to investigate, cleanup and monitor contaminated sites with environmental or public health concerns, where no responsible party is willing or financially able to take necessary actions. Case files include documents identifying the contamination site, contamination data and laboratory results, investigation reports, and cleanup efforts.

Permanent Retention Justification: These records also 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.

RETENTION: Permanent

**00527000. VOLUNTARY PARTY LIABILITY EXEMPTION (VPLE) PROGRAM CASE FILES P**

Under Wis. Stat. § 292.15, and Wis. Admin. Code ch. NR 700, the VPLE program allows any party to voluntarily investigate and remediate a contaminated property and receive the Voluntary Party Liability Exemption (VPLE). Once the DNR approves the cleanup, a Certificate of Completion is issued to provide the party who conducted the cleanup and future owners of the property with exemptions from environmental liability in perpetuity as long as certain conditions have been met. Records include VPLE application forms, relevant correspondence and documentation of the project and a Certificate of Completion.

Permanent Retention Justification: These files, including the VPLE Application and Certificate of Completion identify responsible parties for cleanup, meet public property liability concerns and need to be retained permanently for long-term enforcement/environmental information. These records also 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.

RETENTION: Permanent

**00528000. DRY CLEANER ENVIRONMENTAL RESPONSE PROGRAM CASE FILES P**

Records in this series monitor site cleanup, under Wis. Stat. § 292.65, related to the discharge of dry cleaning product to the environment. The DNR monitors actions to halt the discharge, contain and remove discharged dry cleaning product, and remove contaminated soil and water in order to restore the environment and to address the harmful effects of the discharge to air, lands, and waters of the state. The DNR keeps records and statistics on the program and periodically evaluates program effectiveness. Records in this series may also include copies of grant agreements and projects for cleanup. Records have long term value because residual contamination may pose a threat to public health, safety, or welfare.

Permanent Justification: These records also 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. Dry cleaning chemicals may be dumped into the ground and thus are threatening ground water. Records are also used to verify a site has been cleaned.

Retention: Permanent

**00532000. SPILLS PROGRAM CASE FILES EVT+100**

Persons who cause a discharge of a hazardous substance to the environment are required to immediately notify the DNR of that discharge by telephone, telefax, visiting the DNR, or telephoning a 24-hour DNR hotline, per Wis. Admin. Code ch. NR 706. Notification requirements and containment, cleanup disposal and restoration requirements are further specified in the Wis. Admin. Code ch. NR 700 rule series. Records in this series document the spills report and follow up actions for each discharge case. Records include:

- Reports of Toxic and Hazardous Spills in the Spills Electronic Reporting and Tracking System (SERTS) web form. If the SERTS web form is not available, the SERTS Web manual entry form is used,
- Additional information regarding spill location, date, contents of the spill that responsible parties may document and submit concerning the discharge,
- Pertinent correspondence
- Cleanup reports.

Data from spills reports is uploaded into BRRTS (RDA # 370/515). Spills Coordinators reference spill reports for regulatory purposes and to respond to requests for information about property contamination. Long-term retention of case files is needed to protect the public interest and determine liability for residual contamination that may be discovered in the future.

RETENTION: EVENT (Spill report date) + 100 years and transfer to Wisconsin Historical Society (WHS)

**00534000. GIS REGISTRY SITES DETAIL DATA - NO LONGER CONTAMINATED P**

Many GIS sites are expected to remain on the GIS Registry permanently. This record series covers data on any sites where the groundwater contamination is reduced to the point that the groundwater contamination no longer exceeds Wis. Admin. Code, ch. NR 140 groundwater enforcement standards or soil contamination no longer exceeds Wis. Admin. Code, ch. NR 720 soil cleanup standards, or both.

In these cases, date and relevant scanned images may be removed from the GIS Registry and archived.

NOTE: BRRTS data will also be updated, and the site will continue to be listed in BRRTS. Closure history information is maintained in the paper site file, and will be retained permanently as specified in RDAs for site case files.

Dept #: /027/ Department Name: REMEDATION & REDEVELOPMENT (027)

RDA # RDA Title Retention Disposition PII

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Permanent Retention Justification: Summary remediation and redevelopment information is needed permanently to continue to provide prospective purchasers and other interested parties with information as to whether or not a parcel of land was ever identified as a hazardous substance discharge site, whether or not an environmental investigation or cleanup was monitored by the DNR for that parcel, and whether or not restrictions on land use or groundwater use have been required.

RETENTION: Permanent

**01123000. PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) REMEDIA<sup>1</sup> EVT+7**

PECFA was created by the Wisconsin Legislature to help tank owners pay the costs associated with reclamation of a petroleum contaminated site. Included in these records are applications and documents required to secure financial reimbursement for the environmental cleanup costs associated with the remediation of a site contaminated by a petroleum storage tank product leak.

Record may include, but are not limited to:

- request for determination of eligibility;
- the initial application for funds;
- a cleanup cost detail;
- proof of payment;
- a current owner assignment certification;
- site assessment;
- assignment of PECFA proceeds;
- requests for closure and decisions by agency;
- enforcement information;
- and all other pertinent documentation.

RETENTION: EVENT (Date of final claim payment and/or sunset of PECFA Program (June 30, 2020), whichever is later) +7 years and destroy confidential

**01219000. R&R FINANCIAL DOCUMENTATION RELATED TO COST RECOVERY EVT+7**

Under Wis. Stat. § 292.81(3), the Department may place a lien on a property for expenditures incurred by the Department related to investigation and cleanup of environmental contamination. Expenditures may include costs for supplies, equipment, permanent property, contractual services, or other expenses. Records include correspondence, notices, estimates, invoices, contracts, purchase orders, and related materials.

RETENTION: EVENT (Date a lien is satisfied or removed from a property)

**01220000. BANKRUPTCY AND WISCONSIN PLANT RECOVERY INITIATIVE (WPRI) DOCU EVT+7**

The Bankruptcy and WPRI programs help communities expedite the cleanup and revitalization of industrial and/or commercial facilities. Records may include, but are not limited to, correspondence with local communities, facility tracking information, checklists, worksheets, and agreements.

RETENTION: EVENT (Date of proof of claim resolution or bankruptcy settlement) + 7 years and destroy confidential

Dept #: /030/ Department Name: PUBLIC SAFETY AND RESOURCE PROTECTION

RDA # RDA Title Retention Disposition PII

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**00003000. RECREATIONAL SAFETY COURSE INFORMATION EVT+6**

Under Wis. Stat. chs. 23, 29, 30 and 350, instructors provide safety training classes to private citizens on boating, bow hunting, hunting, snowmobiling, all-terrain vehicles (ATVs), utility terrain vehicles (UTVs) and off-highway motorcycles (OHMs). Records in this series document identifying information for students including pass / fail status, instructor information such as which course they are certified to teach, identifying information and background check materials. The instructor completes the Class Roster Sheet, verifies students who successfully complete the required training. Series includes registration records for no shows and failed students.

Central LE Bureau files these records chronologically by completion date and then alpha by county. Retain paper for one year and destroy the paper record provided the source document was microfilmed. All information except student failure is entered into licensing database.

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

**00007000. INVESTIGATIVE TEAM CASE FILES: EVT+6**

Records series includes Investigation Case Files created in response to Wis. Stat. Ch. 29, relating to illegal use of fish and game and other natural resources. These case files document undercover, covert operations of serious violations. Series includes all investigation, charges, Department findings and actions needed as supporting evidence, copies of legal proceedings, testimony, and



RDA #	RDA Title	Retention	Disposition	PII
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briefs. This series also documents multi-state and federal undercover "sting" operations such as "Operation Gillnet, Mesabi, CanAm" cases, etc. Certain case files may contain undercover names of the investigators. These records contain prosecuted, unpursued and unprosecuted cases.

RETENTION: EVENT (Case closed) + 6 years and transfer to State Archives

**0007A00.      SPECIAL INVESTIGATION CASE DATABASE      EVT+25**

Database (currently Access) relating to illegal use of fish and game and other natural resources. Data includes case number, names of individuals and organizations, charges, dates and key actions. Data is maintained for long-term reference purposes.

RETENTION: EVENT (Close of investigation) + 25 years and destroy

**00037000.      COMPLIANCE ORDERS & REFERRALS - CRIMINAL AND CIVIL ENVIRONMENT      EVT+10**

Records in this series include compliance orders and recommendations to refer violations of U.S. or state environmental protection statutes/Administrative Codes for civil or criminal prosecution. Environmental Enforcement Specialists or Investigative Wardens draft orders and referrals and route them to Central Office program, legal, enforcement and administrative staff for approvals.

- Compliance Orders: Environmental Enforcement Specialists typically draft orders. Draft documents are confidential. Final orders are public records. The Environmental Enforcement Specialist who drafted the order maintains the official file on the Environmental Enforcement Case Management Site. Central LE Office in Madison keeps reference copies.
- Civil and Criminal Referral Memos: Records document environmental violations including the findings of investigations, descriptions of evidence, legal documents, testimony, etc. Records can also include those from multi-state and/or federal jointly conducted investigations. Some records may contain confidential names of investigators and/or informants. The Environmental Enforcement Specialist or Investigative Warden who drafted the referral, maintains the official case files on the Environmental Enforcement Case Management Site. These records are considered confidential. Central office keeps reference copies of the Case Investigative Report (criminal) or Referral Memo (civil) and accompanying letters.

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

**00055000.      DNR SEIZURE, CONFISCATION AND SALES CASE FILES      EVT+6**

Records series covers enforcement records that wardens and officers create for seizures, disposition and sales of equipment and animals used or held in violation of fish and game laws under Wis. Stat. § 29.931. Includes records related to the seizure and confiscation of fish, game and apparatus seized by conservation wardens, the seizure and confiscation forms, and other records needed to verify and document Department seizure, confiscation, sales and disposition actions. DNR action may be taken as a result of a citation, and retention requirements that correspond with the retention of citations.

NOTE: Bureau of LE keeps a set of these records to provide chain of custody information. Bureau of Finance keeps their own records to document monies received and disbursed.

RETENTION: EVENT (Seizure or confiscation) + 6 years and destroy confidential

**00097000.      DESIGNATED MOORING AREA (DMA) CASE FILES      EVT+30**

Per Wis. Stat. § 30.77 and federal requirements, the Department is authorized to approve or deny applications from municipalities with jurisdiction over navigable waters for Designated Mooring Areas (DMA). Records in this series include applications, ordinances, waterway marker permits and review materials for DMAs which are approved, denied or pending administrative review hearings. May also include revisions to ordinances, appeals, and reapplications and review hearing records. Hearings may entail review of other cases, including past practices, consistent Departmental decisions and precedents.

RETENTION: EVENT (Closed, DMA no longer in effect) + 30 years and transfer to State Historical Society

**00103000.      LOCAL ORDINANCE & WATERWAY MARKER PERMIT CASE FILES      P**

Local municipalities are required to submit local boating ordinances enacted under Wis. Stat. § 30.77(4), to be maintained on file in the DNR Bureau of Law Enforcement. Records in this series include the local ordinances and waterway marker applications, approvals and denials. Files contain current and historical information about each municipality's water regulations and buoy permits. Records justify local regulations and are accessed daily by Law Enforcement personnel. Records are frequently cross-referenced with each other regarding joint jurisdiction waters.

Permanent justification: The Department is the keeper of all local boating ordinances in the state.

RETENTION: Permanent

**00121000.      BARDI - BOAT ACCIDENT ELECTRONIC DATA - FEDERAL      EVT**

Records series is a DNR database for Wisconsin boat accident data. The federal BARDI system is a nationwide database maintained by the U.S. Coast Guard. DNR collects and reports Wisconsin data and can retrieve information in BARDI from other states. Data includes names of individuals involved, date of occurrence, injury, accident location and others involved. Data is continuously updated.

RETENTION: EVENT (Superseded by updated data) and destroy

**00141000. LAW ENFORCEMENT ACCIDENT INCIDENT & INTERIM STATUS REPORTS - A EVT**

The Bureau of Law Enforcement compiles statistics and generates incidental reports and statistics on accidents for all types of recreational safety programs throughout the year. At the end of the year or season, these reports are updated and incorporated into year end or end-of-season publications. The incidental reports may be posted on the DNR Internet page and widely distributed, including the following examples:

- \* Gun Deer Hunting Incident Synopsis - Annual
- \* Snowmobile Fatality Summary - Seasonal
- \* Wisconsin ATV Fatality Summary
- \* Wisconsin Boating Fatality and Incident Reports

Since these reports are updated and incorporated into publications (below), retention for the incidental reports is EVENT (superseded or updated) and destroy

RETENTION: EVENT (Superseded by final report) and destroy

**00146000. CITATIONS & ARRESTS EVT+6**

Record series covers citations that wardens issue to offenders for the following types of violations: Natural Resource violations under Wis. Stat. §§.23.54 and 29.921, Uniform Traffic Citations, Juvenile Alcohol Tickets as outlined in Wis. Stat.§ 938.17. The DNR enforcement officer provides copies of the citation to the defendant and the courts. After the case is closed, the officer forwards the record to Central Madison Bureau of Law Enforcement for DNR data entry.

Records are maintained to verify convictions and to provide to law enforcement officers within and outside the Department in response to requests for copies of citations issued for use in ongoing fish, wildlife and environmental investigations, special investigations or other types of enforcement actions.

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

**00148000. ENVIRONMENTAL CIVIL AND CRIMINAL INVESTIGATION CASE FILES EVT+10**

Investigation Case Files are created during the course of investigation or due to potential violations of environmental laws. They document environmental violations, investigations, charges and findings and include copies of legal documents, warrants, testimony, briefs, etc. Also includes multi-state investigations and those conducted jointly with federal agencies. Some records in this series may contain the names of confidential sources of information. These records are to be treated as confidential (at least until the investigation and any related enforcement action is complete).

Central database contains case action and status updates for management purposes. Records are kept on the Case Management System for potential court action.

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

**00311000. LE OFFICER SKILLS MANAGER RECORDS EVT+5**

This electronic database contains records tracking each DNR law enforcement officer, including wardens, park and forest rangers. Records includes officer name, position, location, summary data documenting qualifications including firearms training, firearms assigned to each officer, other training completed. Records are contained in an off-the-shelf software package and maintained by the LE Training Director for wardens and the Chief Ranger for Rangers.

RETENTION: EVENT (Employee terminates employment) + 5 years and destroy

**00313000. LE OFFICER TACTICAL TRAINING COURSE MATERIALS EVT+8**

Law enforcement training materials and lesson plans document required training in the subjects of firearms, defensive and arrest tactics, emergency vehicle operations, vehicle contacts and professional communications. Records in this series include master copies of materials in paper, audio-visual, PowerPoint or other electronic software, including lesson plans, training materials, handouts, presentations, blank quiz and testing materials developed to provide LE officer tactical training. The Warden Tactical Training Officer may provide training at the Academy located at Ft. McCoy or at other designated sites.

RETENTION: EVENT (Course update) + 8 years and State Historical Society

**00313A00. LE OFFICER RE-CERTIFICATION/IN SERVICE TRAINING COURSE MATERIALS EVT+8**

Specialized training materials and lesson plans document LE Officer training to meet Dept. of Justice law enforcement officer annual 24 hours of required training. Materials are generally maintained and training provided by Assistant LE Training Director for Wardens and the Chief Ranger for rangers. Records include master copies of handouts and materials in paper, audio-visual, PowerPoint or other electronic software, and master quiz and testing materials.

