370-NATURAL RESOURCES

Dept # *Department Name*

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00501000.	**NATURAL RESOURCES RECREATION COMMUNICATIONS & PUBLIC INFORM**	**EVT+2**	**DEST**	**N**

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EVENT (Date distributed, posted or issued) + 2 years and destroy, provided closed (event occurred, information superseded, or content no longer relevant)

01237000.	**LAND USE PERMISSION RECORDS**	**EVT+5**	**DEST**	**Y**

Records and data in this series include, but are not limited to, land use agreements, leases and permits in the Division of Fish, Wildlife and Parks. Completed forms, permits and data are managed by, and applicable to, the program issuing 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 (expiration or end date of an agreement or permit) + 5 YEARS AND DESTROY CONFIDENTIAL

01245000.	**WILDLIFE SWITCHBOARD CALL DATA**	**EVT+10**	**DEST**	**Y**

Records in this series track data on wildlife-related public contacts to the department and include, but are not limited to:

Monthly call sheets, which contain raw data on the name and contact information of the public contact, date contacted, a summary of the issue, the DNR employee who responded, and a summary of the response and respond date.
This information is important for analyzing long-term trends in when, where and why wildlife-related contacts occur and level of customer service provided.

RETENTION: EVENT (END OF CALENDAR YEAR IN WHICH THE RECORDS WERE CREATED) + 10 YEARS AND DESTROY CONFIDENTIAL

Dept # ***/011/*** *Department Name* **WILDLIFE MANAGEMENT**

RDA #	*RDA Title*	*Retention*	*Disposition*	*PII*
00581000.	**KILL/HARVEST REGISTRATION SUMMARY DATA**	**EVT+49**	**DEST**	**Y**

Records used to record kill/harvest data, includes, but is not limited to:

- Early September Canada Goose Harvest
- Bobcat Harvest
- Fisher Harvest
- Otter Harvest
- Wolf Harvest
- Deer Harvest
- Bear Harvest
- Turkey Harvest

These records are composed of hunter information, harvest date, type of hunt, and location of harvest.

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 confidential.

RETENTION: EVENT (Species becomes a threatened, endangered, un-huntable or untrappable) + 49 years and destroy confidential

00584000. **WILDLIFE POPULATION SURVEY DATA FILES** **EVT+49** **DEST** **Y**

Records in this series provides historical information on Wisconsin Hunting experience, by particular hunt or particular hunting zone, as well as type of wildlife hunted, date of hunt,
etc. Records consolidate wildlife survey information including deer, bear, bobcat, fisher, otter, wolf, waterfowl breeding, and other wildlife species and are gathered from harvest surveys, registered numbers of animals harvested, from field observations/surveys, bird banding records, and other sources. Records track hunting trends, numbers of hunters, demographics of hunters and overall success of the hunting experience.

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 confidential.

RETENTION: EVENT (Species becomes a threatened, endangered, un-huntable or untrappable) + 49 years and destroy confidential

00585000. **WILDLIFE POPULATION / HARVEST SURVEYS AND DOCUMENTS** **EVT+1** **DEST** **Y**

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

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) + 1 year and destroy

00590000. **TRAPPER EDUCATION APPLICATIONS** **EVT+5** **DEST** **Y**

Trapper education certificates issued by the Department of Natural Resources to teach trapping under Wis. Stat. § 29.597(1Xa). Applications are submitted to Central office and certificates are issued from Department of Natural Resources 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

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 confidential.

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

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

The owner of a particular wildlife specimen loans it to the Department of Natural Resources and authorizes its use for educational purposes. Documents 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 confidential

00594000. **WILDLIFE STOCKING PERMITS** **EVT+5** **DEST** **Y**

Records series covers initial and renewal applications for stocking grey squirrels, turkeys, and other wildlife (not including pheasant) on private lands in the State, per Wis. Stat. § 23.09(2Xh). Also includes correspondence, and approval documentation. Game farms may have a long-term impact on animal habitat and wildlife species.

RETENTION: EVENT (permit end date) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00595000.	PHEASANT STOCKING APPLICATIONS AND PERMITS	EVT+5	DEST	Y

Record series covers pheasant stocking applications and permits, authorized under Wis. Stat. § 169.04(4)(b)1, for hunting and dog training purposes. Series covers stocking applications for pheasants only submitted to the Department of Natural Resources, both approved and denied. This series includes, but is not limited to, the records associated with the Day-Old Chick 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. Upon verification of the quality and retention of the electronic images, the input record will be destroyed confidentially.

RETENTION: EVENT (Date permit is denied or expired) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00597000.	STATE GAME FARM PHEASANT STOCKING ON STATE PROPERTY, STATISTI	EVT+49	DEST	N

This records series covers pheasant stocking data by the Department of Natural Resources, 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.

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 (Permanent discontinuance of stocking pheasants on public lands) + 49 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00598000.	PHEASANT STOCKING DOCUMENTS AND GAME FARM BROOD DOCUMENTS	EVT+49	DEST	N

Records in this series cover 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 of Natural Resources on public lands.

The Department of Natural Resources 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.

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 (Permanent discontinuance of stocking pheasants on public lands) + 49 years and destroy

RDA #	RDA Title	Retention	Disposition	PII
00601000.	DOG TRAINING PERMITS	EVT+10	DEST	Y

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

RETENTION: EVENT (permit end date) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00603000.	WILDLIFE HEALTH PROGRAM RECORDS	EVT+49	DEST	Y

Records in this series include 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 diseases of special concern affecting Wisconsin's wildlife such as Chronic Wasting Disease and West Nile Virus. Conserving this information serves as a constantly growing resource. These records are crucial to research.

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. The input record will be destroyed confidentially 1 year after the verification of the quality and retention of the electronic images.

RDA #	RDA Title	Retention	Disposition	PII

RETENTION: EVENT (Monitoring no longer needed)+ 49 years and destroy confidential

00605000. PUBLIC HUNTING GROUND MANAGEMENT PLANS EVT+5 DEST Y

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

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

00606000. HABITAT MANAGEMENT STAMP PROJECTS EVT+5 DEST Y

Records in this series cover the Department of Natural Resources 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, and Elk Permit Revenue Survey.

Projects may be amended, modified, or renewed.

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

00607000. HABITAT MANAGEMENT STAMP DATA EVT+49 DEST Y

Records in series include record stamp project data, status of projects, funding amounts, properties and species, partnership shares, and pertinent dates.

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 (Project close) + 49 years and destroy confidential

00608000. WILDLIFE PROGRAM GIFTS AND DONATION CASE FILES AND DATA EVT+49 DEST Y

Records 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, and pertinent dates, etc.

Records in this series document gifts and donations as authorized by Wis. Stat. § 23.09(2)(0) to State-owned wildlife properties and wildlife programs from individuals and organizations, including the following:
? Wildlife area donation donor correspondence and the Department of Natural Resources 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.

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 (PROJECT CLOSE) + 49 years and destroy confidential

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

This records series covers claim documents submitted for wildlife damage and abatement efforts under Wis. Stat. § 29.889(7). Includes Request for Reimbursement Wildlife Damage Abatement and Claims Program (WDACP) Reimbursement Request Worksheet, Wildlife Damage Claim forms and other materials needed to document Department of Natural Resources – Wildlife Management claim payments.

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

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

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.

RDA #	RDA Title	Retention	Disposition	PII

RETENTION EVENT (Date of issuance) + 10 years and destroy

00612000. REGISTERED FENCE CONTRACTS — EVT+5 — DEST — N

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

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

00613000. VENISON GOOSE DONATIONS AGREEMENTS — EVT+5 — DEST — N

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 Wis. Stat. § 29.89. Agreement files contain contracts, relevant donation correspondence and signatures of parties involved.

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 (Close of agreement) + 5 years and destroy

00614000. PLANS OF ADMINISTRATION (POAS) — EVT+5 — SHSW — N

Agreements between the Department of Natural Resources – Wildlife Management Program and counties for wildlife damage and abatement efforts in the counties. Plans define
administration of Wildlife Damage Abatement and Claims Program in each county and include plan, agreements and related correspondence.

RETENTION: EVENT (Close of contract) + 5 years and transfer to WHS

00617000. HUNTING - PUBLIC MEETINGS AND HEARINGS — EVT+20 — SHSW — Y

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

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 hearing or meeting) + 20 years and transfer to WHS

00618000. HUNTING SPONSORSHIP / PARTNERS — EVT+6 — DEST — Y

Records in this series cover Department of Natural Resources involvement with hunting sponsors, organizations and partners, including joint sponsorship to distribute hunting information materials, e.g., Hunting Regulations booklets. Sponsors include, but are not limited to, groups listed below, which 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 contract superseded or obsolete) + 6 years and destroy confidential

01223000. FARMING AGREEMENT AND RELATED RECORDS — EVT+10 — DEST — Y

Records in this series include contracts related to the rental plan of crop, haying and grazing lands which include cooperator contact information, location, and acreage of land to be rented, agreed upon management practices, in-cash payments, and in-kind services. Records include, but are not limited to, final signed agreement, soil conservation plan, nutrient management plan, prescribed grazing plan, annual harvest reports and field maps. Records also include the geospatial field location which are stored in Land Management

RDA #	RDA Title	Retention	Disposition	PII

System.

Records have been found, but there is no RDA in place to govern the creation and maintenance of those 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 contract ends) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01224000.	SHARECROPPING AND FARMING AGREEMENT BIDS CONDITIONS AND BID I	EVT+10	DEST	Y

Records in this series contain, but are not limited to, Farming Agreement bid letter, bid due date and time, location of bid opening, additional instructions regarding the bidding process, including performance bond deposit requirements, a separate bid form section and to whom to submit the bid. The bid form section includes name of bidder, telephone number, address, name of tract and location, amount bid, date of bid, as well as bid obligations and special conditions.

Records have been found, but there is no RDA in place to govern the creation and maintenance of those 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 contract ends) + 10 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01234000.	WILDLIFE REHABILITATION LICENSES	EVT+5	DEST	Y

Records in this series cover wildlife rehabilitation license applications and associated records including, but not limited to:

•Wildlife rehabilitation sponsorship agreements
•Wildlife rehabilitation sponsor designation forms
•Consulting veterinarian agreements
•Facility inspection forms
•Caging reports
•Basic level evaluation forms
•Annual and quarterly reports

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 APPLICATION DENIAL, OR DATE OF LICENSE RENEWAL OR EXPIRATION) + 5 YEARS AND DESTROY CONFIDENTIAL

RDA #	RDA Title	Retention	Disposition	PII
00630000.	FOREST TAX DATA - LEDGERS AND PARTICIPANT CASE FILES	EVT+60	DEST	Y

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

00636000. FOREST CROP LAND (FCL) & MANAGED FOREST LAW (MFL) CASE FILES EVT+60 DEST Y

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 SHSW Y

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 DEST Y

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 SHSW N

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 PERM Y

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 DEST N

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 DEST Y

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

00644000. FOREST RECONNAISSANCE DATA EVT DEST N

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.

RETENTION: EVENT (Superseded) and destroy

00645000. CFL LEDGERS AND MAINTENANCE DATA P PERM N

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:

• Ledgers for County Forest loans
• Ledgers and data on severance tax billings to, and payments from, counties.
• Acreage entered in the CFL program
• Timber sale volume, value, # of sales, cut acres and species information for the individual county forests.

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).

RETENTION: Permanent

00649000. CFL TIMBER SALES P PERM N

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).

Field foresters retain the cutting notice & 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.

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.

RETENTION: Permanent

00650000. CFL AUDITS EVT+10 DEST N

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.

RETENTION: EVENT (Audit completion) + 10 years and destroy

00651000. CFL ENTRIES AND WITHDRAWALS - ORDERS P PERM N

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) & 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.

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.

RETENTION: Permanent

00651A00. CFL ENTRIES AND WITHDRAWALS - DOCUMENTATION AND CORRESPONDE EVT+10 DEST N

Records in this series include CFL applications, letters, briefs, exhibits and environmental assessments.