RETENTION: EVENT (Course update) + 8 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
<u>00313B00.</u>	<u>ENVIRONMENTAL TRAINING COURSE MATERIALS</u>	<u>EVT+5</u>		
	Records series covers additional warden training materials that may be developed specifically for environmental enforcement activities. Includes master copies of materials in paper, audio-visual, PowerPoint or other electronic software, and master quiz and testing materials.			
	RETENTION: EVENT (Course update) + 5 years and transfer to WHS			
<u>00313C00.</u>	<u>RANGER CERTIFICATION TRAINING: COURSE MATERIAL, EXAMS, ROSTERS</u>	<u>EVT+8</u>		
	Record series covers master copies of materials in paper, audio-visual, PowerPoint or other electronic software, including lesson plans, training materials, handouts, presentations, master quiz and testing materials.			
	RETENTION: EVENT (Course update) + 8 years and transfer to WHS			
<u>00317000.</u>	<u>DEARS (DIVISION ENFORCEMENT ACTIVITY REPORTING) SYSTEM</u>	<u>CR+6</u>		
	Electronic data log of time reporting, expense accounts, vehicle logs. This system documents enforcement activities and replaces warden diaries. Payroll data is transferred to PALS and to DOA Payroll system.			
	RETENTION: EVENT (Creation) + 6 years and destroy			
<u>00318000.</u>	<u>RANGER FIREARMS INSPECTION RECORDS</u>	<u>EVT+5</u>		
	Records series includes firearms inspection forms created by Department Armorsers to track each officer's firearm service history. Each officer's firearm must be inspected and serviced once per calendar year.			
	RETENTION: EVENT (Employee terminates) + 5 years and destroy			
<u>00588000.</u>	<u>LEARN TO HUNT SPECIAL HUNT APPLICATIONS</u>	<u>CR+5</u>		
	Records in this series includes the application which also serves as the permit and all other materials used to implement the Learn to Hunt program throughout the state, per s. 29.29(1), Wis. Stats. Records include the general Application and Authorization to conduct a Learn to Hunt program and specific hunting applications, e.g., Spring Loew Lake unit, Learn to Hunt Turkey. Official copies are forwarded to Wildlife Central Office, Madison, after the hunt is concluded.			
	RETENTION: EVENT (Creation) + 5 years and destroy			
<u>00589000.</u>	<u>LEARN TO HUNT SPECIAL HUNT PROGRAM SUMMARY DATA AND REPORTS</u>	<u>CR+20</u>		
	Records in this series include paper reports and electronic data containing summary information and statistics on Learn to Hunt programs. Data is currently in paper format. Includes learn to hunt location, dates, species and participant satisfaction.			
	Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <a href="http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf">http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf</a>			
	RETENTION: EVENT (Creation) + 20 years and destroy			
<u>00901000.</u>	<u>NOTICE OF INTENT TO PATROL</u>	<u>EVT+2</u>		
	Under Wis. Stat. chs. 23, 29, 30, and 350, in order to be eligible for inclusion in the state aids program, counties, local units of government or groups of municipalities must file a "Notice of Intent to Patrol" form 8700-059, notifying the Department that they will operate any or all of the following: Municipal water safety patrol [s. 30.79(5), Wis. Stats. and NR 50.13, Wis. Adm. Code], County snowmobile patrol, [Wis. Stat. § 350.12(4) and Wis. Adm. Code § NR 50.12], County all-terrain vehicle patrol [Wis. Stat. § 23.33(9) and Wis. Adm. Code § NR 64.15].			
	Municipal Boat, Snowmobile and ATV law enforcement services submit Annual "Intent to Patrol Notices" to the LE Bureau for the upcoming Boat, Snowmobile and ATV activity seasons.			
	RETENTION: EVENT (Date filed) + 2 years and destroy			
<u>00902000.</u>	<u>MUNICIPAL BOAT/SNOW/ATV PATROLS</u>	<u>EVT+5</u>		
	Municipal Boat/Snow/ATV Patrols: This series contains the records submitted by the local units of government or groups of municipalities regarding their patrols authorized under the Notice of Intent to Patrol form 8700-059 (RDA 00900000) and includes daily logs, operator logs, patrol issued citations, and monthly logs of violations.			
	RETENTION: EVENT (Date submitted) + 5 years and destroy			
<u>00903000.</u>	<u>CASETRACK DATA - ENVIRONMENTAL LAW ENFORCEMENT</u>	<u>P</u>		

Dept #: /030/ Department Name: PUBLIC SAFETY AND RESOURCE PROTECTION

RDA # RDA Title Retention Disposition PII

This electronic database contains data on DNR environmental enforcement actions and may be used to track case status, identify paper case files and is provided to DNR staff for regulatory and reference purposes. The database (currently Oracle) contains case number, case title, names, key actions and dates, including case close date.

PERMANENT: The records in this series document environmental violations to the natural resources of Wisconsin. We need a permanent record of the violations and actions taken.

RETENTION: Permanent

00903A00. CASETRACK SYSTEM DOCUMENTATION EVT+3

Records in this series document the design, development and operational procedures for the Casetrack electronic database, including paper applications design documents and materials related to application changes and revisions. Documentation is needed for as long as the Casetrack system is in operation and related files need to be accessed/retrieved.

RETENTION: EVENT(Supersede) and delete (for current documentation) or EVENT (When system migrated and all data files migrated) + 3 years and destroy (for any major system upgrade or new system)

00913000. ELECTRONIC FORENSIC DATA COLLECTION & STORAGE DEVICES EVT+0/1

Records in this series include but are not limited to the data collected on electronic and digital data removal equipment and storage devices during an enforcement investigation.

RETENTION: EVENT (Investigation complete, final court decision & appeal limit reached) + 10 days and destroy

01191000. LAW ENFORCEMENT EVIDENTIARY MEDIA CR+6

All media captured by law enforcement which is evidentiary in nature. This includes audio, photographic, or video content, such that produced by body-worn or dash mounted cameras, digital cameras/audio recorders or equivalent technology, and electronic surveillance monitoring equipment (e.g. security cameras).

RETENTION: EVENT (Creation) + 6 years and destroy confidential

01192000. LAW ENFORCEMENT NON-EVIDENTIARY MEDIA CR+0/4

All media captured by law enforcement which is non-evidentiary in nature or contains an officer contact which is subject to a misconduct complaint. This includes audio, photographic, or video content, such as that produced by body-worn or dash-mounted cameras, digital cameras/audio recorders or equivalent technology, and electronic surveillance monitoring equipment (e.g. security cameras).

RETENTION: EVENT (Creation) + 120 days and destroy confidential

Dept #: /034/ Department Name: SCIENCE SERVICES

RDA # RDA Title Retention Disposition PII

00001000. RESEARCH PROJECTS EVT+6

Memorandum of Understanding and associated documentation between the US Geological Survey and the Department of Natural Resources for research, monitoring, and related data pertaining to water resources and other department disciplines. Records consist of contract, annual supplements, project proposal or project summary, and reports as required by the specific projects. Also includes description of projects, funding sources, liaisons, invoices and vouchers.

Records are to be maintained for 6 years after completion and acceptance of the project by the department and transferred to the State Historical Society, provided that the agency has resolved any dispute to which an audit exception has been taken.

RETENTION: EVENT (Closed/terminated/death) + 6 years and transfer to State Historical Society

00009000. COOPERATIVE RESEARCH EVT+6

Agreements and associated documentation with the University of Wisconsin, out of state schools, and individuals for research projects on natural resources and/or related disciplines. Projects covered are varied and include research, investigations, and studies relating to forests, fish, game, and other natural resource issues.

Records include agreements, project proposals and general information specific to the project. The final product is a written report prepared by the principal investigator (RDA 00009A00).

Records are to be maintained for 6 years after completion and acceptance of the project and transferred to the State Historical Society,

RDA #	RDA Title	Retention	Disposition	PII
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provided that the agency has resolved any dispute to which an audit exception has been taken.

RETENTION: EVENT (Closed/terminated/death) + 6 years and transfer to State Historical Society

**00009A00.** **COOPERATIVE RESEARCH REPORTS** **P**

Cooperative research reports on research projects by the University of Wisconsin, out-of-schools, and individuals on natural resources and/or related disciplines. Projects covered are varied and include research, investigations, and studies relating to forests, fish, game, and other natural resources.

The reports are maintained in the technical library with copies going to the Historical Society.

RETENTION: Permanent

**00400000.** **OPERATOR CERTIFICATION RECORDS** **EVT+3**

- Applications: application materials for Waterworks and Wastewater Treatment Plant Operator certification, including reciprocity certification, and Small System, Septage Service, Solid Waste Disposal Facilities, and Solid Waste Incinerator Operator. Records include application, Continuing Education Credits and education experience sheets, including original applications and applications for renewal.

- Examination Answer Sheets: completed examination answer sheets from Waterworks and Wastewater Treatment Plant, Small System, Septage Service, Solid Waste Disposal Facilities, and Solid Waste Incinerator Operator examinations.

- Training Provider Activities: meeting agendas, discussion items, actions and work products of approved training events. The Waste Water Operators Association includes educators, Wastewater Operators, and other associations, and it includes representation of the Natural Resources Program Specialist for the Operator Certification Program. Informational material and actions of this group are made available to the public through distribution of notices and are also provided on the DNR Internet site.

- Study Guides and Examination Files: examinations and final study guides used to test and certify for Waterworks and Wastewater Treatment Plant, Small System, Septage Service, Solid Waste Disposal Facilities, and Solid Waste Incinerator Operators. Records in this series support certification program administration and document basis for determining that operators meet Wisconsin certification qualifications.

RETENTION: EVENT (Date that materials are received or superseded) + 3 years and destroy

**00403000.** **EXAMINATION ROSTERS AND RESULTS** **EVT+0/6**

Examination Rosters and Results: Rosters for operator certification examinations and results information. Applicant results are downloaded into the electronic Environmental Licensing & Certification System.

RETENTION: EVENT (Date of exam) + 6 months and destroy

**00670000.** **RESEARCH STUDIES - KEY INFORMATION** **P**

Series includes key records that document a formal research study (one which has a written proposal, including internal/external collaborative projects) from the proposal through the publication of the final report. Key records will allow data from the studies to be used correctly in the future as the need arises. For example, some of the data collected in an experiment on pheasants in the 1960s was not completely analyzed because we lacked the proper techniques. New techniques in the 1980s and DNR maintenance of key records allowed Department staff to reanalyze this data and advance the knowledge of a key game species. Records in this series include, but are not limited to, the following:

- Original Study proposal and any modification(s) to it.
- Last version of all reports written for the study. If a report is published in the scientific literature, a reprint of the report is needed.
- Paper list of all data used. A paper list of any data, which is part of a working database, will not be kept but reference will be made to the Departmental database(s) in which they are stored.
- Any field or laboratory notes.

Records in this series may also include the following:

- Abstracts of, and slides used in, all formal presentations for the study.
- Any photos or slides documenting the study or procedures used in the study.
- Any coding book used to code the data.
- Vegetation cover maps or other maps plotting data for the study. If the map is digitized, reference to the location of the digitized image will be made.
- Reference to the location of any voucher specimen or parts collection made for the study.
- Copy of all questionnaires not included in any reports.

Permanent retention of key data is needed for long-term environmental research purposes. Official copy filed at Madison ISS Research Center. Also distribute copies of published reports as required under s.35,83, Wis. Stats.

RETENTION: Permanent (ISS Research Center, Madison) or EVENT (Study Completion) and destroy, provided official copy is filed in ISS Research Center (DNR Responsible Researcher)

Dept #: /034/ Department Name: SCIENCE SERVICES

RDA # RDA Title Retention Disposition PII

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**00673000.** **SOCIOLOGICAL SURVEY COMPLETED INSTRUMENTS** **EVT+1**

The completed/returned Sociological Survey instruments often contain comments from the respondents. These are often not fully analyzed during the study and are not usually computerized. Instruments are retained until they have no more relevance (1 years after the completion of the study).

RETENTION: EVENT (Study close) + 1 year and destroy

**00675000.** **CONSULTING REPORT REFERENCE FILES** **CR+25**

Researchers are often called upon to provide answers to management's short-term questions. Responses to these issues do not require any formal research study but rely upon the review of literature or analyses of research and/or management collected data. This series covers cases where the response entails significant (more than 8 hours) work. Records warrant retention in the DNR Research Library in Madison to document literature reviewed and research undertaken. Records are used for continuing reference purposes and provide a basis for continued attention to issues researched. Records in this series include, but are not limited to final report/memo and supporting documentation.

RETENTION: EVENT (Creation) + 25 years and destroy (for Official copy at ISS Research Center, Madison) or EVENT (Not needed) and destroy (for Responsible Researcher Copy)

Dept #: /040/ Department Name: WATERWAYS

RDA # RDA Title Retention Disposition PII

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**00016000.** **WATER PERMIT AND EXEMPTION DECISIONS** **P**

Includes permitting and exemption decisions issued under Wis. Stats. ch. 30 and § 281.36. Also includes water quality certification decisions pursuant to Wis. Admin. Code ch. NR 299. These decisions include, but are not limited to, decisions regarding structures, diversions, enlargements, stream changes, bridges, and dams. These decisions include permit approvals, denials and withdrawals, and rulings. This also includes application materials relevant to making these types of decisions. Includes records of documents and data related to mitigation banking, permittee responsible mitigation and Wisconsin Wetland Conservation Trust (WWCT) in-lieu fee program under Wis. Stat. § 281.36.

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.

Permanent Justification: These records may contain information which delineates the legal proprietary rights of the State of Wisconsin in navigable waters and wetlands vis-a-vis private property owners, and permanent retention is necessary to safeguard the legal interests of the state pursuant to Wis. Stat. § 16.61(3)(b). See also Muench v. Public Service Comm., 261 Wis. 492, 53 N.W2d 514 (Wis. 1952), Wis. Stat. § 281.36(8m). Additionally, these permit records are ongoing land records which affect private property rights and interests and either stay with the land when ownership changes or are transferred to the new landowner. Landowners must abide by all of the conditions of the original permit or permit amendment (i.e. repair and maintenance of structure according to specific permit standards and conditions).

RETENTION: PERMANENT

**00017000.** **DAMS** **P**

Dams have a significant impact on water quality, wildlife, public safety, water rights issues, and land use in Wisconsin. This series includes permitting decisions issued under Wis. Stats. ch. 31. They include, but are not limited to, permit and plan approvals, denials and withdrawals, and rulings regarding dams. It also includes application materials relevant to making these types of decisions. This series contains the complete field file and record of construction, operation, maintenance, and inspection of dams on water bodies of the state. Documents include plans, calculations, inspection reports, surveys, photos, maps, permits, and like material.

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.

Permanent Justification: These records may contain information which delineates the legal proprietary rights of the State of Wisconsin in navigable waters and wetlands, dams and floodplains vis-a-vis private property owners, and permanent retention is necessary to safeguard the legal interests of the state pursuant to Wis. Stat. § 16.61(3)(b). See also Muench v. Public Service Comm., 261 Wis. 492, 53 N.W2d 514 (Wis. 1952), Wis. Stat. §§ 281.36(8m) and 87.30, Wis. Stat. ch. 31. Additionally, these permit records are ongoing land records which affect private property rights and interests and either stay with the land when ownership changes or are transferred to the new landowner. Landowners must abide by all of the conditions of the original permit or permit amendment (i.e., repair and maintenance of structure according to specific permit standards and conditions).

RETENTION: PERMANENT

**00018000.**      **ENVIRONMENTAL FIELD BOOKS**      **P**

This series contains field notes of surveys generated by the Public Service Commission and the Department of Natural Resources staff. This information contains water level readings, description of benchmarks, surveyor stakes, elevations, and like information. The notes are used for creating reports on specific water bodies for monitoring, violations, and inspections.

Permanent Justification: These records may contain information which delineates the legal proprietary rights of the State of Wisconsin in navigable waters and wetlands, dams and floodplains vis-a-vis private property owners, and permanent retention is necessary to safeguard the legal interests of the state pursuant to Wis. Stat. § 16.61(3)(b). See also Muench v. Public Service Comm., 261 Wis. 492, 53 N.W2d 514 (Wis. 1952), Wis. Stat. § 281.36(8m). Additionally, these permit records are ongoing land records which affect private property rights and interests and either stay with the land when ownership changes or are transferred to the new landowner. Landowners must abide by all of the conditions of the original permit or permit amendment (i.e. repair and maintenance of structure according to specific permit standards and conditions). DNR also has ongoing research needs for these records.

RETENTION: PERMANENT

**00044000.**      **FERC (FEDERAL ENERGY REGULATORY COMMISSION)**      **EVT+10**

FERC issues licenses to some dams in the State of Wisconsin and has done so since the early 1900s. The files contain the application and authorization, correspondence, resource surveys, complaints, agreements, reports, settlements, and assorted other documents. The files will also contain written correspondence regarding licensing and relicensing of dams in the State of Wisconsin by FERC. These are ongoing reference files regarding licensed dams.

The official record will be maintained electronically and paper 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 the license, relicensing or settlement expires) + 10 years and destroy confidential

**00090000.**      **SHORELAND/WETLAND ORDERS AND ORDINANCES**      **EVT+100**

Wisconsin's Shoreland Management Program is a partnership between state and local government that requires the adoption of county shoreland zoning ordinances to regulate development near navigable lakes and streams in compliance with statewide minimum standards. These standards, found in Wis. Admin. Code ch. NR 115, seek to create a balance between private rights and public responsibilities of landowners. This series contains correspondence and ordinances pertaining to Wis. Admin. Code chs. NR 115, 117, and 118. It includes updates and revisions for county and municipal ordinances.

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 Justification: These records may contain information which delineates the legal proprietary rights of the State of Wisconsin in navigable waters and wetlands vis-a-vis private property owners, and retention is necessary to safeguard the legal interests of the state pursuant to Wis. Stat. s. 16.61(3)(b). See also Muench v. Public Service Comm., 261 Wis. 492, 53 N.W2d 514 (Wis. 1952), Wis. Stat. s. 281.36(8m). Additionally, these permit records are ongoing land records which affect private property rights and interests and either stay with the land when ownership changes or are transferred to the new landowner. Landowners must abide by all of the conditions of the original permit or permit amendment (i.e. repair and maintenance of structure according to specific permit standards and conditions).

RETENTION: EVENT (Date of new ordinance or date of revised ordinance) + 100 years and transfer to WHS

**00090A00.**      **SHORELAND/WETLAND ORDERS AND ORDINANCES MICROFILM**      **P**

Correspondence, final orders and ordinances pertaining to NR 115, Wis. Adm. Code (unincorporated county shoreline protection) and NR 117, Wis. Adm. Code (incorporated city and village shoreland/wetland protection).

Microfilm is retained permanently. The security roll is stored at the State Historical Society and a copy retained at the Department of Natural Resources.

This series is filed alphabetically by county and community.

RETENTION: Permanent

**00092000.**      **WETLAND AERIAL PHOTOGRAPHY**      **EVT+10**

The DNR uses wetland, non-digital, aerial photography, digital elevation models and light detection and ranging (LIDAR) images to delineate and classify wetlands, under Wis. Stat. § 23.32. Photos are used in some instances to illustrate and interpret Statewide wetland coverage and to update wetland coverage information.