RETENTION: EVENT (Approval of entry or withdrawal) + 10 years and destroy

00652000. COUNTY FOREST COMPREHENSIVE LAND USE PLANS EVT+60 DEST N

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 PERM N

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 DEST Y

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. Ill, 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 DEST Y

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 SHSW Y

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 SHSW Y

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 SHSW Y

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 DEST Y

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 PERM N

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 PERM N

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 DEST N

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 DEST N

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 DEST N

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 PERM Y

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 lnfoTech. 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 SHSW Y

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 SHSW Y

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 DEST N

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 DEST N

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.
* 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 NFDRS 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 DEST N

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 DEST Y

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 DEST Y

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 DEST N

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 SHSW N

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 DEST Y

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 SHSW Y

Records in this series document the effects of a prescribed bum 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 bum 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 SHSW Y

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 DEST N

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 SHSW N

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 DEST N

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 SHSW N

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 DEST N

The Forest Ecologist/Silvilculturists 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 SHSW N

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 SHSW Y

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 SHSW Y

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 REPOR EVT+10 SHSW Y

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 SHSW Y

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 DEST Y

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 DEST Y

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 moths and destroy confidential

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

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 DEST Y

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 SHSW Y

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 inspect ions 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, capitaldevelopment funding documentat ion.

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 HistoricalSociety 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 DEST Y

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 personnelmay all be utilized to manage other all-risk incidents

within Wisconsin without the mobilizat ion 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.

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

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

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

00014000. CONCESSION AGREEMENTS EVT+5 DEST N

Under Wis. Stat. § 27.01(2)(f) the department grants concessions or franchises for the furnishing of supplies, facilities and services on properties that are considered to be related to outdoor recreation. Records in this series cover contracts and agreements to operate food service, firewood, boat and bike rental and other types of concessions on the state site. Records include concession operation proposals, agreements, contracts, routing documentation and approvals (when approvals including signature are needed outside of the PRM program), related contract management correspondence, evaluations, and reports.

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 (End of agreement) + 5 years and destroy

00140000. HISTORY CASE FILES EVT+5 SHSW N

Records in this series document the history of each WSPS property. Materials in the file may include the following:

- Property proposals and correspondence – background materials
- Creation/dedication ceremony materials, including speeches, proclamations, and orders
- Agreements with any government entity, 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)
- Summary of controversial issues (e.g., horse trails, mountain bikes, snowmobile usage, and hunting at parks)

- Photos and pictorial history of the property including aerial photos and property maps

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 (property closed or sold) +5 years and transfer to WHS

00187000. ICE AGE TRAIL CASE FILE P PERM N

Records in this series include 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, National Parks Service and Ice Age Trail Alliance) 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 the Ice Age Trail.

Retention Justification: Due to the federal status of this initiative, DNR needs to be able to provide a variety of historical information at any given time.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these 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: Permanent

00189000. ICE AGE NATIONAL SCIENTIFIC RESERVE CASE FILE P PERM N

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 and summary documentation relating to the federal funds the department receives for the Reserve.

Retention Justification: Due to the federal status of this initiative, DNR needs to be able to provide a variety of historical information at any given time.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these 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: Permanent

00206000. VISITATION, CAMPING, AND OTHER RESERVATION AND SALES SUMMARY P PERM N

Records in this series include staff estimates; reservation systems; property traffic counters; trail counters; quantities of trail passes, stickers, and other revenue collection worksheets and statistics. Properties send compiled monthly visitation and sales data to central office.

Retention Justification: The Parks and Recreation Management program needs to be able compare/analyze visitation and camping data going as far back as possible.

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: Permanent

00816000. VISITOR ACCIDENT REPORTS EVT+5 DEST Y

Records of visitor accidents on WSPS properties. May include statements from emergency personnel and other law enforcement agencies. Any record which becomes part of a litigation case will be managed under the appropriate legal counsel RDA.

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 accident) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01157000.	DISABLED VETERAN FREE PASS	EVT+5	DEST	Y

Records in this series include names of veterans, addresses, phone numbers, dates of birth and if their disability is temporary or permanent. Free admission pass serial numbers are also recorded. Records also include the application filled out by the veteran and approved by the County Veteran Service Officer (CVSO). The CVSO indicates the condition is either a permanent or temporary service-related disability.

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 pass issued) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01158000.	DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS APPLICATI	CR+1	DEST	Y

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

RDA #	RDA Title	Retention	Disposition	PII
01225000.	VOLUNTEER TIME TRACKING RECORDS	EVT+5	DEST	Y

Records include volunteer names, addresses, and other information. This includes qualified background checks, required forms, and completed training modules. It also includes the type of activities a volunteer engages in, time spent doing each activity and the volunteer's status with the department (active, inactive, archived (end of service), etc.).

RETENTION: EVENT (archived-end of service) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01226000.	PROSPECTIVE GIFT AND DONATIONS CASE FILES	EVT+5	DEST	Y

Records in this series includes pre-correspondence of prospective gifts and donations as well as other documentation necessary for compliance with Wis. Stat. §§ 23.09(2)(n) and (o). Regarding the donation for gifts of lands and/or buildings, see FAC00007. Does not include records that are covered by other records retention authorizations.

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 (expenditure or disposal of donation) + 5 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
01227000.	ACCEPTED GIFT AND DONATION CASE FILES	EVT+49	DEST	Y

Records in this series document gifts and donations received, including those authorized by Wis. Stat. §§ 23.09(2)(n) and (o), by state managed PRM properties and PRM programs. Regarding the donation for gifts of lands and/or buildings, see FAC00007. Information includes donor data, gift amounts, property received, property or program targeted, when received, acknowledgments, and any terms and conditions.

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 gifts and donations received into DNR) +49 years and destroy confidential

Dept # /015/ Department Name OBSOLETE - NATURAL HERITAGE CONSERVATION

RDA #	RDA Title	Retention	Disposition	PII
00593000.	SCIENTIFIC COLLECTORS PERMITS	EVT+5	DEST	Y

Records 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. Regional and local wildlife managers issue collection permits throughout the state.