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 new wetland map created or date wetland data was gathered)

**00093000.** **FLOODPLAIN FILES** **P**

Floodplain zoning files contain ordinances, maps and plans, flood insurance studies, calculations, reports and records used for floodplain studies, and significant correspondence and background information pertaining to the administration of Wis. Admin. Code ch. NR 116. They also include reports and technical data that identify the flooding limits for the different rivers and streams in the state that are used as the basis for floodplain zoning at the local level. Under Wis. Stat. § 87.30, DNR has responsibilities to maintain an accurate and up-to-date repository for all background information used in floodplain studies. Because Federal Emergency Management Agency (FEMA) provides funding, the Floodplain program has responsibilities to maintain significant correspondence and background information pertaining to the administration of the program.

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.

Permanent Justification: These records may contain information which delineates the legal proprietary rights of the State of Wisconsin in navigable waters and wetlands, dams and floodplains vis-a-vis private property owners, and permanent retention is necessary to safeguard the legal interests of the state pursuant to Wis. Stat. s. 16.61(3)(b). See also Muench v. Public Service Comm., 261 Wis. 492, 53 N.W2d 514 (Wis. 1952), Wis. Stat. s. 281.36(8m), Wis. Stat. Ch. 31, Wis. Stat. s. 87.30. Additionally, these permit records are ongoing land records which affect private property rights and interests and either stay with the land when ownership changes or are transferred to the new landowner. Landowners must abide by all of the conditions of the original permit or permit amendment (i.e. repair and maintenance of structure according to specific permit standards and conditions).

RETENTION: PERMANENT

**00094000.** **RIVER BASIN FILES** **P**

Reports and computer runs received from consulting firms, communities state and federal agencies regarding the different river basins in the State that are used for floodplain studies under NR 116. Under section 87.30, Wis. Stats., the department has responsibility to maintain an accurate and up-to-date repository for all background information used in floodplain studies. These files are used by department staff on a continual basis for conducting floodplain studies and copies need to be made upon request from anyone interested or involved in a study. We do not have the facilities to make numerous copies off to microfiche.

RETENTION: Permanent

**00101000.** **WATER QUALITY SURVEY MASTERS** **EVT+20**

This record contains hourly dissolved oxygen automonitoring reports, water quality surveys and dye studies for Wisconsin state waterbodies. This data is used to develop wasteload allocations in NR 212 for municipalities and industries by using computer models. If a discharger contests the modeled results, this data will be reviewed.

RETENTION: EVENT (Date of survey completion and accepted) + 20 years and destroy

**00102000.** **WISCONSIN POWER PLANT STUDIES** **CR+10**

This record series contains materials used to judge the environmental impact of intakes and thermal discharges from power plants on Wisconsin water quality including estimated economic impact to the associated fisheries.

As fish populations change and as water quality improves, these type of studies will be required for a new determination of environmental impact. These records will be retained until superseded for historical comparisons. These studies were required under both the required amendments of the water pollution control act (section 316(a) and 316(b)), and under Chapter 147 Wisconsin Statutes.

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

**01216000.** **WETLAND AND WATERWAYS ENFORCEMENT** **EVT+10**

This series includes all reports and related records needed to document Wis. Stat. ch. 30 and § 281.36 wetland permit enforcement related actions. Records can also include those from multi-state and/or federal jointly conducted investigations. Records in this series include, but are not limited to:

- Initial Inquiry Documentation
- Primary Enforcement Actions (Notice of Inquiry (NOI), Notice of Noncompliance (NON), Notice of Violation (NOV), Notice of Claim (NOC)
- Referral Letter
- Department of Justice (DOJ) Correspondence
- Case Resolution Documents (stipulation, judgment, consent order)



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- Deferral Letters
- Enforcement Closeouts

Event definition: Case is closed by closeout letter, court judgment, settlement, EPA administrative orders, appeals exhausted, etc.

Confidentiality: Some records may contain confidential names of informants.

This RDA is only applicable for enforcement records and cases within the Waterways Program. If the Water Management Specialist or Water Management Engineer engages the Environmental Enforcement Specialist or Environmental Warden, the Environmental Specialist or Environmental Warden maintains the official case files and RDA #00037 becomes the appropriate RDA for the records.

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 case is closed) + 10 years and destroy confidential

**01217000.** **WETLAND AND WATERWAYS INFORMAL DECISIONS** **EVT+10**

This series includes all reports and related records generated on informal decisions on waterway permits issued by the Department of Natural Resources under Wis. Stat. ch. 30 and §§ 281.36 and 23.321. Records include, but are not limited to:

- Compliance monitoring
- On-site inspection
- Pre-project consultation

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 final report) + 10 years and destroy confidential

**01218000.** **WETLAND AND WATERWAYS FORMAL DECISIONS** **EVT+10**

This series includes all formal jurisdictional decisions related to Wis. Stat. ch. 30 and §§ 281.36 and 23.321. Records include, but are not limited to:

- General project consultation information
- Wetland identification determinations
- Wetland confirmation determinations

Event definition: Case is closed by closeout letter, decision letter, etc.

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

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

Dept #: /042/ Department Name: DRINKING WATER & GROUNDWATER

RDA # RDA Title Retention Disposition PII

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**00028000.** **PRIVATE WELL APPROVAL SUMMARY CASE FILES** **EVT+3**

Records series covers paper records documenting application and approval for construction/operation of wells that impact contiguous properties and that may change over time, as specified in Wis. Stat. ch. 281 and Wis. Admin. Code NR 812. Records include applications for approval, approval correspondence, DNR approvals, maps, technical and engineering drawings, inspection notes and, occasionally, site photographs for the approvals including the following.

- \* Anode Boreholes
- \* Dry Pellet Chlorinator
- \* Heat Exchange Drillholes
- \* Special Areas of Well Compensation Eligibility
- \* Special Well Casing Depth Areas
- \* Variances for private wells

RETENTION: EVENT (Well is legally filled and sealed [decommissioned]) + 3 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
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**00028C00. WELL APPROVAL (AKA HI CAP) SYSTEM INVENTORY DATA EVT+2**

The Well Approval (a.k.a. Hi-Cap) System contains inventory data on certain types of wells. Since 1936, an approval for the construction and operation of high capacity wells has been required by statute, currently Wis. Stat. ch. 281. The Well Approval application (table) is a subset of the Oracle Drinking Water System (DWS). The Well Approval application contains a subgroup of records and site-specific data for high capacity wells, wastewater treatment plant (WWTP) wells, school wells and high capacity variances. Data includes owner and operator names, well and owner addresses, engineering features of wells from well construction reports, pumping data, and violation/enforcement data.

RETENTION: EVENT (Migration to Water Use System (WU)) + 2 years and destroy confidential

**00063B00. WELL CONSTRUCTION REPORTS - ELECTRONIC (WELL AND TEST RESULTS) P**

Complete data from well construction reports is entered into the perpetual Well Construction application (table), a subset of the Oracle Drinking Water System (DWS), based on the paper Well Construction Report that well contractors are required to submit for each newly constructed or reconstructed well, Wis. Stat. ch. 280, and Wis. Admin. Code ch. NR 812. This is the source document for all report data entered into the perpetual file. From 1936 through 1987, these reports were microfilmed (370/063A – which has since closed). Information on these reports is used to evaluate well construction compliance, causes of drinking water quality problems and investigate nearby groundwater contamination cases. Data includes well owner; well location data, distances from the well to nearby sources of contamination, geological formations encountered, water elevation and yield characteristics; methods and materials of well construction.

Justification: Electronic well construction data needs to be retained perpetually, throughout the period a well is active and after it is legally filled and sealed (decommissioned). Property owners regularly seek information about construction of wells on their property. Even after a well is closed, wells may have a continuing impact on the environment and water quality of the State. Well construction data is critical to protect public health and safety, and it has ongoing value to evaluate causes of drinking water quality problems, monitor drinking water and groundwater, investigate sources of contamination, and assess well construction methods and materials over time.

Retention: Retain data permanently, and migrate to updated or new systems as needed. Agency system is in place to back-up database information to back-up server.

RETENTION: Permanent

**00065000. DRILLER/PUMP INSTALLER EXAM RECORDS (CONFIDENTIAL) EVT+2**

Records series covers well driller, heat exchange driller and pump installer exam materials required for licensees under Wis. Stat. ch. 280. Series includes examinations, answer sheets, and individual exam results. Once an individual applies for a license and is determined to be eligible, their eligibility is good for 2 years by code.

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

**00065B00. DRILLER/PUMP INSTALLER/RIG OPERATOR LICENSEE MASTER ELECTRONIC EVT+10**

Records series covers licensed driller and pump installer data contained in the Environmental Licensing and Certification (ELC) Oracle system. ELC is used for environmental occupational licenses. Licenses covered in this series include Well Driller Individual and Business Licensing, Pump Installer Individual and Business Licensing, Heat Exchange Driller Individual and Business Licensing, and Rig Operator Registration.

License/registration application data includes name, address, telephone, date licensed, renewal dates, continuing education credits earned, enforcement actions, revocations and suspension information. Data on each licensee is continuously updated as long as the licensee renews their license and participates in continuous education classes.

RETENTION: EVENT (Non-renewal) + 10 years and destroy confidential

**00066000. DRILLER/PUMP INSTALLER RENEWALS CR+6**

Records series consist of annual renewal applications for individual and business licensed drillers and pump installers. Hard copy renewal application and related documents are retained to backup computer records and verify signatures. Electronic license renewal system is under development and expected to be available in 2016.

RETENTION: EVENT (Creation) + 6 years and destroy confidential

**00067000. PRIVATE WELL ACTIVITY CASE FILES (COUNTY FILES) EVT+2**

Records series covers correspondence and other materials related to individual well inquiries, complaints, investigations or other monitoring activities. Records may include inspection reports, lab sample results, correspondence, compliance and enforcement information on individual wells or drillholes.

Drinking Water & Groundwater (DG) Field Staff files are in paper or electronic form, organized and retained in individual field staff offices. Central office files are arranged alphabetically by county and chronological within the county.

RETENTION: EVENT (DNR response or transfer lab sample results to GRN) + 2 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
<u>00068A00.</u>	<u>PRIVATE WELL WATER LAB RESULTS - ELECTRONIC</u>	<u>CR+6</u>		
	<p>This records series covers electronic data submitted by certified laboratories directly into an Oracle database. Data includes the initial bacteriological sample results ("First Water Quality Test") for each well-constructed, and for other sample results required by Wis. Admin. Code NR 812, including after pump work.</p>			
	<p>RETENTION: EVENT (Creation) + 6 years and transfer to GRN system</p>			
<u>00089000.</u>	<u>PRODUCT &amp; EQUIPMENT APPROVAL CASE FILE</u>	<u>CR+25</u>		
	<p>Records series consists of well construction and pump installation products and equipment specifications submitted by manufacturers seeking approval, and subsequent Department review and approval documents. The Department receives information on state-of-the-art materials and equipment for use in constructing wells and heat exchange drillholes. Records describe the product, equipment and processes required for use in well construction. Records have ongoing reference value for DNR personnel to monitor causes of well failure, standards for construction, material safety, etc. Files also include information received from the Department of Health and Family Services or other agencies related to chemical products and components of materials, drilling additives, well casing sealants and well abandonment materials.</p>			
	<p>This series may contain trade secret information provided by the manufacturer about the components or ingredients of the product. This information is kept confidential if a request for confidential status is granted by the Department under Wis. Stat. § 19.36(5) and Wis. Admin. Code § NR 2.19.</p>			
	<p>RETENTION: EVENT (Creation/date received) + 25 years and destroy confidential</p>			
<u>00089A00.</u>	<u>APPROVED PRODUCTS LIST</u>	<u>EVT</u>		
	<p>Lists created to document products and equipment approved by DNR, for use by well and heat exchange contractors. Data is maintained in electronic spreadsheets and posted on a website. Lists are updated when new approvals are granted under #00089000.</p>			
	<p>RETENTION: EVENT (Superseded by updated list) and destroy.</p>			
<u>00136000.</u>	<u>SPECIAL INVESTIGATION STUDIES</u>	<u>EVT+10</u>		
	<p>Records series covers groundwater and drinking water special investigation studies for multiple wells or geographic areas, including maps, data summaries, well owner correspondence and documentation needed to assure groundwater protection needed to protect drinking water. Studies may support administrative code requirements or provide background data to recommend extraordinary well construction requirements and/or additional investigations. To fullest extent possible, record of such studies should be incorporated into official file of rule promulgation, special casing and similar final decisions.</p>			
	<p>RETENTION: EVENT (Close of investigation, adoption of rule, special casing decision, transfer of test results to GRN system) + 10 years and destroy confidential</p>			
<u>00138000.</u>	<u>DRILLER/PUMP INSTALLER/RIG OPERATOR CASE FILES</u>	<u>EVT+10</u>		
	<p>Records series documents driller, pump installer and rig operator compliance with licensing requirements including license applications, applicant name and address, corporate status, partners, places of business, experience, qualifications and equipment. Records also include annual reports and enforcement actions, including license revocation and suspension orders, orders terminating suspension, hearings, court actions and prosecutions and related correspondence documenting compliance with Wis. Stat. Ch. 280. Licensing and registration data is entered into the ELC Oracle system.</p>			
	<p>Driller/Pump Installer/Rig Operator Continuing Education Processing Records (formerly 370/065A): Records series covers routine records related to continuing Education scheduling, location and attendance, including: DNR presentations and handouts, lists of individuals and firms scheduled to attend, handwritten notes, location of continuing education, and paper or electronic attendance lists. Other file material includes miscellaneous program design and summary sheets.</p>			
	<p>Note: File is closed if driller or pump installer or rig operator does not renew the license.</p>			
	<p>Retention: EVENT (Non-renewal) + 10 years and destroy confidential (Note to staff: 5 yrs keep in office then 5 yrs at the State Record Center)</p>			
<u>00380000.</u>	<u>DRINKING WATER SYSTEM (DWS)</u>	<u>P</u>		
	<p>This series covers water quality chemical analyses data, including, lead and copper, nitrates sampling data in DWS.</p>			
	<p>DWS Bacteriological Analysis Data (formerly #00381): Record series covers the data collected in the Electronic Monthly Operation Report (EMOR) which includes paper and electronic documents and data regarding bacteriological analysis. This data is contained within the DWS for public water facilities per Federal regulations [40 CFR Part 142.14].</p>			
	<p>Public Water Systems Water Quality Sample Results (formerly #00383): Records series covers sample results from water supply systems. Water samples are sent to testing laboratories, and sampling results are submitted to the Department in hard copy. Records in this series cover results for water quality tests, including bacteriology, organic inorganic, and other samples. Beginning in 2002 these records also include lead and copper water quality sample results as submitted to the Department in hard</p>			

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copy by testing laboratories. Prior to 2002 lead and copper results were incorporated into water system case files. Results from hard copies are entered into DWS. Once data is entered and verified, paper copy is destroyed.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent Justification: State requirements for record retention are found in 40 CFR Part 142.14. Retention time is based on specific rule requirements. Federal drinking water rules are amended frequently (i.e. The arsenic standard was modified to 0.010 mg/L in 2001) and past monitoring results are needed to make management decisions on staffing and funding needs.

RETENTION: Permanent

**00385000. ENGINEERING REPORTS - CONSTRUCTIONS PLANS AND SPECIFICATIONS CR+10**

Records in this series are Engineering Reports submitted by public water systems along with plans and specifications for construction of public water systems and wellhead protection plans. The plan review engineers regularly review engineering plans and specifications for a project for which an engineering report was submitted 8-10 years prior. Engineering reports may also be used for review of subsequent submittals of plans and specifications.

RETENTION: EVENT (Creation) + 10 years and destroy

**00386000. PUBLIC WATER SYSTEMS FILES - MUNICIPAL, OTHER-THAN-MUNICIPAL (O) P**

Series includes file documentation of municipal, Other-than-Municipal, and Non-Community (Non-Transient) public water systems and DNR system monitoring. Records include materials such as inspection reports, responses to inquiries, Notices of noncompliance (NON), Notices of Violation (NOV).

NR 809 NONs not involved in an enforcement action are included in #386B.

This series also includes lead and copper water quality sample results, as submitted to the Department in hard copy by testing laboratories prior to 2002.

Permanent Justification: State requirements for record retention are found in 40 CFR Part 142.14. Retention time is based on specific rule requirements. Federal drinking water rules are amended frequently (i.e. the arsenic standard was modified to 0.010 mg/L in the past 15 years) and past monitoring results are needed to make management decisions on staffing and funding needs.

RETENTION: Permanent

**00386B00. PUBLIC WATER SYSTEMS PROJECT FILES - MUNICIPAL, OTHER-THAN-MUN EVT+12**

Includes NR 809 NONs that are routine in nature and not involved in an enforcement action.

RETENTION: EVENT (Date submitted) + 12 years and destroy confidential

**00387000. NON-COMMUNITY (TRANSIENT) WATER SYSTEMS PROJECT FILES EVT+10**

Madison & Region: Records in this series include inspection reports, letters to/from systems, Notices of Noncompliance (NON), Notices of Violation (NOV). Excludes NR 809 NONs unless involved in an enforcement action. Each system is reviewed on a 5-year cycle.

This record series includes Region copies (formerly #00387A00).

Records in this series are not microfilmed.