RETENTION: EVENT (Permit end date) + 5 years and destroy confidential

01102000. NHI DATA P PERM N

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 ommunities 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 FILES P PERM N

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 DEST Y

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 PERM N

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 DEST N

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 DEST N

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 DEST Y

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 DEST Y

The DNR currently has several BITP/As to cover activities on a recurring basis rather than on a case-by-case basis. Examples include

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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 DEST Y

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, annual reports, and E/T permit decisions.

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

01111000. FALCONRY PERMITS EVT+10 DEST Y

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 SHSW Y

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 DEST Y

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 confidntial

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

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 ort termination) + 10 years and destroy

01119000. ENDANGERED RESOURCES DATA SHARING AGREEMENTS EVT+10 DEST Y

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

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(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

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

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 DEST N**

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 supserseded or program ends) + 5 years and destroy confidential

01232000. **LAKES STATES FOREST MANAGEMENT BAT HABITAT CONSERVATION PLA EVT+10 DEST Y**

This record contains materials related to the development and implementation of a federal incidental take permit that allows the DNR and enrolled partners to stay in compliance of the Endangered Species Act while conducting timber harvest, prescribed fire and other forestry activities which may impact federally listed forest bat species (northern long-eared bat, tricolored bat, little brown bat).

• Incidental Take Permit (ITP) and HCP submitted to the US Fish and Wildlife Service and materials used for development
• Partner Files – records of partner enrolled lands, Landowner Agreement and Certificate of Inclusion, and contact information
• Annual reports – Landowner Enrollment Program partner annual compliance reports and reports submitted to US Fish and Wildlife Service
• 5-Year Assumption Validation Audit – Report sent to US Fish and Wildlife Service every 5 years to ascertain whether assumptions of take are still applicable

RETENTION: EVENT (END OF ITP) + 10 YEARS AND DESTROY CONFIDENTIAL

01233000. **INVASIVE SPECIES PERMIT RECORD** **EVT+10 DEST Y**

As required by Wisconsin's Invasive Species Rule (Wis. Admin. Code ch. NR 40) the DNR is allowed to authorize the transport, transfer and/or possession of regulated species via an Invasive Species permit for research, education, or other purposes determined by the department. Permit expiration dates are established on a case-by-case basis.

Records series covers individual and organization permit applications, permit modifications, records of permit approval or denial, enforcement correspondence, permit terminations, and attachments and associated substantive communications.

RETENTION: EVENT (PERMIT DENIAL OR EXPIRATION DATE) + 10 YEARS AND DESTROY CONFIDENTIAL

RDA #	RDA Title	Retention	Disposition	PII

01196000. **FISH HEALTH RECORDS** **CR+10 SHSW N**

Records 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 program fisheries

veterinarians.

RETENTION: EVENT (Date of creation) + 10 YEARS AND transfer to WHS

01197000. FISH PERMITS AND LICENSES EVT+5 DEST Y

Records in this series include, but are not limited to, permits and licenses issued for wild bait harvest, non-standard gear permit, wild bait harvest reports, fishing tournament applications and results, scientific collectors permit (only those that are for fish collections), streambank easement acquisition documents, pond stocking self-certification (general permit), live fish transport and possession permits, and private stocking permits. Many of these permits and licenses are received on various applications forms and must be renewed annually. Many of these permit types also require reporting annually or more regularly, and these reports or results are also considered part of this record series.

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

01198000. FISH HABITAT AND SURVEY DATA P PERM N

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 PERM N

Documents relating to the classification of the state's cool water trout streams.

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

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: PERMANENT

01200000. FISH CONTAINMENT MONITORING PROGRAM - REPORTS EVT+20 DEST N

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.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

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

01202000. TREATY RECORDS EVT+10 DEST N

Records in this series include, but are not limited to, Tribal Working Group (TWG) meeting agendas, minutes and associated treaty documents. These documents are specific to the Fisheries Management program and are necessary for continued operations of the program.

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

01235000. STATE FISH HATCHERY RECORDS CR+25 SHSW N

Records in this series include, but are not limited to, lot history records, fish production planning records, and stocking receipts. These

records document the operations of
Wisconsin's State Fish Hatchery system.

RETENTION: EVENT (CREATION) + 25 YEARS AND TRANSFER TO WHS

01236000. NATURAL WATERBODY PERMIT APPLICATIONS, PERMITS, AND JURISDICTI EVT+25 SHSW Y

Records in this series include, but are not limited to, documents related to requests for jurisdictional reviews for natural waterbody permitting requirement, natural waterbody permit applications and permits.

RETENTION: EVENT (Date of receipt of application or completion of review) + 25 YEARS AND TRANSFER TO WHS

00320000. REAL ESTATE PROPERTY MASTER CASE FILE EVT+30 DEST Y

Records include 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 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 related 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 area is also filed with the Office of the Secretary of State and with the 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 county.

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 termination of DNR ownership in property) + 30 years and destroy confidential

00321000. PROPERTY ACQUISITION PROCESS CASE FILE RECORDS EVT+30 DEST Y

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, Wis. Stat § 893.29, or other action concerning real estate, Wis. Stat. § 893.33, 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

** 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.

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 termination of DNR ownership in property) + 30 years and destroy confidential

00322000. PROPERTY STATUS AND PAYMENT PROCESS CASE FILE EVT+30 DEST Y

Records series includes documents and correspondence related to the status of the acquisition process. Status documents are

generally superseded by final documents that are identified in records series' #320 and #321. Other records in this series document the process of paying for property acquired or leased including receipt of payment for Department of Natural Resources (DNR) property sold.

Note: The DNR Bureau of Finance maintains the official fiscal & accounting records. This series covers incidental correspondence related to project status, including:

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

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 termination of DNR ownership in property) + 30 years and destroy confidential

00323000. LEASE AGREEMENT CASE FILES **EVT+30** **DEST** **Y**

Records are lease agreements between the department 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, Wis. Stat. § 893.33. Records in this series, include, but are not limited to, the following:

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

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 (Lease termination) + 30 years and destroy confidential

00324000. CONVEYED EASEMENTS **EVT+30** **DEST** **Y**

Records include conveyed easements that the department grants to utility companies, telephone companies or for other types of access across DNR owned lands.

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 (fully executed document) + 30 years and destroy confidential

00325000. LAND RECORDS SYSTEM (LRS) MASTER PROPERTY DATA **EVT+45** **DEST** **Y**

Records in this series include, but are not limited to:
- Grantor name
- Property and file data
- Parcel data
- Cost/checkbook data

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 termination of DNR ownership in property) + 45 years and destroy confidential

00326000. LAND TRACKING RECORDS (LATS) **EVT+10** **DEST** **Y**

Records series includes records maintained in the Land Tracking (LATS) subsystem of the LRS. Records maintained provide information about the status of the acquisition process and document all necessary procedures are followed. Data elements included that detail tracking of the acquisition process, including management review. DNR Secretary, Board and Governor's approvals following acquisition.

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 (original date of file creation) + 10 years and destroy confidential

00327000. PILT (PAYMENT IN LIEU OF TAXES) DATA EVT+10 DEST N

PILT is used to track payments of state aid to Wisconsin municipalities where department lands are owed in fee title. The payments are required in lieu of taxes under Wis. Stat. § § 70.113 and 70.114. PILT contains records regarding lands owned and payments that the DNR makes in lieu of taxes to certain municipalities.

The Department of Revenue (DOR) transfers aid payment formula data through Electronic Data Interchange to the DNR.

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 (payment of taxes) + 10 years and destroy

00330000. PILT FINANCIAL INPUT DOCUMENTS EVT+5 DEST N

Record Series includes forms received from municipalities identifying mill rates for tax assessments. Also includes correspondence between municipalities and the DNR regarding PILT payments.

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 received or created) + 5 years and destroy

00332000. GIS (GRAPHICAL INFORMATION SYSTEM) LAND ACQUISITION DATA EVT+10 DEST N

Records include 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 in Arc Info software on the DNR SDE (Spatial Database Engine). GIS data elements include parcel data.
Data is managed by the Land Records System File Manager.

Mapping and data are often critical to decision making in real estate. Legal description determination and calculations are important in establishing boundaries and representation of boundary lines. Since GIS data aligns itself with creating legal description for permanent records found within deeds and perpetual easements, maintaining those records is a necessary component of real estate information. Disputes between land- owners occur continuously within the real estate section for the department. Relying upon past GIS data is necessary in recreating facts and department assertions on property line disputes.

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 (acquisition parcel file verification and digitation) + 10 years and destroy confidential

00333000. GIS LAND ACQUISITION OUTPUTS EVT+10 DEST N

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

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 (acquisition parcel file verification and digitation) + 10 years and destroy

01132000. HEARING CONSERVATION PROGRAM TEST RESULTS CR+50 DEST N

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

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

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

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

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 DEST Y

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

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

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

00233000. PRETREATMENT PROGRAM MUNICIPAL PRETREATMENT PROGRAM KEY D(EVT+10 DEST Y

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

RDA #	RDA Title	Retention	Disposition	PII

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

00233B00. PRETREATMENT PROGRAM CASE FILES — EVT+5 — DEST — Y

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 — PERM — Y

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

00241000. SWEET CORN SILAGE STORAGE SITES <1200 TONS — EVT+5 — DEST — Y

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 — DEST — Y

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 — DEST — Y

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 — DEST — Y

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

RDA #	RDA Title	Retention	Disposition	PII

00457000. SHWIMS Detail Data — EVT — DEST — N

RDA #	RDA Title	Retention	Disposition	PII

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

RDA #	RDA Title	Retention	Disposition	PII

00515000. REMEDIATION & REDEVELOPMENT TECHNICAL CASE FILES P PERM Y

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

01123000. PETROLEUM ENVIRONMENTAL CLEANUP FUND AWARD (PECFA) REMEDIAT EVT+7 DEST Y

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** **DEST** **Y**

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** **DEST** **Y**

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

00003000. **RECREATIONAL SAFETY COURSE INFORMATION** **EVT+6** **DEST** **Y**

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** **SHSW** **Y**

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 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

00037000. **COMPLIANCE ORDERS & REFERRALS - CRIMINAL AND CIVIL ENVIRONMENT** **EVT+10** **DEST** **Y**

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 copes 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** **DEST** **Y**

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** **SHSW** **N**

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** **PERM** **N**

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

00141000. **LAW ENFORCEMENT ACCIDENT INCIDENT & INTERIM STATUS REPORTS - A** **EVT** **DEST** **N**

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

RETENTION: EVENT (Superseded by final report) and destroy

00146000. **CITATIONS & ARRESTS** **EVT+6** **DEST** **Y**

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

00147000. ACCIDENT REPORTS - RECREATIONAL SAFETY PROGRAMS CR+6 DEST Y

Accident reports related to the following activities must all be filed with the Department of Natural Resources Bureau of Law Enforcement.

+ Boating (Wis. Stat. § 30.67)
+ Hunting, Fishing or Trapping (Wis. Stat. § 29.345)
+ Snowmobile (Wis. Stat. § 350.15)
+ All-Terrain Vehicle (ATV) and Utility Terrain Vehicle (UTV) (Wis. Stat. § 23.33(7))
+ Off-Highway Motorcycle (OHM) (Wis. Stat. § 23.335(18))

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

00147B00. ANNUAL ACCIDENT REPORT CR+25 DEST N

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

00148000. ENVIRONMENTAL CIVIL AND CRIMINAL INVESTIGATION CASE FILES EVT+10 DEST Y

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

00313000. CONSERVATION WARDEN TRAINING MATERIALS EVT+8 SHSW N

Covers all training materials and lesson plan documents that are in use by the Division of Public Safety and Resource Protection training to ensure all required training to meet Department of Justice Law Enforcement officer certification and recertification standards. This record series includes materials used for environmental enforcement activities, tactical training, and in-service training.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (Date of Training) + 5 years and State Historical Society

00314000. TRAINING: EXAMS. ROSTERS, AND SCORE SHEETS EVT DEST Y

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 DEST Y

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

00317000. DEARS (DIVISION ENFORCEMENT ACTIVITY REPORTING) DATA EVT+6 DEST Y

RDA #	RDA Title	Retention	Disposition	PII

Electronic data log of time reporting, expense accounts and vehicle logs. These records document enforcement activities and replaces warden diaries. Payroll data is transferred to PAS and to DOA Payroll system.