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

**00393000. VULNERABILITY OR MONITORING ASSESSMENTS EVT**

Records series covers vulnerability assessments for municipal, other than municipal and non-transient non-community wells. Assessments include Wellhead protection/source water protection area and potential contamination sources. The data contained in this system is similar to that in SWAP but is updated annually in segments: Municipal is updated one year, the next year other than municipal, and then non-transient; at that point the cycle starts over.

RETENTION: EVENT (Superseded by updated assessment) and destroy confidential

**00394000. WELL ABANDONMENT REPORTS (WARS) P**

Records in the series cover data keyed and scanned images of well abandonment reports. Prior to July 2006 well abandonment reports were scanned to digital images and certain fields were keyed into an on-line system for query purposes. Starting with July 2006 reports all abandonment report data are keyed into the same on-line system. Any paper reports will be destroyed once they are entered into the system and quality control checked. These reports are available to the public on DNR's website at: <http://dnr.wi.gov/warsreport/report>

Dept #: /042/ Department Name: DRINKING WATER & GROUNDWATER

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Justification: Electronic well construction data needs to be retained perpetually, throughout the period a well is active and after it is legally filled and sealed (decommissioned). Property owners regularly seek information about construction of wells on their property. Even after a well is closed, wells may have a continuing impact on the environment and water quality of the State. Well construction data is critical to protect public health and safety, and it has ongoing value to evaluate causes of drinking water quality problems, monitor drinking water and groundwater, investigate sources of contamination, and assess well construction methods and materials over time.

RETENTION: Permanent

**00690000.** **COUNTY WELL DELEGATION ORDINANCE APPROVED CASE FILES** **EVT+6**

Records in this series include a version of each approved county ordinance; revised and updated ordinances; documentation of the Department review and approval process; and correspondence relevant to the ordinance. Records in this series have permanent value to the State. They document compliance with well delegation requirements and identify agreements for counties to assure drinking water quality and to protect public health and safety.

Justification: The department reviews each county ordinance and program adopted to ascertain compliance with Wis. Stat. § 280.21.

RETENTION: EVENT (County rescinds their ordinance) + 6 years & destroy confidential

**00691000.** **COUNTY WELL DELEGATION ORDINANCE DENIED CASE FILES** **EVT+10**

Records in this series include ordinances submitted by counties that do not meet criteria for approval, including all relevant correspondence between the Department and the county.

RETENTION: EVENT (Approval denied) + 10 years & destroy confidential

**00692000.** **COUNTY WELL DELEGATION STAFF CERTIFICATION CASE FILES** **EVT+10**

Records document testing and certification of county inspectors who administer the program to meet requirements.

RETENTION: EVENT (County inspector leaves or fails exam) + 10 years and destroy confidential

**00694000.** **COUNTY WELL DELEGATION PROGRAM AUDITS** **EVT+10**

Department personnel periodically review and audit each delegated county program for compliance.

RETENTION: EVENT (Audit superseded) + 10 years & destroy confidential

**00695000.** **COUNTY WELL DELEGATION ENFORCEMENT RECORDS** **CR+6**

The department may generate enforcement records if there is reasonable cause to believe that the ordinance or related enforcement program of the county is not in compliance or if the department determines that there are special circumstances requiring concurrent enforcement. DNR retains original paper reports for 6 years for enforcement purposes (well construction violations, driller criminal actions, evidence of fraudulent information, etc.).

RETENTION: EVENT (Creation) + 6 yrs and destroy confidential

**00696000.** **COUNTY WELL DELEGATION SPECIAL MEETING CASE FILES** **EVT+3**

Records document meetings between Department county personnel to address issues, resolve problems and improve county compliance with program requirements. Key information in this series is duplicated or referenced in the County Well Program Audits.

Retention: EVENT (Closed -- issue resolved or meeting end) + 3 years & destroy confidential

**01156000.** **WELL CONSTRUCTION REPORTS - PAPER** **EVT+6**

Since 1988, DNR enters Well Construction Report data into the WATR application a subset of the Drinking Water system (see RDA 00063B00). DNR retains original paper reports for 6 years for enforcement purposes (well construction violations, driller criminal actions, evidence of fraudulent information, etc.). Electronic data are used to manage well construction data permanently.

RETENTION: EVENT Report data entered into WATR system) + 6 years and destroy confidential

Dept #: /043/ Department Name: WATER QUALITY

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**00100000.** **WASTELOAD ALLOCATIONS FOR WISCONSIN RIVERS** **CR+20**

This record series contains the material used to develop wasteload allocations for major rivers of the state. It includes surface water data summaries, water quality model calibrations and projections and public involvement in the creation of the waste-load allocations under NR 212. Wasteload allocations are mandated under the Federal Clean Water Act and under State Statute 147.

These records are created and used by the Bureau of Water Resources Management, retained for 20 years and destroyed provided superseded by updated wasteload allocations. The information is needed in case of enforcement actions or challenges by the affected dischargers or interested parties. The information is also useful during the 10-year update cycle.

RETENTION: EVENT (Creation) + 20 years and destroy

**01174000.** **SURFACE WATER INTEGRATED MONITORING SYSTEM (SWIMS)** **P**

These records contain physical, biological and chemical information about water resources as well as management actions, reports and other documents. Monitoring data sheets are completed in the field and entered into the data base where the data will be stored permanently. Some additional water resources information resides in various field and program paper files that will be entered into SWIMS.

Note: Paper can be destroyed after entered into database and quality control checked.

Permanent Justification: DNR is identified as the custodian of State's water resources under the Water Resources Act. We have requests for this historical information for ongoing resource management and research needs. Rules are amended frequently, and complete background information is needed.

RETENTION: Permanent

**01175000.** **AQUATIC PLANT MANAGEMENT (APM) PERMIT** **P**

Records in this series includes data from four forms which make up the applications and treatment records for APM.

- Chemical Aquatic Plant Control Application and Permit (Form 3200-004)
- Aquatic Plant Management Herbicide Treatment Record (Form 3200-111)
- Mechanical/Manual Aquatic Plant Control Application (Form 3200-113)
- Worksheet for Large-scale Chemical Aquatic Plant Treatment (Form 3200-004a)

This data is submitted electronically and on paper forms and entered into a Microsoft ACCESS database stored on a file share. Eventually these records will become part of SWIMS. Note: Paper can be destroyed after entered into database and quality control checked.

Permanent Justification: DNR is identified as the custodian of State's water resources under the Water Resources Act. We have requests for this historical information for ongoing resource management and research needs. Rules are amended frequently, and complete background information is needed.

RETENTION: Permanent

**01176000.** **REGISTER OF WATERBODIES (ROW)** **P**

Register of Waterbodies (ROW) is the inventory of surface waterbodies identified by DNR. This system contains unique waterbody identification code (WBIC) for each water body as well as basic information such as name, size, physical characteristics etc.

Note: Paper can be destroyed after entered into database and quality control checked.

Permanent Justification: DNR is identified as the custodian of State's water resources under the Water Resources Act. We have requests for this historical information for ongoing resource management and research needs. Rules are amended frequently, and complete background information is needed.

RETENTION: Permanent

Dept #: /045/ Department Name: AIR MANAGEMENT (045)

RDA # RDA Title Retention Disposition PII

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**01169000.** **AIR PERMIT APPLICATION (NON-CONFIDENTIAL)** **EVT+10**

Record series covers information, submitted, created and utilized in the application process for receiving or being exempt from air pollution control permits. Examples include, but are not limited to:

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- \* Forms;
- \* Applications;
- \* Calculations; and
- \* Correspondence

File closed - A file is closed when a facility has ceased all operations regulated by the air management program and the following administrative functions have occurred; all permits have been revoked, expired or coverage under a permit is withdrawn; all compliance and enforcement actions have been completed; and all outstanding bills have been paid or written off.

RETENTION: EVENT (File closed) + 10 years and destroy

**01170000.**      **AIR PERMIT REVIEW**      **EVT+10**

Records in this series are submitted, created and utilized in the review process for receiving or being exempt from air pollution control permits.

Examples include, but are not limited to, the following:

- \* Forms;
- \* Modeling request memo;
- \* Library letter; and
- \* Proof of publication

File closed - A file is closed when a facility has ceased all operations regulated by the air management program and the following administrative functions have occurred; all permits have been revoked, expired or coverage under a permit is withdrawn; all compliance and enforcement actions have been completed; and all outstanding bills have been paid or written off.

The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site until permit determination and then destroyed.

RETENTION: EVENT (File closed) + 10 years and destroy

**01171000.**      **AIR PERMIT DETERMINATION**      **EVT+10**

Records in this series are submitted, created and utilized in the determination process for receiving or being exempt from air pollution control permits.

Examples include, but are not limited to, the following:

- \* Preliminary determinations,
- \* Draft and final permits,
- \* Public comments and responses,
- \* Petitions,
- \* Responses,
- \* Decisions; and
- \* Settlements

File closed - A file is closed when a facility has ceased all operations regulated by the air management program and the following administrative functions have occurred; all permits have been revoked, expired or coverage under a permit is withdrawn; all compliance and enforcement actions have been completed; and all outstanding bills have been paid or written off.

RETENTION: EVENT (File closed) + 10 years and destroy

**01172000.**      **AIR PERMIT BILLING**      **EVT+10**

Record series covers information, submitted, created and utilized in the billing process for receiving or being exempt from air pollution control permits.

Payment in full - Full payment has been received or balance no longer due (e.g., written off, application withdrawn).

To comply with Wis. Stats §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, destroy paper.

RETENTION: EVENT (Payment in full) + 10 years and destroy

**01173000.**      **AIR PERMIT CONTESTED CASE AND JUDICIAL REVIEW DOCUMENTS**      **EVT+10**

This series covers all "challenge documents" related to contested case hearings and judicial reviews of Air permits, including but are not limited to:

- \* Briefing documents (motions, responses, and replies);

- \* Discovery documents (interrogatories, requests for admissions and requests for production of documents, affidavits, deposition transcripts, etc.);
- \* Appeals hearing documents (exhibits, transcripts, etc.); and
- \* Correspondence (settlement communications, scheduling, etc.).

If there are original documents being kept with the appeals hearing documents, namely as exhibits, those documents must be added to the facility file and treated as the RDA requires.

Case closed – A case is closed when there has been a final judgment or a settlement agreement, and is not being reviewed or appealed.

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

**01177000.** **WIS. STAT. § 285.81(4) CHALLENGE AND JUDICIAL REVIEW DOCUMENTS** **EVT+10**

This series covers all "challenge documents" related to determinations made by the department and subject to review under Wis. Stat. §§ 285.81, 227.42, or 227.52. This category does not include department initiated enforcement actions. Examples include, but are not limited to:

- \* Briefing documents (motions, responses, and replies);
- \* Discovery documents (interrogatories, requests for admissions and requests for production of documents, affidavits, deposition transcripts, etc.);
- \* Appeals hearing documents (exhibits, transcripts, etc.); and
- \* Correspondence (settlement communications, scheduling, etc.).

If there are original documents being kept with the appeals hearing documents, namely as exhibits, those documents must be added to the facility file and treated as the RDA requires.

A case is closed when there has been a final judgment or a settlement agreement, and is not being reviewed or appealed.

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

**01178000.** **AIR MANAGEMENT COMPLAINTS** **EVT+10**

Record series covers information submitted, created, and utilized in the course of receiving or responding to complaints. Examples include, but are not limited to, the following:

- Complaint logs; and
- Complaint/inquiry reports .

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 30 days and then confidentially destroyed.

RETENTION: EVENT (Date record is received) + 10 years and destroy confidential

**01179000.** **AIR MANAGEMENT COMPLIANCE DEMONSTRATION** **EVT+10**

Record series covers facility information created and utilized in the request for, and the demonstration of, compliance with air program permits and regulations.

Records consist of demonstrations that may be reoccurring or need to be maintained for shorter periods of time. Includes, but are not limited to, the following:

- Stack test documents;
- Reoccurring Reports (including monitoring reports, National Emission Standards for Hazardous Air Pollutants (NESHAP) reports, New Source Performance Standard (NSPS) reports, Reasonably Available Control Technology (RACT) industrial wastewater and petroleum refinery quarterly reports, Relative Accuracy Test Audit (RATA) reports, Continuous Emissions Monitoring (CEMs) quarterly excess emissions, fuel sampling);
- Wis. Admin. Code§ NR 439.096 combustion optimization report;
- Wis. Admin. Code ch. NR 428 Nitrogen Oxides (NOx) emission averaging plans and quarterly reports;
- State acid rain reports and approvals;
- Title V compliance plan progress;
- Permit deviation notifications; and
- Compliance Certifications .

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 5 years and then destroyed.



RETENTION: EVENT (Date record is created or received) + 10 years and destroy

**01181000.** **AIR MANAGEMENT APPLICABILITY DETERMINATION** **EVT+10**

Record series covers department information created and utilized in the request for, and the determination of, compliance with air program permits and regulations.

This record series consists of determinations that may be one-time events or need to be maintained for the life of the source. Includes, but are not limited to, the following:

- Wis. Admin. Code ch. NR 436 exceptions;
- Control device tax certifications;
- Wis. Admin. Code ch. NR 428 petitions for alternative requirements and utility reliability waivers;
- Wis. Admin. Code§ NR 431.07 alternative opacity limits;
- Industrial ambient air monitoring plans and waivers;
- CEM installation and Quality Assurance/Quality Control (QA/QC) plans and alternative compliance demonstration requests;
- Wis. Admin. Code ch. NR 433 Best Available Retrofit Technology (BART) emissions trading;
- Plans (including Odor control plans, Malfunction prevention & abatement plans, Sulfur dioxide plans, Compliance assurance monitoring plans, Fugitive dust plans, Startup shutdown malfunction plans, Wis. Admin. Code§ NR 439.096 Combustion Optimization);
- Notifications (including Commence construction notifications, Construction initial operation notification, Portable source relocations, Wis. Ad min. Code ch. NR 407 Registration Operation Permit (ROP) Additional Applicable Requirement and Permit Flexibility Notifications);
- Wis. Admin. Code chs. NR 405 & 408 PAL Monitoring System Shutdown notifications and semiannual reports;
- Wis. Admin. Code ch. NR 408 emission reductions;
- RACT notifications and schedules;
- Wis. Admin. Code ch. NR 428 NOx Emission Averaging Program; and
- Administrative orders or consent orders .

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 5 years and then destroyed.

Facility has ceased all operations regulated by the air management program and the following administrative functions have occurred; all permits have been revoked, expired or coverage under a permit is withdrawn; all compliance and enforcement actions have been completed; and all outstanding bills have been paid or written off.

RETENTION: EVENT (File closed) + 10 years then destroy

**01183000.** **AIR MANAGEMENT INSPECTION DOCUMENTS** **EVT+10**

This record series consists compliance used in establishing a compliance history that is required pursuant to a Memorandum of Understanding with the Environmental Protection Agency. Includes, but are not limited to, the following:

- Full compliance evaluations;
- Partial compliance evaluations;
- Associated letters of culpability; and
- Facility closure

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats§§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 5 years and then destroyed.

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

**01185000.** **ENFORCEMENT (AIR FILES)** **EVT+10**

Record series covers information submitted, created, and utilized in the course of investigating, reviewing, or pursuing follow-up stepped enforcement actions for air program permits and regulations. Examples include, but are not limited to:

- Letters of Inquiry and associated documents;
- Letters of Noncompliance and associated documents;
- Notices of Violation and associated documents;
- Referral package documents, including all evidentiary files;
- Evidentiary files include but are not limited to complaints, reports, inspections, test results; and

- Department of Justice (DOJ) or court documents associated with the case. This includes court documents associated with any appeals of the decision.

File closed -A file is closed when there has been a final judgment or a settlement agreement, and is not being reviewed or appealed.

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61 (7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 5 years and then confidentially destroyed.

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

**01187000. ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORC EVT+10**

All documents related to EPA compliance and enforcement including, but are not limited to:

- Letters of Inquiry;
- Findings of Violation and associated documents;
- Notices of Violation and associated documents;
- Administrative Penalty Orders; and
- EPA approvals and waivers (NESHAP/NSPS/Maximum Achievable Control Technology (MACT)/RACT/Acid Rain/GEM/Test Method).

File closed -A file is closed when there has been a final judgment or a settlement agreement, and is not being reviewed or appealed.

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 5 years and then destroyed.

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

**01189000. PREVENTION OF SIGNIFICANT DETERIORATION (PSD) SOURCE OBLIGATION EVT+10**

Record series covers information, submitted, created and utilized to meet PSD Source Obligation requirements.

The official record in this series may be transferred to, or maintained in, electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 30 days and then destroyed.

RETENTION: EVENT (Date of receipt or creation ) + 10 years and destroy

**01190000. ANNUAL WIS. ADMIN. CODE CH NR 438 INVENTORIES EVT+20**

Record series includes, but is not limited to, information submitted, created and utilized in the maintaining of emissions inventory data reported by stationary sources. Confidential examples include, but are not limited to:

- Records that qualify as a "trade secret" .
- Records for which confidential treatment has been requested under Wis. Ad min. Code § NR 2.19;
- Request for confidentiality (affidavit);
- Preliminary decision to grant or deny confidentiality;
- Final confidentiality determination; and
- Correspondence

Statewide attainment - Statewide attainment is attainment of all state and national ambient air quality standards statewide.

RETENTION: EVENT (Statewide attainment) + 20 years and destroy confidential

**01203000. ASBESTOS INSPECTION MATERIALS EVT+20**

This record series consists of evaluations that result in an official determination of source compliance that will be maintained for 20 years from creation for the purpose of establishing a compliance history. Includes, but not limited to, the following: inspection evaluations, inspection contracts, field activity reports, case activity reports, digital media, photographs, chain of custody forms, and sample lab reports.

Lifecycle Language: The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 1 year and then destroyed.

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RETENTION: EVENT (receipt or creation) + 20 years and destroy

**01217000.** **ANNUAL CERTIFICATION OF VAPOR CONTROL FOR GASOLINE TANK TRUCK** **EVT+1**

Record series covers information, submitted, created and utilized in the determination of compliance with the annual certification of vapor control for gasoline tank truck pressure/vacuum testing requirements.

Includes the following:

- Test results submitted;
- Correspondence; and
- Certification letter.

RETENTION: EVENT (Date of certification) + 1 year and destroy confidential

**01218000.** **AIR MANAGEMENT FACILITY INDUSTRIAL AMBIENT MONITORING** **EVT+10**

Records in this series include industrial ambient air monitoring data and assessments created as a result of ambient air monitoring conducted by a facility as part of a permit condition. These records are generated by either the facility or the department and include, but are not limited to, the following:

- Monitoring data reports; and
- Audit letters .

The official record in this series may be transferred to or maintained in electronic/digital format for the full retention period. To comply with Wis. Stats §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents may be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the paper documents will be kept on site for 1 year and then destroyed.

RETENTION: EVENT (Date of receipt or creation) + 10 years and destroy

Dept #: /046/ Department Name: OBSOLETE - WASTE MANAGEMENT

RDA # RDA Title Retention Disposition PII

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**00035000.** **WASTE MANAGEMENT FUND** **EVT+60**

Information pertaining to the waste management fund for long-term care and environmental repair, Wis. Stat. §§ 144.441, 144.442 (1978).

Information consists of:

- Waste management environmental repair fund certification, DNR form 4400-56 or its equivalent,
- Tonnage change letters for those facilities which reported tonnage with a decrease or increase of more than 10,000 within one billing year,
- Waste management environmental repair checklist/fee breakdown form, DNR form 4400-56a or its equivalent,
- Pertinent correspondence related to the payment or nonpayment of a facility's bill

Retention Justification: These records need to be kept for the site life and during the long-term care period which lasts up to 30 years after the site is closed. The department must calculate incoming versus outgoing funds to prove that these fees are (in)sufficient. Presently the legislative committee on the siting process is looking at the option of having the state return waste management fund fees collected from the landfills for the past ten years in order to eliminate the State's responsibility after long-term care. The department needs the legal documents to return the money to individual landfill owners if the legislative committee chooses this option. Some of the data will be automated and will be entered into the data system within two years after the data is generated.

The official record may 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 long term care requirements cease) + 60 years and destroy confidential

**00069000.** **SOLID & HAZARDOUS WASTE SURVEYS** **EVT+10**

Questionnaires and/or surveys sent to owners or operators of solid and/or hazardous waste facilities to gather information and/or opinions on:

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- Proposed departmental processing changes,
- Non-regulated matters pertaining to the facilities (e.g., liability insurance for solid waste facilities),
- Any information obtained from telephone surveys

The official record may 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 all results gathered) + 10 years and destroy

<b><u>00072000.</u></b>	<b><u>COLLECTION &amp; TRANSPORTATION SERVICES CASE FILES</u></b>	<b><u>EVT+20</u></b>
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Information pertaining to collection and transportation entities to operate under the provisions of Wisconsin Stat. ch. 289, Wis. Admin. Code ch. NR 502.06 (solid waste), or Wis. Admin. Code ch. NR 663 (hazardous waste).

Information consists of:

- License applications,
- Renewal applications,
- Licenses
- Status change requests,
- Pertinent correspondence,

The official record may 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 (Entity ceases operating) + 20 years and destroy confidential

<b><u>00077000.</u></b>	<b><u>SOLID WASTE MASTER FILE</u></b>	<b><u>EVT+80</u></b>
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Information pertaining to licensed solid waste facilities--- landfills, air curtain destructors, incinerators, processing facilities, transfer facilities, storage facilities, and wood burning sites---operating under the provisions of Wis. Stat. ch. 289, Wis. Admin. Code chs. NR 500 - 520 (solid waste).

Information consists of:

- Feasibility studies,
- Plans of operations,
- Slides/photographs
- Blueprints
- Maps,- In-field conditions reports,
- Closure plans,
- Plan and report materials related to specific solid waste facilities,
- Pertinent correspondence,
- Solid waste facility license applications, DNR Form 4400-088, or its equivalent,
- Solid waste facility license renewal application,
- Solid waste facility operation license, DNR Form 4400-008, or its equivalent,
- Status change request, DNR Form 4400-077, or its equivalent

Retention Justification: Waste site information is needed to preserve the department's capability to provide, in the future, information regarding specific parcels of land which were regulated by the DNR as a landfill or other type of solid waste facility requiring long-term maintenance and monitoring. History of such land use can impact the environment and is important for future land use considerations. For this reason, the DNR must maintain this information so it can respond to inquiries about past DNR regulatory actions at these sites.

The official record may 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 (Event = Long term care requirements cease OR decision to not construct, whichever is later) + 80 years and transfer to WHS

<b><u>00085000.</u></b>	<b><u>UNLICENSED SOLID WASTE FACILITIES FILE</u></b>	<b><u>EVT+40</u></b>
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Unlicensed Solid Waste Facilities File

Information pertaining to solid waste facilities--landfills, air curtain destructors, incinerators, processing facilities, transfer facilities, storage facilities, and wood burning sites--requesting to operate under the provisions of Wis. Stat. ch. 144 (1968), Wis. Admin. Code chs. NR 500 -520 (1968).

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Information consists of:

- Feasibility,
- Plans of operation,
- In-field conditions reports,
- Closure plans,
- Miscellaneous plan and report cease.
- Pertinent correspondence,
- Material related to a particular solid waste facility

The landfill approval process takes 6-10 years to complete without Interruption. These facilities have submitted a feasibility report but Have not proceeded with licensing. However, the approval process could be resumed at any time and the information in this series would still be useful. Producing and reviewing these records is expensive for both the facility operator and the department of natural resources.

Waste site information is needed to preserve the department's capability to provide, in the future, information regarding specific parcels of land which were regulated by the DNR as a landfill or other type of solid waste facility requiring long-term maintenance and monitoring.

The official record may 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 facility ceases collecting waste or date long term care requirements cease) + 40 years and destroy

**00087000.      HAZARDOUS WASTE REVIEW PROGRAM - PAPER      EVT+80**

Information pertaining to the hazardous waste facility review Program required by Wis. Admin. Code ch. NR 664 which includes:

- Pertinent correspondence,
- Feasibility studies,
- Plans of operations,
- Plan approvals/denials,
- Inspection reports,
- Applications and licenses,
- Orders and referrals

Retention Justification: Waste site information is needed to preserve the department's capability to provide, in the future, information regarding specific parcels of land which were regulated by the DNR as a hazardous waste facility requiring long-term maintenance and monitoring. History of such land use can impact the environment and is important for future land use considerations. For this reason, the DNR must maintain this information so it can respond to inquiries about past DNR regulatory actions at these sites.

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 facility long term care requirements cease) + 80 years and destroy confidential

**00088000.      COMPLIANCE MONITORING AND EVALUATION LOG & ENFORCEMENT FILES      EVT+80**

Information pertaining to the compliance monitoring and evaluation log (CMEL) forms required by 42 U.S.C. § 6930 and Wis. Stat. ch. 291.

Information includes:

- CMEL forms,
- Notices of violation,
- Notices of noncompliance,
- Letters of resolution,
- Pertinent correspondence.

Enforcement actions can be taken against a site at any time during its active life if groundwater contamination appears. Land disposal facilities have a 30-year long-term care period. If 80 years after the 30 year long-term care period, no contamination has occurred the records may be destroyed.

Retention Justification: Waste site information is needed to preserve the department's capability to provide, in the future, information regarding specific parcels of land which were regulated by the DNR as a hazardous waste or solid waste facility requiring long-term maintenance and monitoring. History of such land use can impact the environment and is important for future land use considerations. For this reason, the DNR must maintain this information so it can respond to inquiries about past DNR regulatory actions at these sites.

The official record may 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 facility long term care requirements cease) + 80 years and destroy confidential

**00164000. HAZARDOUS WASTE - POLYCHLORINATED BIPHENYL (PCB) CASE FILES EVT+80**

Pertinent correspondence; PCB management checklist for compliance with Wis. Ad m i n. Code ch. N R 157; i nspection reports; electrica l utili ti es PCB usage q uestion na i re; sam pl e data; reports rega rdi ng ma nagement of PCB's a nd ha nd ling of wastes; site sum ma ries; ma ps a nd d iagrams; referra ls, ord ers, affidavits a nd com pla ints. I nformation is collected per Wis. Stat. § 299.45.

Retention J ustification: Waste site i nformation is needed to preserve the d epa rtment's ca pa bility to provi de, i n the futu re, information rega rdi ng specific pa rcels of l a nd whi ch were regul ated by the DN R as a haza rdous waste faci lity req u i ri ng long-term ma i ntena nce a nd mon itori ng. History of such la nd use ca n i m pa ct the environ ment a nd i m porta nt for futu re la nd use considerations. For th is reason, the DN R m ust mai nta i n this information so it ca n respond to i nq u i ries a bout past DN R regu latory actions at these sites.

The officia l record may be ma i nta i ned electron ica l ly for the fu ll retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (Case closed) + 80 years and destroy

**00430000. SOLID WASTE LAND DISPOSAL / PLACEMENT CASE FILES EVT+40**

This series applies only to solid waste landfills and other types of waste facilities or projects that dispose of, or place waste on, or in, the ground. Key information documents each facility's impact on the environment. Records are maintained to provide information in case of environmental impact at the site in the future.

- Solid waste landfills (active and closed),
- Construction and demolition waste landfills,
- Confined disposal facilities for sediment,
- Dredge disposal sites,
- Land spreading facilities,
- Beneficial use of high volume industrial waste projects under Wis. Stat. § 289.43(7), involving placement of waste on the land (prior to the existence of Wis. Admin. Code ch. NR 538),
- Low hazardous waste grant of exemption projects under Wis. Stat. § 289.43(8), involving waste placement on the land,
- One-time disposals,
- Abandoned landfills

Records in this series include, but are not limited to, the following:

- initial site reports,
- pre-feasibility reports,
- feasibility reports,
- plan of operation reports,
- closure and long-term care plans and cost estimates,
- financial assurance mechanisms,
- construction documentation reports,
- annual reports,
- plan modification requests including all plan sheets related to these docu ments,
- license a pplications and l icenses,
- i nspection forms a nd reports a nd related correspondence,
- a pprova l letters,
- a l l documents related to p u bl ic notices,
- photogra phs,
- a l l documents related to enforcement actions,
- a l l documents related to a n envi ron menta l i m pact statement,
- closu re notifications,
- pla n review fees,
- license fees a nd ton nage fees bi lli ng a nd payment information,
- docu ments related to la ndfil l operator certificati on req u i rements a nd a l l correspondence rel ating to these docu ments.

Grou n dwater Mon itori ng Case Fi les: Key docu ments related to environ menta l mon itori ng i ncl ud e, but a re not l i m ited to, the followi ng:

- Private well notifi cation l etters - l etters DN R sends to neigh bori ng b usi nesses a nd i nd ivid uals notifi ng them of grou ndwater mon itori ng a nd/or gas data col l ected at thei r wells a nd any potentia l environmental impact to their properties.
- Exceedance reports from facilities - letter notifying the DNR that the facility exceeds groundwater or gas standards as required by Wis. Stat. ch. 160, and Wis. Admin. Code §§ NR 140.24 and 140.26. Note: environmental monitoring data is also submitted by each facility and incorporated into GEMS data.

- Gas and leachate monitoring reports and results.
- All correspondence relating to these documents.

The official record may 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 (Program decision that all long-term care requirements are met) + 40 years and transfer to WHS

**00431000.**      **SOLID WASTE PCB AND TREATMENT CASE FILES**      **EVT+10**

This series applies only to management and disposal of PCB- contaminated wastes. Remediation of sites contaminated with PCBs are regulated by the Remediation & Redevelopment Program. Records and documents included in this series include guidance, public information sheets, and significant correspondence interpreting program compliance.

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 (Program decision that all long-term care requirements are met) + 10 years and destroy confidential

**00433000.**      **CONSTRUCTION ON WASTE SITES CASE FILES**      **EVT+80**

This series applies only to construction on waste sites. Key information documents each facility's impact on the environment.

Records are maintained to provide information in case of environmental impact at the site in the future.

Records in this series include, but are not limited to, the following:

- gas or groundwater monitoring,
- grant of exemption documentation,
- all correspondence relating to these documents

The official record may 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 (Program decision all regulatory requirements met)+ 80 years and destroy confidential

**00434000.**      **SOLID WASTE PROPOSED LANDFILL CASE FILES**      **EVT+20**

This series applies only to proposed solid waste landfills that were not approved. Records in this series include, but are not limited to, the following: initial site reports; pre-feasibility reports; feasibility reports; including plans sheets related to these reports; all documents related to public hearings and public notices; photographs; all documents related to an environmental impact statement; and all correspondence relating to these documents.

The official record may 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 submittal date) + 20 years and destroy confidential

**00435000.**      **SOLID WASTE PROCESSING FACILITY CASE FILES**      **EVT+10**

This series applies only to solid waste processing facilities. These facilities handle and process solid waste but do not dispose of it into the ground. When the site closes, closure includes an environmental assessment and closure report that identifies any remaining environmental quality concerns.

Sites under this record series include but are not limited to:

- Municipal solid waste combustors including medical waste combustors,
- Solid Waste Incinerators,
- Solid Waste Processing facilities - including tires and medical waste processors,
- Composting facilities,
- Wood burning facilities,
- Air curtain destructors,
- Solidification

Records and documents in this series include but are not limited to:

- initial site inspection forms,
- exemption requests,

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- documents related to an environmental impact report or statement,
- plan of operation reports and plan sheets,
- closure cost estimates,
- financial assurance mechanisms,
- construction documentation reports and plan sheets,
- monitoring documentation,
- license applications and licenses,
- closure notification documents,
- approval documents,
- plan modification requests,
- inspection forms and reports
- documents and correspondence related to enforcement actions,
- photographs
- plan review fees and license fees billing and payment information,
- all correspondence related to these documents

The official record may 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 (Site closure) + 10 years & destroy confidential

**00436000.**      **SOLID WASTE STORAGE AND TRANSPORTATION FACILITY CASE FILES**      **EVT+10**

This series applies only to solid waste facilities that generate and provide for temporary storage and/or transportation of solid waste, including:

- Solid Waste storage facilities - other than PCB's,
- Solid Waste transfer stations that handle solid waste

Records and documents in this series include, but are not limited to:

- initial site inspection forms,
- exemption requests,
- documents related to an environmental impact report or statement,
- plan of operation reports and plan sheets,
- closure cost estimates
- financial assurance mechanisms,
- construction documentation reports and plan sheets,
- monitoring documentation,
- license applications and licenses,
- closure notification documents, " approval documents,
- plan modification requests,
- inspection forms and reports
- documents and correspondence related to enforcement actions,
- photographs
- plan review fees and license fees billing and payment information,
- all correspondence related to these documents

The official record may 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 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 (Site closure) + 10 years and destroy confidential

**00437000.**      **WASTE MANAGEMENT COMPLAINT FILES**      **EVT+10**

Series includes correspondence and other materials received and generated related to complaints about management of solid or hazardous waste not specific to a regulated facility; and documents and correspondence related to enforcement actions associated with the complaints.

The official record may 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 (Complaint Close-Out date) + 10 years and destroy confidential



**00438000. SOLID WASTE FACILITY OR HAZARDOUS WASTE CONTESTED CASE / INFO/ EVT+5**

Records in this series include contested case hearing records and informational hearing records for solid waste or hazardous waste facilities under Wis. Stat §§ 289.27 and 289.26.

The official record may 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 requirements 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 (Hearing or facility closure, or date long term care requirements cease, whichever is later) + 5 years and destroy confidential

**00445000. HAZARDOUS WASTE LAND DISPOSAL CASE FILES EVT+80**

This series applies only to hazardous waste land disposal facilities. Key information documents each facility's impact on the environment.

Records are maintained to provide information in case of environmental impact at the site in the future. Facilities included in this record series include operating and closed:

- Hazardous Waste Landfills,
- Hazardous Waste Surface Impoundments,
- Hazardous Waste Waste Piles,
- Hazardous Waste Miscellaneous Units

Records in this series include, but are not limited to, the following:

- initial site reports,
- Part A of the license application,
- variance requests,
- feasibility and plan of operation reports,
- closure and long-term care plans and cost estimates,
- financial assurance mechanisms,
- construction documentation reports,
- annual reports,
- plan modification requests including all plan sheets related to these documents,
- annual reports,
- license applications and licenses,
- inspection forms and reports and related correspondence,
- approval letters,
- documents related to public notices,
- photographs,
- all documents related to enforcement actions,
- all documents related to an environmental impact statement,
- closure notifications,
- plan review fees,
- license fees and tonnage fees billing and payment information,
- all correspondence relating to these documents

The official record may 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 (Site closure AND program decision that all long-term care requirements have been met) + 80 years and destroy confidential

**00446000. HAZARDOUS WASTE TREATMENT OR STORAGE CASE FILES EVT+80**

This series applies only to hazardous waste facilities that treat or store hazardous waste.