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

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

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 o 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

00814000. LAW ENFORCEMENT PURSUIT REPORTS EVT+10 DEST N

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

00901000. NOTICE OF INTENT TO PATROL EVT+2 DEST N

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

00902000. MUNICIPAL BOAT/SNOW/ATV PATROLS EVT+5 DEST N

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

00903000. CASETRACK DATA - ENVIRONMENTAL LAW ENFORCEMENT P PERM N

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

00904000. LAW ENFORCEMENT & 6 MONTH ACTIVITY REPORTS CR+6 DEST Y

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 EVT+6 DEST Y

This records series covers all Case Activity Reports generated by credentialed Division of Public Safety and Resource Protection staff members. Case Activity Reports are generated following specific guidelines established in the Law Enforcement Handbook maintained by the Division. Case completion is defined as occurring after the civil or criminal appeal process timeframe has passed or if no charges are being sought.

RETENTION: EVENT (COMPLETION OF CASE) + 6 years and destroy confidential

00906000. INCIDENT REPORTS EVT+3 DEST Y

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 EVT+6 DEST Y

DNR'S Violation Hotline Program provides Wisconsin Citizens with 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, texts, and emails received are entered into the Computer Aided Dispatch system.

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

00908000. WARDEN AUDIT REPORTS CR+3 DEST Y

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 INVENTOI CR+6 DEST N

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

00911000. COMMERCIAL FISH ACTIVITY REPORT EVT+6 DEST N

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

00913000. FORENSIC DATA COLLECTION EVT+0/1 DEST Y

Records in this series include, but are not limited to, the data collected on electronic and digital data removal equipment during an enforcement investigation. External Investigation extraction and analyzed reports of cell data, web history, vehicle, videos, photographs, computer hard disk and log records, and e-mail are examples of records collected.

RETENTION: EVENT (Investigation complete, final court decision & appeal limit reached) + 10 days and destroy confidential

01191000. LAW ENFORCEMENT EVIDENTIARY MEDIA CR+6 DEST Y

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).

RDA #	RDA Title	Retention	Disposition	PII

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

01192000. LAW ENFORCEMENT NON-EVIDENTIARY MEDIA — CR+0/4 — DEST — Y

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

01228000. COMMERCIAL FARM AND OCCUPATIONAL LICENSES — EVT+3 — DEST — Y

Records in this series include licenses for commercial purposes, including Captive Wild Animal Farm, Wild Fur Farm, Non-Profit Educational Exhibitor, Non-Resident Temporary Exhibitor, White-Tailed Deer Farm Fence Certificate, Wholesale Fish Dealer, Wild Ginseng Dealer, Wild Rice Dealer, and Bird Hunting Preserve.

Records in this series include, but are not limited to, all applications, permits, and any other material associated with the commercial or occupational license.

RETENTION: EVENT (LICENSE TERMINATED BY EXPIRATION, CANCELATION, OR REFUSAL) + 3 YEARS AND DESTROY CONFIDENTIAL

01238000. WILD GINSENG DEALER RECORDS — EVT+3 — DEST — Y

Records in the series include wild ginseng dealer sales receipts, purchase receipts, certificate of origins, annual reports, and inventory Reports.

RETENTION: EVENT (END OF LICENSE YEAR) + 3 YEARS AND DESTROY CONFIDENTIAL

01239000. WILDLIFE VIOLATOR COMPACT — EVT+3 — DEST — Y

This series includes all notices of non-compliance, compliance, revocation by the department, revocation by the court, revocation imposed by a participating state, and requests for appeal or hearing.

RETENTION: EVENT (DATE REVOCATION COMPLETED) + 3 YEARS AND DESTROY CONFIDENTIAL

Dept # /034/ Department Name SCIENCE SERVICES

RDA #	RDA Title	Retention	Disposition	PII

00001000. RESEARCH PROJECT FILES AND DATA — EVT+25 — DEST — N

Records in this series include records resulting from various biological, ecological, geological, limnological, sociological, and economic research investigations relating to forests, waters, fish, game, contaminants, and other natural resource issues. These records include final study reports and supporting documentation including descriptions and documentation of research methods, data collection sheets, mathematical and statistical computations and analytical results, documentation of peer reviews and responses, and study progress reports.

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 (Completion of study report) + 25 years and destroy

00009A00. COOPERATIVE RESEARCH REPORTS — P — PERM

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

00183000. ENVIRONMENTAL SITE REGISTER (ESR) DATA FILE — CR+20 — DEST — Y

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:

- General facility information (name, location and address)
- What kind of permits, licenses and activities a facility has; the kind of environmental fees that have been assessed and paid by the facility.
- When a facility was inspected and any compliance information
- Which DNR programs regulate the facility
- Who the facility and DNR program contacts are
- Different IDs that agency may have for a facility

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

00184000. ENVIRONMENTAL FEE POLICIES CR+20 DEST N

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

00400000. OPERATOR CERTIFICATION RECORDS EVT+3 DEST Y

Records in this series support certification program administration and document basis for determining that operators meet Wisconsin certification qualifications.

• Applications: application materials for operator certification and business license. Records include original, renewal, reciprocity, and advancement applications and supporting documents.

• Examination Answer Sheets: completed examination answer sheets from Operator examinations.

• Training Provider Activities: meeting agendas, attendance rosters, discussion items, actions and work products of training events.

• Study Guides and Examination Files: examinations and final study guides used to test and certify for Operators.

RETENTION: EVENT (Date that materials are received or superseded) + 3 years and destroy confidential

00403000. EXAMINATION ROSTERS AND RESULTS EVT+0/6 DEST N

rosters for operator certification examinations and results information. Applicant results are downloaded into the electronic Environmental Licensing and Certification database.