- Incinerators,
- Boilers and Industrial Furnaces (BIF),
- Containers,
- Tanks,
- Exempt Treatment and Storage,
- Waste Piles,
- Containment Buildings,
- Miscellaneous Units,
- Universal waste destination facilities,
- Used oil processors

Records in this series include, but are not limited to, the following:

- initial site reports,

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- Part A of the license application,
- variance requests,
- feasibility and plan of operation reports,
- closure plans and cost estimates,
- financial assurance mechanisms,
- construction documentation reports,
- annual reports
- plan modification requests including all plan sheets related to these documents,
- annual reports,
- license applications and licenses,
- inspection forms and reports and related correspondence,
- approval letters,
- all documents related to public notices,
- all documents related to enforcement actions,
- all documents related to an environmental impact statement,
- closure notifications,
- plan review fees,
- license fees and tonnage fees billing and payment information,
- correspondence relating to these documents

The official record may 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 (Site closure) + 80 years and destroy confidential

**00447000.****HAZARDOUS WASTE PROPOSED SITE CASE FILES****EVT+10**

This series applies only to proposed hazardous waste disposal, treatment or storage sites that were not approved or withdrew their application before completing the review process.

Records in this series include, but are not limited to, the following:

- initial site reports,
- Part A of the license application,
- feasibility and plan of operation reports,
- closure plans and cost estimates,
- construction documentation reports,
- annual reports,
- plan modification requests including all plan sheets related to these documents,
- license applications and licenses,
- inspection forms and reports and related correspondence,
- approval letters,
- all documents related to public notices,
- photographs,
- all documents related to enforcement actions,
- all documents related to an environmental impact statement,
- closure notifications,
- plan review fees,
- license fees and tonnage fees billing and payment information,
- all correspondence relating to these documents

The official record may 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 submittal date) + 10 years and destroy confidential

**00448000.****HAZARDOUS WASTE TRANSPORTERS AND TRANSFER FACILITIES FILES****EVT+10**

This series applies only to transporters of hazardous waste, universal waste and used oil and facilities that temporarily store hazardous waste in transit.

Records in this series include, but are not limited to:

- documents related to obtaining an EPA identification number including EPA Form 8700-12,
- license applications and licenses,
- inspection forms and reports,
- documents and correspondence related to enforcement actions,
- photographs,
- license fee billing and payment information,

- all correspondence relating to these documents

The official record may 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 (Site closure) + 10 years and destroy confidential

**00449000.** **HAZARDOUS WASTE GENERATOR CASE FILES** **EVT+10**

This series applies only to hazardous waste facilities or persons that generate hazardous waste and universal waste handlers and used oil generators. Records in this series include, but are not limited to: documents related to obtaining an EPA identification number, including EPA Form 8700-12; hazardous waste annual report data and all associated correspondence; used oil biennial reports; inspection forms and reports; documents and correspondence related to enforcement actions; photographs; generator and manifest fee billing and payment information; and all correspondence relating to these documents. Any case which becomes a legal court case will be covered by the appropriate legal RDA.

The official record may 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 (Final program action) + 10 years and destroy confidential

**00450000.** **HAZARDOUS WASTE EXEMPT FACILITIES** **EVT+10**

This series applies to hazardous waste storage or treatment facilities whose activities are exempt from licensing, including universal waste and used oil facilities. Records in this series include the following:

- notification,
- correspondence regarding the exempt activity,
- photos,
- annual reports including certification documents,
- significant correspondence interpreting program compliance

The official record may 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 (Site closure or last submittal date) + 10 years and destroy confidential

**00451000.** **MANIFESTS** **EVT+10**

This series applies to all records (including the manifest form EPA Form 8700-22) that document the transportation of hazardous wastes from the generation site to the final disposal. The documentation includes information identifying the quantity, waste type, origin and transportation of the waste to its final destination.

The official record may 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 program receipt) + 10 years and destroy confidential

**00507000.** **RESPONSIBLE UNIT FILES** **EVT+3**

This series applies to individual responsible unit files filed by county. Records and documents in this series include annual reports, complaints, ordinances, public information documents, enforcement, inspections, program evaluations, initial program authorization and significant correspondence interpreting program compliance.

The official record may 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 RU participation in program) + 3 years and destroy confidential

**00508000. MATERIAL RECOVERY FACILITY FILES EVT+10**

This series applies to self-certified material recovery facilities (MRF). Records and documents in this series are annual reports, complaints, inspections, approvals and significant correspondence interpreting program compliance. NOTE: Refer to Solid Waste RDA 435 for compost and tire facilities.

The official record may 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 (Site closure) + 10 years and destroy confidential

**01160000. SOLID WASTE / RECYCLABLES TRANSPORTATION FACILITY CASE FILES (II) EVT+10**

This series applies only to facilities that transport solid waste, recyclables or infectious waste.

Records in this series include, but are not limited to:

- license applications and licenses,
- inspection forms and reports,
- documents and correspondence related to enforcement actions,
- photographs,
- license fee billing and payment information,
- documentation that recyclable materials have been delivered to brokers, processors or end users,
- written notice of termination of service,
- all correspondence relating to these documents

The official record may 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 (Site closure) + 10 years and destroy confidential

**01161000. INFECTIOUS / MEDICAL WASTE GENERATOR ANNUAL REPORT CASE FILES EVT+10**

This series applies to all records relating to the Infectious Waste Annual Report and the Medical Waste Reduction Plans. Records in this series include, but are not limited to: infectious waste annual report forms; medical waste reduction policy and plans; medical waste reduction plan progress reports; medical waste audits; approval letters; documents related to infectious waste annual report fees and plan review fees; documents and correspondence related to enforcement actions; and all correspondence related to these records.

RETENTION: EVENT (Facility Closed) + 10 years and destroy confidential

**01162000. PHARMACEUTICAL AND SHARPS COLLECTION STATIONS EVT+5**

This series applies to all records associated with pharmaceutical and sharps collection stations including, but not limited to, collection station registration forms and all correspondence related to these forms.

The official record may 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(Collection station closure) + 5 years and destroy confidential

**01163000. BENEFICIAL USE OF INDUSTRIAL BY-PRODUCTS - CASE FILES EVT+80**

This series applies to records related to the Beneficial Use of Industrial By-Products regulated under Wis. Admin. Code, ch. NR 538. Records in this series include, but are not limited to:

- initial certification request,
- waste characterization results,
- analytical results,
- concurrence requests,
- case specific beneficial use requests (Wis. Stat. §§ 289.43(4), 289.43(7) and 289.43(8)),
- approval letters,

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- conditional approval letters,
- all correspondence relating to these documents

The official record may 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 program issued approval letter or date of program issued concurrence letter ) + 80 years and destroy confidential

**01164000.** **BENEFICIAL USE ANNUAL CERTIFICATION REPORTS** **EVT+5**

This series applies to records related to the annual certification reports required to be submitted by each generator of industrial by-products that have been beneficially re-used under Wis. Admin. Code ch. NR 538, and all correspondence relating to these documents.

The official record may 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 certification receipt date)+ 5 years and destroy confidential

**01166000.** **FILE INVENTORY TRACKING** **EVT+1**

Records in this series include the file inventory tracking, which contains information on the physical location of the paper files for the Waste & Materials Management Program.

RETENTION: EVENT (Date data most recently superseded) +1 year and destroy

**01167000.** **E-CYCLING FACILITY FILES** **EVT+10**

This series applies to electronics collection sites, electronics recycling facilities and electronics retailers. Documents in this series include, but are not limited to: annual report data and signature pages from that report; complaint response documentation; inspection forms and reports and related correspondence; closure plans and cost estimates; financial assurance mechanisms; liability insurance documentation, contingency plans; registration fee data and payment information; survey data; and all correspondence relating to these documents.

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 (Site closure) + 10 years and destroy confidential

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**00360000.** **SECRETARY SPEECHES, PRESENTATIONS, ETC.** **EVT**

Records series contains significant final versions of speeches presented by the Secretary of the Department, the Deputy, Assistant Deputy Secretary or their representatives. Materials include, but are not limited to, speeches, presentations, background information on each speaking engagement, news clippings related to the event, etc.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (End of term) and transfer to WHS

**00361000.** **SECRETARY'S POLICY CASE FILES** **EVT+20**

This series includes the selected policy files that are generated in the Office of the Secretary, by the Secretary, Deputy and Assistant Deputy Secretary. The series documents significant environmental quality or natural resources issues specifically documents the involvement of the Secretary's Office in particular policy issues and concerns during each Secretary's tenure in office. In the DNR

Dept #: /080/ Department Name: OFFICE OF THE SECRETARY

RDA # RDA Title Retention Disposition PII

Bureau Directors are responsible for creating official files to document Department policy for which the bureau has lead responsibilities. The Bureau policy file shall be included in bureau-specific retention schedules, separate from this series.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Wis. Admin. Code ch. ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Closed-policy decisions made and actions implemented) + 20 years and transfer to WHS

**00362000.** **SECRETARY'S CORRESPONDENCE AND NUMBERED LETTERS** **EVT+0/3**

This records series includes paper documents received as the Secretary's numbered correspondence containing correspondence created by the Department Secretary, or for his signature, or in his name, or prepared for the Governor which are scanned into the current electronic system (SharePoint). Series also includes Secretary's Office correspondence that is not part of the numbered correspondence system. Records in this series are generated by the Secretary or representative.

The official record in electronic format will follow GRS ADM000009.

RETENTION: EVENT (Scanned & verified) + 3 months and destroy

Dept #: /082/ Department Name: LEGAL SERVICES

RDA # RDA Title Retention Disposition PII

**00170000.** **LEGAL CASE FILES** **EVT+5**

All records series covers cases files created by Department of Natural Resources attorneys, other than specifically provided for below. Records document provision of legal opinions and services related to environmental and resource management cases. DNR Attorneys maintain case files that may include confidential attorney-client privilege records [ Wis. Stat. §§ 19.35(1)(a) and 905.03]. DNR programs maintain selected enforcement records, and the Wisconsin Department of Justice maintains legal case files for certain cases. The DNR attorney records may duplicate other case files in part. Attorney files are maintained primarily for attorney-client and reference purposes.

RETENTION: EVENT (Case closed) + 5 years and destroy confidential

**00340000.** **NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS FORMAL AND INFO** **EVT+10**

Records series includes formal and informal intergovernmental agreements between DNR and the Tribes. Agreements may cover off reservation hunting, trapping, fishing, or gathering in the ceded territory and other resource agreements between DNR and the Tribes.

RETENTION: EVENT (All operative portions of the agreement are modified, replaced, or nullified ) + 10 years and transfer to WHS

**00341000.** **NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS NEGOTIATION PRO** **EVT+10**

Records in this series provide background information related to formal and informal intergovernmental agreements and treaty rights decisions and judgments between DNR and the Tribes. Records document discussions, minutes of meetings, and other negotiations documentation related to financial aid and cooperative programs. Topics may include off reservation hunting, trapping, fishing, or gathering in the ceded territory and any other resource problems that may arise between DNR and the Tribes.

RETENTION: EVENT (All operative portions of agreement are modified, replaced, or nullified; or file is closed) + 10 years and transfer to WHS

**00342000.** **CONFIDENTIAL - NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS NE** **EVT+10**

Records in this series cover a sub- set of Off Reservation Treaty Rights Negotiation Process Case Files that are confidential under attorney-client privilege per Wis. Stat. § 905.03. Records in this series include attorney work product, minutes of internal strategy discussions, and negotiation discussion materials that the Tribes requested remain confidential. Only one set of confidential records is to be created and maintained.

RETENTION: EVENT (All operative portions of agreement are modified, replaced, or nullified; or file is closed) + 10 years and transfer to State Historical Society

**00343000.** **NATIVE AMERICAN OFF RESERVATION TREATY RIGHTS DECISIONS AND JU** **EVT+10**

RDA #	RDA Title	Retention	Disposition	PII
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Records series includes off reservation final treaty rights decisions and judgments concerning the Tribes. Records in this series relate to litigation and formal court actions.

RETENTION: EVENT (All operative portions of agreement are modified, replaced, or nullified; or file is closed) + 10 years and transfer to WHS

**00344000.** **NATIVE AMERICAN TREATY RIGHTS LITIGATION MATERIALS** **EVT+10**

Records in this series include, but are not limited to, expert reports, interrogatories, depositions, court transcripts, motions, briefs, and orders. These materials provide a history of DNR involvement in the litigation and will be needed if a final decision or judgment is challenged, in whole or in part, and the case is reopened for additional litigation..

RETENTION: EVENT (All operative portions of the decision or judgment are modified, replaced, or nullified ) + 10 years and transfer to WHS

**00345000.** **NATIVE AMERICAN POLICY CORRESPONDENCE** **EVT+10**

Records in this series include correspondence to and from DNR personnel covering policy development or interpretation of policy regarding off reservation tribal land use and environmental resources. Correspondence includes internal communications between DNR personnel and external correspondence to or from tribal members and non-tribal individuals and organizations. Topics may include, but are not limited to, off reservation treaty rights agreements, policy planning, case litigation, public protests, and news regarding environmental and resource issues of concern to the Tribes.

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

**00750000.** **REHEARINGS - BLS REFERENCE FILE** **EVT+5**

Under Wis. Admin. Code, § NR 2.20, the DNR Secretary may be asked to review a Department decision or action. In rare cases, these rehearing requests are granted and are handled without involvement of the DOA Division of Hearings and Appeals.

After the file is closed and all appeal periods have expired, each DNR program maintains the complete case file (including rehearing record) with its program enforcement actions or legal case records (per program-specific RDA requirements).

This RDA covers only the DNR Bureau of Legal Services reference files for Secretary Rehearings.

RETENTION: EVENT (Case closed) + 5 years and destroy confidential

**00750A00.** **CONTESTED CASE HEARING LOG AND REHEARING LOG** **CR+10**

Records series identifies all petitions for hearing in contested cases, as authorized under Wis. Stat. § 227.42, and other program statutes. It also identifies all petitions for rehearing in contested cases, as authorized under Wis. Stat. §. 227.49 and Wis. Admin. Code § NR. 2.20. The Bureau of Legal Services tracks petitions.

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

**00751000.** **SMALL CLAIMS CASE FILES** **EVT+5**

Records series covers small claims case files that the Department resolves through collection by demand letter, through the small claims court process, or after going to court through referral to the Dept. of Revenue's refund set off program. Collection actions may result from recovery of forest fire suppression charges, forest tax severance or yield tax charges, charges as a result of a spill cleanup, delinquent ALIS vendors and other miscellaneous amounts owed to the Dept. by law or contract. The file may include reports, invoice, demand letters, summons and complaints, judgments, satisfactions of judgments and other miscellaneous correspondence.

RETENTION: EVENT (Close of case ) + 5 years and destroy confidential

**00751A00.** **SMALL CLAIMS FILES RESULTING IN JUDGMENTS: OFFICIAL COPY** **EVT+20**

The actual judgment issued for a small claims case and associated files.

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

**00751B00.** **SMALL CLAIMS LOG & SUMMARY DATA ELECTRONIC FILE** **P**

This electronic files contains summary data of small claims cases including information on DNR active cases, active cases at DOJ & DOR, closed cases and totals in dollars spent, received and judgments.

RETENTION: Permanent

**00752000.** **CONSERVATION CONGRESS EXECUTIVE AND COMMITTEE, & STUDY MEETI** **EVT+5**

The WCC holds the following meetings regularly: Executive Committee Meetings: The Executive Committee meets once per year in June and may call additional meetings as needed. Meeting issues include recommendations for study committee assignments. The

Executive Committee generates a study committee listing with representative delegates from each district to address issues and assigned resolutions.

Executive Council Meetings: held twice per year in January, May. The Council may call additional meetings as needed. Actions include:  
 - January Executive Council meeting: Council approval of Department Spring Hearing questions. These become the work product for the Spring Hearing questionnaire.  
 - May Executive Council meeting: Council reviews resolutions assigned and discussed at the annual convention, is informed by Department staff on the Spring Hearings, etc.

Study Committee Meetings: Study committees meet in the fall from August to December and additionally as needed to research issues and resolutions. Committees deal with such concerns as: Alternative Funding, Awards, Big Game, Bear, Warm Water, Trout, Upland Game, Rules & Resolutions, Legislative, Great Lakes, Endangered Resources & Law Enforcement, Mississippi River, Migratory, Fur Harvest, Environmental Practices, Turkey, Hunting with Dogs, Forestry & Parks and other committees as deemed necessary. Study committees revise the previous year resolutions and submit to the Executive Council in question format for the upcoming Spring Hearings. Resolutions authors are encouraged to attend the committee meeting to provide further insight to their resolution. Records include meeting minutes. Work products that these committees may generate include Spring Hearing questions and recommendations. Records in this series include WCC meeting minutes, agendas and relevant attachments for the council and committees. May include background information such as previous years' hunting, fishing and accident reports; other information that DNR staff may present; draft resolutions, summaries of comments received, etc. Currently, the Conservation Congress Coordinator maintains meeting minutes and agenda records in electronic format, generally in MSWord and/or PDF image. Records are maintained in DNR Legal Services Office, Madison.