RETENTION: EVENT (Date of exam) + 6 months and destroy

00673000. COMPLETED SOCIOLOGICAL SURVEY INSTRUMENTS EVT+1 DEST Y

Records in this series include interview and focus group notes and completed/returned survey responses that comprise the raw data for research investigations or public engagement opportunities. Survey responses may contain comments from the respondents that are not fully transcribed or analyzed during the study.

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 (Completion of study report or memorandum) + 1 year and destroy confidential

00675000. CONSULTING REPORT RECORDS EVT+25 DEST N

Staff experts are often called upon to answer management's short-term questions. Responses to these issues do not require formal research studies but rely on consultation with other experts, review of literature and prior research, and/or assessment of existing information or analyses of management collected data. Records in this series cover cases where the response entails significant (more than 8 hours) work and resulting records warrant retention to document the consultation. Records provide a basis for continued attention to issues investigated and include the final report/memorandum and supporting documentation.

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the

images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

RETENTION: EVENT (Date of final report or memorandum) + 25 years and destroy

01168000. DNR SWITCHBOARD PORTAL EVT+50 DEST Y

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

00016000. WATER PERMIT AND EXEMPTION DECISIONS P PERM Y

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 PERM Y

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 PERM Y

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 DEST Y

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 DEST Y

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

00092000. WETLAND AERIAL PHOTOGRAPHY EVT+10 DEST N

The DNR uses wetland, non-digital, aerial photography, digital elevation models and light detention 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 PERM Y

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

01216000. WETLAND AND WATERWAYS ENFORCEMENT EVT+10 DEST Y

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)
- 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 DEST Y

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 confidntial

01218000. WETLAND AND WATERWAYS FORMAL DECISIONS EVT+10 DEST Y

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

RDA #	RDA Title	Retention	Disposition	PII

00028000. PRIVATE WELL APPROVAL SUMMARY CASE FILES EVT+2 DEST Y

Private Well Approval Summary Case Files: 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 ch. NR 812. Records include, but are not limited to, applications for approval, approval correspondence, DNR approvals, maps, technical and engineering drawings, inspection notes may also include site photographs for the approvals, including the following:

* Anode and Cathodic Protection Drillholes
* Dry Pellet Chlorinator
* Heat Exchange Drillholes
* Treatment Systems
* Spring Box and Non-pressure Storage Vessels
* Well Pits
* Residual Contamination and Continuing Obligation Wells
* Variance approvals

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 well or drillhole is filled and sealed or treatment system is removed) + 2 years and destroy confidential

00063B00. WELL CONSTRUCTION REPORTS P PERM Y

Complete data from well construction reports is entered into the perpetual Well Construction Information application by well contractors. This is the source document for all report data entered into the perpetual file. 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, but is not limited to, owner; location data, distances from the well to nearby sources of contamination, geological formations encountered, water elevation and yield characteristics; methods and materials of construction.

Permanent Justification: 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

00065000. DRILLER / PUMP INSTALLER EXAMINATION RECORDS EVT+2 DEST Y

Records series covers well driller, heat exchange driller and pump installer exam materials required for licensees under Wis. Stat. ch. 280. Series includes, but is not limited to, examinations, answer sheets, and individual exam results.

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.

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 FILE EVT+3 DEST Y

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

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 continuing education classes.

RETENTION: EVENT (Date of Non-renewal) + 3 years and destroy confidential

00066000. DRILLER / PUMP INSTALLER RENEWALS EVT+6 DEST Y

Records series consist of annual renewal applications for individual and business licensed drillers and pump installers. A majority of renewals are accomplished through the license renewal system in the Environmental Licensing and Certification 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 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 non-renewal) + 3 years and destroy confidential

00067000. PRIVATE WELL ACTIVITY CASE FILES (COUNTY FILES) EVT+2 DEST Y

Records includes materials related to individual well inquiries, complaints, investigations or other monitoring activities. Records may include, but are not limited to, inspection reports, lab sample results, correspondence, compliance and enforcement information on individual wells or drillholes.

RETENTION: EVENT (DNR response or transfer lab sample results to GRN) + 2 years and destroy confidential

00068A00. PRIVATE WELL WATER LAB RESULTS EVT+6 TRANS OTHER Y

Data submitted by certified laboratories which includes the initial bacteriological sample results (“First Water Quality Test”) for each well-constructed, and for other sample results required by Wis. Admin. Code ch. NR 812, including after pump work.

RETENTION: EVENT (Date of receipt) + 6 years and destroy confidentially

00089000. PRODUCT & EQUIPMENT APPROVAL CASE FILE EVT+25 DEST N

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 DNR 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.

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.

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 superseded) + 25 years and destroy confidential

00089A00. APPROVED PRODUCTS LIST EVT+3 DEST N

Lists created to document products and equipment approved by DNR, for use by well and heat exchange contractors. Lists are updated when new approvals are granted under #89.

RETENTION: EVENT (date Superseded) and destroy.

00136000. SPECIAL INVESTIGATION STUDIES EVT+10 DEST Y

Records series covers groundwater and drinking water special investigation studies for multiple wells or geographic areas, including, but not limited to, 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.

RETENTION: EVENT (Date of investigation closure, adoption of rule or special case decision) + 10 years and destroy confidential

00138000. DRILLER / PUMP INSTALLER / RIG OPERATOR CASE FILES EVT+10 DEST Y

Records series includes 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.

Retention: EVENT (Date of resolution of case) + 10 years and destroy confidential

00380000. DRINKING WATER SYSTEM AND MONTHLY OPERATING REPORT SYSTEM P PERM Y

Records in this series covers public water system data related to water quality monitoring, system inventory, operation and compliance reports, inspection results, and comprehensive compliance tracking.

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 kept on site for 1 year and then destroyed confidentially.

Permanent Justification: State requirements for record retention are found in 40 C.F.R. §142.14. Retention time is based on specific rule requirements. Federal drinking water rules are amended frequently (e.g. the lead and copper rule was revised in 2021) and historical monitoring results are helpful for management decisions on staffing and funding needs.