Summary information related to these meetings is incorporated into the annual WCC Convention document. This series may include additional background, detailed information.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Meeting date) + 5 years and transfer to WHS

**00752A00.** **WCC REMOTE MEETINGS RECORDINGS** **EVT+0/3**

In 2020, the Wisconsin Conservation Congress (Wee) began holding remote meetings using a virtual platform. The records in this series include electronic recordings of the wee remote meetings that are recorded through the platform utilized. As a result of this relatively new and evolving platform for holding the remote meetings, the records are created to verify the details of the minutes. The electronic recordings will be destroyed within 90 days of the approval of the meeting minutes.

RETENTION: EVENT (minutes approved) + 90 days and destroy

**00753000.** **SPRING COUNTY HEARINGS** **EVT+3**

Every April each county holds public hearings where the public is allowed to vote on Wisconsin Conservation Congress (WCC) questions that were previously submitted as resolutions by the public the previous Spring. The public is also allowed to submit new resolutions for county vote. If those new resolutions have a supporting vote at the county level those resolutions then move ahead to the Rules & Resolutions committee of the Congress for vote at the Annual Convention. In addition the public has the opportunity to nominate a citizen, (non-Department staff) for re-election or new election and to vote on the county representative to the Conservation Congress. Records in this series include:

- \*DNR Annual Statewide Spring Fish & Wildlife Rule Hearings/WCC Annual County Meetings
- \*Comment sheets from fisheries, wildlife, etc.,
- \*Election sheets from the delegate election process - summary of election results
- \*Summary information: results of public input - balloted votes related to resolutions.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Hearing date) + 3 years and transfer to WHS

**00754000.** **VOTING BALLOT PUBLIC INPUT** **EVT+0/1**

The WCC captures votes for WCC delegate elections and public input on resolutions using voting machine ballots. Extensive public input, between 6,000 to 10,000 ballots, may be captured using this process at each event. Voting machines compute votes and summarize ballots cast for delegates and WCC resolutions. Print-out results summarize decisions made soon after all ballots are cast. As a courtesy, the WCC maintains voting records for a minimal period of time, for the purpose of challenging the summary information. The ballots are held with the local hearing officer (in each county) but destroyed after 30 days.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Ballots read & results recorded) + 30 days and destroy



**00755000. CONSERVATION CONGRESS MEMBERSHIP ROSTER DATA & INFORMATION EVT+50**

Records in this series cover logistical, personal and biographical information about Conservation Congress elected members from each of Wisconsin's 72 counties. The series also identifies members of WCC Executive Council, Executive Committee, and Study Committee and their tenures in office. Includes key identifying information for each member: name, address, contact information, county, Conservation Congress appointments or elected positions, dates of service. Members voluntarily submit their own personal and biographical information on from Personal History Questionnaires. Separate Access database is maintained. The WCC maintains member data identifying all Conservation Congress delegates for each year in an MS Access database. Data are updated annually with member and contact information changes, deletions, additions and updates, and current data may also be provided to the WDNR unit responsible for Environmental & Recreational Sponsorship/Partner Master Data (RDA 370/00618). The WCC lists summary delegate and member information in the WCC Annual Convention Booklet yearly. This records series includes additional member information and data that is maintained over time for administrative and reference purposes.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Membership expires or is terminated) + 50 years and transfer to WHS

**00756000. ANNUAL CONSERVATION CONGRESS CONVENTION BOOK EVT+3**

The annual Conservation Congress Convention is a 3-day event that brings together all delegates throughout the state to review committee reports from the previous year, review and discuss the Spring Hearing results and new resolutions. Department staff members provide updates on Wildlife, Land, Forestry, Law Enforcement and other items that have taken place over the previous year as needed. The Rules and Resolutions committee discusses and assigns new resolutions to committee. Records include:

- Statewide Convention Agenda
- Annual Statewide Spring Hearing Results
- Annual County Resolution Summary & County Resolutions from Spring County Hearings
- Agendas and meeting minutes from WCC Executive, Committee, Study Committees. Includes resolutions, committee reports, recommendations and summary work products including resolution assignments.
- Meeting minutes from previous annual convention
- Delegate Listing & Delegates elected to Executive Committee and Executive Council.
- Congress Code of Procedures
- WCC statement of purpose, and other organizational materials
- Club List: names, addresses and contact for current conservation clubs, associations and partners.

The document is distributed to WCC members in paper or electronic format prior to each annual convention, and it is also made available to interested parties via the DNR web site.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Meeting date) + 3 years and transfer to WHS

**00757000. WCC RECOGNITION AWARDS MATERIALS EVT+5**

The Wisconsin Conservation Congress (WCC) promotes conservation awareness by recognizing statewide groups, local organizations, and educators that are active in promoting conservation education and training, habitat enhancement, recreation activities, outdoor recreation access and non-conservation community service projects. Annual recognition awards include:

- Local Conservation Club of the Year Award: intended to recognize Wisconsin conservation clubs that dedicate themselves to conservation education and training, habitat enhancement, recreation activities, outdoor recreation access and non-conservation community service projects to help maintain Wisconsin's natural resources and environment. Through this award the Conservation Congress will recognize the many hours of service, the number of individuals who have been impacted and the numerous opportunities that have been developed by Wisconsin's local conservation clubs.
- Statewide Conservation Organization of the Year Award: To recognize Wisconsin organization who has dedicate themselves to conservation and conservation education activities and projects throughout the state to include habitat development, youth fishing clinics, scholarships, access points, hunter education, etc. Through this award the Conservation Congress will recognize the many hours of service, the number of individuals who have been impacted and the numerous opportunities that have been developed by this organization.
- Conservation Educator of the Year Award: Conservation Educator of the Year Award is intended to recognize Wisconsin conservationists who dedicate themselves to educating others about the wise use and conservation of Wisconsin's natural resources and environment. Through this award the Conservation Congress will recognize the many hours of service, the number of individuals who have been impacted and the numerous programs which have been developed by Wisconsin's conservation educators.

Records document all nominees for awards, the process used to evaluate nominees' qualifications and select award winners and award ceremonies.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>.

RETENTION: EVENT (Date of award) + 5 years and transfer to WHS

Dept #: /082/ Department Name: LEGAL SERVICES

RDA #	RDA Title	Retention	Disposition	PII
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**01159000.** **LITIGATION CASE FILES - PRECEDENT SETTING OR HISTORICALLY SIGNIFI** **EVT+20**

Litigation Case Files that are determined by the DNR Legal Counsel which document historically significant or precedent setting activities or events within the agency.

Note: Wisconsin Historical Archives staff are available to provide assistance in determining which cases may be precedent setting or historically significant and therefore considered for transfer to the Wisconsin Historical Society (WHS) by the DNR.

\*Confidential / Access Restricted: For those records that fall within the rules of privilege as defined by Wis. Stats. §§804.01; 905.03; 905.09; 905.10; or other applicable confidentiality rules based on content, privilege or attorney work product.

RETENTION: EVENT (Date file is closed) + 20 years and transfer to WHS

Dept #: /090/ Department Name: CUSTOMER AND OUTREACH SERVICES

RDA #	RDA Title	Retention	Disposition	PII
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**00411000.** **COMMUNITY ASSISTANCE SUMMARY HISTORY DATA** **P**

Records in this series include continuous electronic database records, currently the Community Assistance Oracle System (CAOS), for the community assistance grant program. Records in this series include summary information to identify each grant and for each grant program in the bureau. It provides summary historical data to track key actions including grant, grantees, funds approved, funds expended, project type, and grant location tracking data with long-term value. The current database is updated regularly.

Data collected in CAOS comes from an actual grant file or from Finance (encumbrances, payments, and other WiSMART data) which are all covered under by other RDAs within this schedule or in the General Schedule for Fiscal and Accounting Related Records.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

Permanent retention is required for continued administrative reference purposes and to respond to requests for information. The data provides summary information and documentation of Department actions for each grant project. Data has long-term value for management purposes, and summary data in this series will be migrated forward as systems change.

RETENTION: Permanent

**00414000.** **AD HOC COMPUTER-GENERATED REPORTS AND QUERY RESULTS** **EVT**

Series includes Ad hoc reports generated as needed for particular grant specialist or in response to an informational request.

RETENTION: EVENT (Not needed) and destroy

**00416000.** **DATABASE AND DATA ENTRY OPERATIONAL PROCEDURES** **EVT+2**

Records in this series cover instructions and procedures for accessing the database, entering and processing data, querying the database and generating various types of reports. Procedures may be updated as necessary. The bureau maintains complete operational instructions to enter and retrieve data.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Superseded or updated) + 2 years and destroy

**00417000.** **OTHER ELECTRONIC FILES - WORKING FILES** **EVT**

This series covers many mixed types of electronic files (Spreadsheets, small applications) that grant specialists create to track their work. May include file tracking information and information duplicated in Database Summary History File. Key data must be in CAOS or equivalent Database Summary History File before working records may be destroyed.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Final grant payment) and destroy

**00418000.** **ACQUISITION PROJECT GRANT HISTORICAL CASE FILES** **P**

Records series includes any type of grant project that entails grantee acquisition of lands. These grants are subject to continued monitoring, Department inspections and approvals in case of any alterations, sale or lease possibilities or other changes to the land use. This series includes case files that document the terms and conditions of the grant, including grant applications and all attachments, agreements, amendments, maps, project plans, and final reports.

Permanent retention is to insure that the lands are being used for the purposes intended. These projects have the longest-term impact on the land and require the longest periods of retention to document appropriate use of grant funds and the public interest.

RETENTION: Permanent

**00421000.**      **NONPOINT SOURCE HISTORICAL GRANT CASE FILES**      **EVT+20**

Record series covers grants authorized under s. 281.65 and 291.66, Wis. Stats., and NR 120, Wis. Adm. Code, to meet nonpoint source water pollution abatement needs identified in areawide water quality management plans, for cost-sharing for management practices and capital improvements, easements and related projects. Cases cover Priority Watershed, Targeted Runoff Management, Urban Nonpoint Source and Stormwater projects. Project case files document the terms and conditions of the grant, including grant applications and all attachments, agreements, amendments, project plans, and final reports.

RETENTION: EVENT (Close) + 20 years and destroy

**00422000.**      **MAINTENANCE PROJECT HISTORICAL GRANT CASE FILES**      **EVT+6**

Records series covers all grant projects that do not entail either acquisition of land or development projects. Maintenance project records include all grant materials to document the terms and conditions of the grant, including grant applications and all attachments, agreements, amendments, project plans, and final reports.

RETENTION: EVENT (Close) + 6 years and destroy

**00423000.**      **BUSINESS GRANT PROJECT CASE FILES**      **EVT+6**

Records series includes grant project case files for grants issued to businesses for environmental purposes. Includes Dry Cleaning and Stage 2 Vapor Recovery grants. Records in this series document the grant application, terms and conditions of the grant agreement and completion of funded projects.

RETENTION: EVENT (Close) + 6 years and destroy

**00425000.**      **COMMUNITY ASSISTANCE PROGRAM INFORMATION MATERIALS**      **EVT+3**

Records series includes informational materials developed by the bureau to use for publicizing grant program. Series covers grant publications, fact sheets, notices, pamphlets, user guides and Web pages when Web pages do not otherwise duplicate information available in another format.

RETENTION: EVENT (Superseded) + 3 years and destroy

**00426000.**      **COMMUNITY ASSISTANCE PROGRAM REPORTS AND GUIDANCE DOCUMENTS**      **EVT+10**

Records in this series document the policies of the Community Assistance grant programs. Includes issue papers, strategic plans, significant correspondence and e-mails interpreting or formulating guidance for the program. Also includes significant reports and summary information about particular grants or community assistance grant programs generally, such as funding lists, allocation plans, reports to governing bodies.

RETENTION: EVENT (Closed) + 10 years and transfer to WHS

**00540000.**      **ACSBS DATA**      **EVT+49**

Records in this series include data for the Automated Customer Service Business System (ACSBS). Records in this series provide historical information on hunting, fishing, recreational license sales and recreational vehicle registrations. Data is needed to Generate Licensing/registration sales statistics, analyze trends and track participation. Data includes customer identifiers, transactional data, license and registration type, effective dates, sales method, cost, and amount collected and voided/denied licenses.

RETENTION: EVENT (End of license year March 1) + 49 years and destroy confidential

**00546000.**      **ACSBS CUSTOMER NUMBERS**      **EVT+1**

Records submitted by first-time customers for fish and wildlife approvals to obtain customer numbers. These forms request Social Security Number of customers, as required under federal and state law for fraud and abuse matching purposes. Information in this series may also include demographic and hunter education information about the customer.

RETENTION: EVENT (Date of Receipt) + year and destroy confidential

Dept #: /090/ Department Name: CUSTOMER AND OUTREACH SERVICES

RDA # RDA Title Retention Disposition PII

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**00553000. ACSBS LICENSING AGENT AGREEMENTS EVT+10**

Records series covers agreements with DNR agents; DNR agents are private businesses that sell licenses throughout the state. Agreements are in effect from date of issuance until revised or terminated by either party.

RETENTION: EVENT (Agreement termination or contract superseded) + 10 years and destroy confidential

**00560000. COMMERCIAL LICENSES EVT+4**

Records in this series includes all approvals (licenses) that Customer and Outreach Services (COS) issues under Wis. Stat. ch. 29 including the following: guides, taxidermists, fur dealers, bait dealers, Mississippi River commercial fishing and Charter Captain fishing licenses. These licenses are issued via the ACSBS system.

Licenses are issued for period of one or two years and must be renewed, including updated licensee information. All licenses in this series are subject to review by the Bureau of Law Enforcement for investigative purposes and by the Bureau of Wildlife Management.

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

**00561000. COMMERCIAL FARM & OCCUPATIONAL TRACKING RECORDS EVT+4**

This records series covers records generated to track commercial farm and occupational licenses and processes. Such electronic files are created for administrative purposes, to provide a ready reference of licensees, serve as an index of currently approved licensees, and also track expired, canceled or refused licenses for record retrieval purposes in case of reinstatement. Tracking records in this series include paper lists and indexes, electronic tables and spreadsheets and stand-alone databases. Such tracking records may be generated in central Madison Customer & Outreach Services Bureau or in service centers that receive or generate licenses directly. Records are continuously updated as licenses are issued, renewed and terminated. Terminated records may remain, flagged terminated, in the database, or archived to a subset record of terminated licensees. Retention is based on date of termination

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Superseded with updated information) + 4 years and destroy

**01221000. FISH AND WILDLIFE LICENSES / APPROVAL RECEIPTS - AGENTS AND DNR ! EVT+2**

License agents are contractually obligated to keep all receipts/records of sold approvals on file and to provide records to the Legislative Audit Bureau and the DNR Bureau of Law Enforcement upon request. Approval records document license sales for auditing purposes and serve as a source document from license applicants, supplementing data entered into the ACSBS Database.

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

**01222000. PERMIT APPLICATIONS EVT+2**

Records include Spring Turkey Landowner, Purple Heart Documentation Verification, Permit Transfers, Permit Deferrals, and Medical Permit reinstatements. The data elements include name, address, date of birth, pertinent landowner information and pertinent purple heart documentation as specified in statute.

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.

Dept #: /093/ Department Name: OFFICE OF COMMUNICATION

RDA # RDA Title Retention Disposition PII

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**00001000. DNR INFORMATION & EDUCATION AUDIO-VISUAL PRODUCTION MATERIAL P**

Original production materials (footage) for 16mm films and videotapes. Much of the footage is timeless, containing scenes from the DNR television series, and scenes of birds, animals and outdoor recreation possibly useful in future audio-visual productions. The DNR Bureau of Information and Education will review these films and videotapes regularly, duplicating any needed scenes on videotape and retaining the original footage as long as the medium survives.

RETENTION: Permanent

Dept #: /093/ Department Name: OFFICE OF COMMUNICATION

RDA #	RDA Title	Retention	Disposition	PII
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**00011000.** **PHOTOGRAPHS AND SLIDES** **P**

Digital photos, color and black and white 35mm, 2-1/4"x2-1/4" and 4'x5' slides, photographs and negatives of outdoor scenes, department personnel and equipment, environmental and conservation violations, special effects graphics etc.

These records are now scanned into an electronic file and the original format is destroyed (or sent to WHS). Once scanned, they are cataloged and maintained by personnel from the Office of Communications and used on a continuous basis in publications, exhibits, and slide shows for public viewing, decision-making, training and documentation. There are several files cabinets of slides & photos that have been or in the process of being scanned and digitized for use by both internal and external customers.

OC receives requests for and by digitizing thru Photo Shelter, customers, internal and external, will be able to request photos and will be billed a minimal fee. Actual photos kept on site then sent to Historical Society for preservation or discarding.

RETENTION: Permanent

Dept #: /094/ Department Name: COMMUNITY FINANCIAL ASSISTANCE - LOANS

RDA #	RDA Title	Retention	Disposition	PII
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**00260000.** **CLEAN WATER FUND PROGRAM PROJECT FILES** **EVT+20**

Records series includes any type of loan project that entails qualified municipalities receiving subsidized loans which allows them planning, design, engineering, and construction of wastewater treatment works and urban storm water runoff projects.

These loans are subject to continued monitoring, DNR inspections and approvals in case of any alterations, sale or lease possibilities or other changes to the land use.

This series includes project files that document the terms and conditions of the loan, including loan applications, agreements with engineering firms, budget information, financial assistance agreements, disbursement requests, and all attachments, agreements, amendments, project plans, and final reports.

RETENTION: EVENT (DOA certification date for final project closeout) + 20 years and destroy

**00260A00.** **SAFE DRINKING WATER LOAN PROGRAM PROJECT FILES** **EVT+20**

Under Wis. Stats. §§ 281.61 and 281.59, and Wis. Adm. Code ch. NR 166, the Safe Drinking Water Loan Program provides subsidized loans to assist qualified municipalities to plan, design, construct or modify public water systems. These loans are subject to continued monitoring, DNR inspections and approvals in case of any alterations, sale or lease possibilities or other changes to the land use. This series includes project files that document the terms and conditions of the loan, including loan applications, agreements with engineering firms, budget information, financial assistance agreements, disbursement requests, and all attachments, agreements, amendments, project plans, and final reports.

RETENTION: EVENT (DOA certification date for final project closeout) + 20 years and destroy

**00260B00.** **LAND RECYCLING LOAN PROGRAM (LRLP)** **EVT+20**

Under Wis. Stat. § 281.60 and 281.59, and Wis. Adm. Code ch. NR 167, provides loans to assist qualified municipalities to remedy environmental contamination of sites or facilities at which environmental contamination has affected, or threatens to affect, groundwater or surface water. This series includes project files that document the terms and conditions of the loan, including loan applications and all attachments, agreements, amendments, project plans, and final reports.

These loans are subject to continued monitoring, Department inspections and approvals in case of any alterations, sale or lease possibilities or other changes to the land use.

This series includes project files that document the terms and conditions of the loan, including loan applications, agreements with engineering firms, budget information, financial assistance agreements, disbursement requests, and all attachments, agreements, amendments, project plans, and final reports.

RETENTION: EVENT (DOA certification date for final project closeout) + 20 years and destroy

**00262000.** **LOAN PROJECTS NON-ESSENTIAL CASE FILE DOCUMENTS AND CORRESPONDENCE** **EVT+1**

Records in this series cover very routine types of documents generated during the loan period. After close, these items lose value and need not be retained. May include news clippings, notes, routing slips, and non-substantive correspondence.

RETENTION: EVENT (DOA certification date for final project closeout) + 1 year and destroy

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**00268000.** **ENVIRONMENTAL IMPROVEMENT FUND (EIF) SUMMARY HISTORY DATA** **EVT+45**

Records of Environmental Improvement Fund loans for local governments: Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP). The EIF is managed and administered jointly by the DNR and Department of Administration. The EIF Summary History Data Records include data for the EIF loan program. Records in this series include summary information to identify each loan program in the bureau. It provides summary historical data to track key actions including municipality, funds approved, funds expended, project type, and loan location tracking data with long-term value. The EIF detail data records include detail level project data in the ELOS system for projects that received an EIF loans as well as projects that submitted an intent to apply form and/or application but did not proceed with all required reviews and did not receive an EIF loan. The information included in this information source are routine detail data regarding loan projects, invoice tracking, data indicating status of project review and approval, detail data tracking disbursement of loan funds, and other information that tracks the loan project through completion and file maintenance data.

The User Charge and Sewerage Ordinance and Replacement Fund Files and Data includes loans authorized Under Wis. Stat. §§ 281.58 and 291.59, and Wis. Adm. Code ch. NR 162. Any user charge system and sewer use ordinance adopted by a recipient shall be maintained in accordance with Wis. Stat. § 281.58(14)(b) 7, or Wis. Adm. Code ch. NR 216.031(1), and this section for the design life of a treatment works or structural urban Best Management Practice. Communities re-apply for previous loans and ordinances must be reviewed.

EIF Working Systems documentation and specifications include superseded system documentation and specifications for Clean Water Fund Paradox system.

RETENTION: EVENT (DOA Certification Date for Final Project Closeout) + 45 years and destroy

Dept #: /095/ Department Name: ENVIRONMENTAL ANALYSIS & REVIEW

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**00190000.** **LABORATORY CERTIFICATION RECORDS** **EVT+10**

- Application materials including application for certification/registration forms, limit of detection (LOD) data, initial demonstration data, and application review letter from the department and initial reference sample results required for approval.
- Certificate materials includes certificate, cover letter, scope of accreditations and correspondence from labs in regard to problems with the certificate.
- Quality Assurance Plans and Standard Operating Procedures (SOPs) that may be received as supporting documentation from labs as part of their follow-up responses.

RETENTION: EVENT (Date certified granted) + 10 years and destroy

**00191000.** **LABORATORY CERTIFICATION PROFICIENCY TESTING (PT) SAMPLES** **EVT+3**

PT sample final reports and correspondence between labs and the department regarding failure of PT samples.

RETENTION: EVENT (Date annual certification is issued) + 3 years and destroy

**00192000.** **LABORATORY AUDITS** **EVT+10**

- Audit schedule letter, audit report, audit report with laboratory response, data submittal files, data reviews, and follow-up responses.
- Quality Assurance Plans and Standard Operating Procedures (SOPs) that may be received as supporting documentation from labs as part of their follow-up responses.

RETENTION: EVENT (Date the lab audit is closed) + 10 years and destroy confidential

**00193000.** **LABORATORY QUALIFICATION STATEMENTS** **EVT**

Records series includes resumes and other materials used by laboratories to document qualifications for individuals qualified to perform certain laboratory tests. Records in this series apply only to bio-monitoring and drinking water labs. Qualifications are

determined by EPA requirements and in Laboratory Certification Administrative Rules. Madison Central office maintains records for as long as the individual works at the particular lab. After individuals leave employment with particular labs, qualification statements are no longer relevant. DNR staff may identify obsolete statements during laboratory audits, or when replacement qualification statements are submitted. Labs are required to maintain these statements documenting qualifications of staff. DNR personnel audit these materials during on-site evaluations.

RETENTION: EVENT (Qualifying individual leaves lab) and destroy

**00194000. LABORATORY CERTIFICATION QUALITY MANUALS AND SOP (STANDARD O EVT**

Records series includes plans that laboratories are required to file with the department, and update as revised or amended. Includes, but is not limited to, Quality Assurance Plans, Standard Operating Procedures (SOP's) that detail methodologies used in testing samples.

Confidential: Per § 144.95(7) (b) 3.b., laboratories may request confidential treatment of certain data or information relating to unique methods of processes if the disclosure of those methods or processes would tend to adversely affect the competitive position of the laboratory.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12: <http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Superseded by revised plan or sop) and destroy

**00195000. LABORATORY CERTIFICATION ENFORCEMENT ACTION CASE FILES EVT+15**

- Enforcement action cases that the department initiates against laboratories for failure to comply with requirements outlined in Wis. Admin. Code ch. NR 149.

- Notice of non-compliance (NON).
- Notice of violation (NOV).
- Revocation orders and other enforcement investigations .
- Laboratory audit reports, reference samples, quality assurance plans, Standard Operating Procedures (SOPs) (note - certain portions of the SOP may be business confidential) or other methodologies used; and notices and Orders.

- Hearing records.
- Notices and Orders only are maintained in a separate records series, RDA #370100196.

- Enforcement action notices that entail administrative review may also be filed with the Division of Hearing and Appeals, Department of Administration (DOA). If enforcement actions involve prosecution or judicial review, documents may also be filed with the Wisconsin Dept. of Justice and/or the Wisconsin courts system.

RETENTION: Event (Case closed) + 15 years and destroy

**00196000. LABORATORY CERTIFICATION NOTICES AND ORDERS OF REVOCATION P**

Records series includes Notices (NON and NOV) and Orders of Revocation for failure to comply with certification/registration and/or for deficiencies. This series consists of orders only. Laboratory Certification Enforcement Action Case Files provide detailed documentation of the action. Details regarding the enforcement action are in RDA #370/00195.

Permanent Justification: The Department needs to maintain copies of the orders only to have summary information about the particular laboratory's history of compliance violations. Notices and orders provide the basis for reinstating labs in the future and/or denying certification in the future. Records provide background information to justify decisions; target compliance concerns; monitor labs with known problems; and ensure Department carries out mandated laboratory oversight responsibilities.

RETENTION: Permanent

**00197000. LABORATORY CERTIFICATION TRACKING SYSTEM DATA FILE - ELECTRONI EVT+10**

The Laboratory Certification Tracking System is a relational database with a menu-driven program that provides information about the status of laboratories participating in the certification program. The system is divided into the following functions:

- Administrative: Includes basic information about the laboratory location, contacts, application submittal date, tests, methods, test categories, fees, PT sample results, and certification status. A portion of the system is devoted to a listing of reciprocity agreements and tracking laboratories whose certification is recognized under reciprocity. Data also includes certification renewal information.
- Evaluations: Evaluations data is generated as a result of an application (or group of applications), routine inspection cycle, or enforcement. Includes details about an audit, including auditor, audit date, audit issuance, response deadlines and test categories. Enforcement data includes notice of noncompliance, notice of violation, revocation or suspension orders, cases referred to DOJ (Justice) and cases referred to EPA, type of enforcement action and status of action.

- Reporting: Includes programs for generating certificates and specific, formatted reports: Commercial Lab Report, Scheduling! Assignment Report. Other reports? Customized reports may be generated using SQL assist.

The program, written in Oracle, is set up on the DNR network.

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Madison Central office: Retain complete laboratory information for as long as the lab is in business that is regulated by the program. Delete data only for labs that close. Labs close either by failing to complete the application process, or by ceasing testing under this program.

Electronic Records Note: In order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Lab certification non-renewal or withdrawal) + 10 years and destroy

**00198000. LABORATORY CERTIFICATION OUTPUT REPORTS EVT**

Records series includes reports generated from the Laboratory Certification Tracking File, including, but not limited to the following:  
 - Commercial Lab Report,  
 - Monthly reports to program staff and Section Chief on program performance.  
 - Ad hoc reports generated as needed or in response to inquiries  
 - The program produces quarterly reports for the LabCert Standards Review Council.  
 Reports are distributed electronically or in paper format. Reports have no ongoing value since they may be regenerated readily as needed.

Electronic Records Note: in order to safeguard the information contained in these records, all electronic records must meet the standards & requirements for the management of electronic records outlined in Chapter ADM 12:  
<http://www.legis.state.wi.us/rsb/code/adm/adm012.pdf>

RETENTION: EVENT (Superseded by next report or no longer needed) and destroy

**00200000. LABORATORY CERTIFICATION OPERATIONAL PROCEDURES EVT**

Records series includes complete and current directions and procedures for implementing the Laboratory Certification program in the DNR, including procedures for accessing information in the Laboratory Certification Tracking system. Laboratory Certification staff, in the Madison central office and in Districts, rely on procedures for consistent program implementation and application of laws and requirements.

Series includes, but is not limited to, procedures for various tasks associated with the program, including filing and retrieval, access to information in the electronic system, audit guidelines information security.

RETENTION: EVENT (Superseded) and destroy

**00487000. METALLIC MINING PROGRAM CASE FILES (INCLUDES FERROUS AND NON-F P**

Records include materials related to permitting, operation and reclamation of metallic mining operations that were not in existence before 1974. Records and documents in this series include: permitting documents including notice of intent, application materials; reclamation plans and reports; inspection reports; environmental monitoring data; annual reports; environmental impact statements; news clippings; photos; and, significant correspondence interpreting program compliance. Includes non-ferrous mineral prospecting and ferrous mineral bulk sampling projects.

Mining Contested Case/Informational Hearings (Includes Ferrous and Non-Ferrous Mining) (formerly #00492): Records in this series include contested case hearing records or public hearings records for any mining facility.

Permanent retention in the Department is required to continue to meet its regulatory and public interest obligations. Mining is a special regulatory issue that will continue to require ongoing monitoring over time whether or not mines are permitted.

RETENTION: Permanent

**00488000. NON-CONFORMING METALLIC MINING CASE FILES EVT+10**

Records include material related to the five metallic mining sites that were in operation at the time of adoption of the State's first comprehensive Mine Reclamation Law. Sites included were: Jackson County Iron Company and the 4 Inspiration Mines, Inc. sites, Shullsburg, Bearhole, Crawhall and Elmo #3. Records and documents in this series include: permitting documents; application materials; reclamation plans and reports; inspection reports; news clippings; photos; and, significant correspondence interpreting program compliance. DNR program staff are responsible for tracking RDA retention disposition events.

RETENTION: EVENT (Close of mine plus bond release if required) + 10 years and transfer to WHS

**00489000. METALLIC MINING EXPLORATION FILES (INCLUDES FERROUS AND NON-FE EVT+5**

Files contain information regarding metallic mineral and oil and gas exploration in the state. Records and documents in this series include: Metallic mineral exploration: license application (annual renewal), notices of intent to explore, submittals, and significant correspondence interpreting program compliance.

Oil and gas exploration: license application (annual renewal), notices of intent to explore, drilling plan approval submittals, significant correspondence interpreting program compliance, environmental assessment and informational hearings.



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RETENTION: EVENT (License termination) + 5 years and transfer to WHS

**00490000. METALLIC MINING EXPLORATION DRILLHOLE LOCATION AND ABANDONME P**

Records in this series include exploration drillhole location and abandonment status files for metallic mineral and oil and gas exploration.

File Tracking and Monitoring Data Files (formerly 00485000.): Records also include a catalog of correspondence/documents from Exxon, Nicolet Minerals and Noranda-Lynne projects (currently in Access).

Mining is a special regulatory issue that will continue to require ongoing monitoring over time whether or not mines are permitted.

Permanent retention in the Department is required for the Department to continue to meet its regulatory and public interest obligations.

RETENTION: Permanent

**00491000. NON-METALLIC MINING MASTER FILES - NON-DNR REGULATORY AUTHORITY EVT+20**

Counties and some towns administer a non-metallic mining reclamation program in their jurisdiction. Records in this series include: local ordinances, audit reports, annual reports, and significant correspondence interpreting program compliance.

Non-metallic Mining Annual Report Data (formerly 00481000.): Records in this series also include information included in the regulatory authority's (municipalities and counties) annual report required to be submitted to the Department. This includes the number of nonmetallic mining permits, number of acres approved for nonmetallic mining, number of acres being mined or unreclaimed acres, number of acres that have been reclaimed and records about fees submitted for unreclaimed acres.

RETENTION: EVENT (Date of initial Regulatory Authority audit) + 20 years and transfer to WHS

**00491A00. NON-METALLIC MINING COUNTY MASTER FILES - DNR REGULATORY AUTHORITY EVT+20**

DNR assumes regulatory authority if a county or local program is found to be inadequate. Records include: local ordinances, audit reports, annual reports, site specific submittals such as financial assurance, permit applications, permits and reclamation plans and significant correspondence interpreting program compliance.

DNR program staff are responsible for tracking RDA retention disposition events.

RETENTION: EVENT (Close of project and financial assurance mechanism release) + 20 yrs and transfer to WHS

**00493000. MINING POLICY DOCUMENTATION (INCLUDES FERROUS AND NON-FERROUS EVT+10**

Records in this series include documents on program development, direction and compliance such as strategic direction, public comments, bill analysis and guidance documents.

NOTE: other key policy records are covered in DNR-wide records schedule of Administrative Rules - Board Orders.

RETENTION: EVENT (Policy decisions superseded) + 10 years and transfer to WHS

**00495000. MINING PUBLIC INFORMATION MATERIALS (INCLUDES FERROUS AND NON-FERROUS EVT+3**

Records in this series include publications developed for general outreach, technical papers, newsletters, press releases, fact sheets and notices (also includes web materials on intranet and internet that are not duplicates of media materials).

RETENTION: EVENT (Superseded by updated materials) + 3 years and transfer to WHS

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**00780000. MASTER PLAN CASE FILE - OFFICIAL FACILITIES & LAND (LF) RECORD P**

Records series covers the official paper file of DNR Master Plan for use, development and management of a property owned and/or managed by the DNR. Series includes the version of the master plan submitted to the Natural Resources Board (green sheet version) and the final product as approved. The LF Case File also includes subsequent revised, updated and amended master plans, with green sheet and final versions.

Note: When an Environmental Impact Statement (EIS) is required for a Master plan, the plan and EIS are combined into a single document. Master plans and EIS documents are also state documents that are distributed as required under Wis. Stat. § 35.83. See also DNR Environmental Review Records, RDA 370/01131: Environmental Impact Analysis Documents maintained by DNR Bureau of Energy, Transportation and Environmental Analysis.

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Department Name: FACILITIES AND LANDS (ENGINEERING)

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Justification for Permanent Retention: DNR has ongoing needs for these records. These records provide the official guidance regarding resource management, recreation use, facility development and boundary modifications. Permanent record shall be available in some format; the original record format may be digitized and then discarded.

RETENTION: Permanent

00781000.

PROPERTY FEASIBILITY STUDIES

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Records series covers Property Feasibility Study reports to determine whether it is practical for the DNR to establish, acquire, develop and manage a new property or to make a significant change in the boundary of an existing property. The process is outlined in DNR Manual Code 2105.2 "Feasibility Study and WEPA Analysis for Establishing or Modifying Property Boundaries," and includes certain Environmental Assessment (EA)/EIS components within the study. The NR Board may initiate these studies. The feasibility report summarizes public involvement in the process, fact finding, recommendations and conclusions.

Justification for Permanent Retention: DNR has ongoing needs for these records. These records provide the official guidance regarding the agency's authority to make modifications to a boundary.

RETENTION: Permanent