RETENTION: Permanent

00384000. PUBLIC WATER SYSTEMS PLANS AND SPECIFICATIONS P PERM Y

Records in this series include public water system plans and specifications submitted to the DNR for review. Records in this series are forms, plans, specifications, and supporting documents concerning public water system wells, treatment systems, storage, distribution systems, water main extensions, and wellhead protection plans.

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 kept on site for 1 year and 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. 40 C.F.R. §142.14

RETENTION: Permanent

00385000. ENGINEERING REPORTS EVT+12 DEST N

Records in this series are public water system Engineering Reports submitted to the DNR for review. Examples include, but are not limited to, well site investigation reports, treatment pilot study reports. Reports submitted with plans and specifications are included in series 384.

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 kept on site for 1 year and then destroyed.

RETENTION: EVENT (date received) + 12 years and destroy

00386000. PUBLIC WATER SYSTEMS FILES FOR MUNICIPAL, OTHER-THAN-MUNICIPAL P PERM Y

Records in this series include the Lead and Copper regulatory determinations for each system, including all supporting information and an explanation of the technical basis for each decision. Also included are each system's Lead and Copper monitoring requirements and service line materials inventory, and any corrosion control treatment study reports Historic lead and copper and associated water quality monitoring results that pre-date the Drinking Water System database and have not yet been entered into the Drinking Water System database are also included in this series.

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 kept on site for 1 year and then destroyed confidentially.

Permanent Justification: State requirements for record retention are found in 40 C.F.R. §142.14. Retention time is based on specific rule requirements. Federal drinking water rules are amended frequently (e.g. the lead and copper rule was revised in 2021) and historical monitoring results are helpful for management decisions on staffing and funding needs.

RETENTION: Permanent

00386B00. PUBLIC WATER SYSTEMS FILES FOR MUNICIPAL, OTHER-THAN-MUNICIPAL EVT+12 DEST Y

Records in this series include sanitary survey reports; compliance letters from the DNR and responses from public water systems; enforcement documents; monitoring assessments by the DNR; compliance determinations and approvals issued by the DNR; compliance reports, operation reports, notifications, and certifications submitted by public water systems, including lead and copper public education verification documents. Note: historic lead and copper and associated water quality monitoring results that pre-date the Drinking Water System database are addressed in RDA 386.

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 kept on site for 1 year and then destroyed confidentially.

RETENTION: EVENT (date received or created) + 12 years and destroy confidential

RDA #	RDA Title	Retention	Disposition	PII
00387000.	PUBLIC WATER SYSTEM FILES FOR TRANSIENT NON-COMMUNITY WATER S	EVT+12	DEST	Y

Records in this series include sanitary survey reports; compliance letters from the DNR and responses from public water systems; enforcement documents; monitoring assessments by the DNR; compliance determinations and approvals issued by the DNR; compliance reports, operation reports, notifications, and certifications submitted by public water systems.

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 kept on site for 1 year and then destroyed confidentially.

RETENTION: EVENT (date received or created) + 12 years and destroy confidential

00393000.	VULNERABILITY OR MONITORING ASSESSMENTS	EVT	DEST	Y

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 AND HEAT EXCHANGE DRILLHOLE FILLING AND SEALING REPORTS	P	PERM	Y

Records include, but are not limited to, the filing and sealing of private and public water supply wells, heat exchange drillholes.

Retention Justification: Well filling and sealing data needs to be retained perpetually, throughout the period a well is active and after it is legally filled and sealed (decommissioned). Even after a well is closed, wells may have a continuing impact on the environment and water quality of the State. 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 and investigate sources of contamination.

RETENTION: Permanent

00690000.	COUNTY WELL DELEGATION ORDINANCE APPROVED CASE FILES	EVT+6	DEST	N

Records in this series include, but is not limited to, a version of each approved county ordinance; revised and updated ordinances; documentation of the DNR review and approval process; and correspondence relevant to the ordinance.

RETENTION: EVENT (date County rescinds ordinance) + 6 years & destroy confidential

00691000.	COUNTY WELL DELEGATION ORDINANCE DENIED CASE FILES	EVT+6	DEST	N

Records in this series include ordinances submitted by counties that do not meet criteria for approval, including all relevant correspondence between the DNR and the county.

RETENTION: EVENT (date of denial) + 6 years & destroy confidential

00692000.	COUNTY WELL DELEGATION STAFF CERTIFICATION CASE FILES	EVT+6	DEST	Y

Records document testing and certification of county inspectors who administer the program to meet requirements. Records include, but are not limited to, test materials and correspondence regarding certification.

RETENTION: EVENT (date County inspector leaves or fails exam) + 6 years and destroy confidential

00694000.	COUNTY WELL DELEGATION PROGRAM AUDITS	EVT+6	DEST	N

DNR personnel periodically review and audit each delegated county program for compliance. Records include, but are not limited to, lists of permits and inspections compiled by counties and correspondence between DNR and the County communicating the results of the audit.

RETENTION: EVENT (date of audit completed) + 6 years & destroy

00695000.	COUNTY WELL DELEGATION ENFORCEMENT RECORDS	EVT+6	DEST	N

The DNR 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 DNR determines that there are special circumstances requiring concurrent enforcement.

RETENTION: EVENT (Date of enforcement closed or resolved) + 6 yrs and destroy

00696000.	COUNTY WELL DELEGATION SPECIAL MEETING CASE FILES	EVT+3	DEST	N

Records series covers groundwater and drinking water special investigation studies for multiple wells or geographic areas, including,

but not limited to, 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.

Retention: EVENT (Date closed, issue resolved or date of meeting) + 3 years & destroy confidential

01141000. DRINKING WATER AND GROUNDWATER REPORTS TO US EPA EVT+5 DEST N

Records in this series include the following annual reports submitted to US EPA: Drinking Water and Groundwater EPA Reports – Records include: Triennial Governor's Report, Wisconsin's Capacity Development Program Annual Status Report, Operator Certification Program Annual Report, Public Water Annual Compliance Report, Drinking Water State Revolving Fund Workplan, Drinking Water State Revolving Fund Set-side Report, Public Water System Supervision Self-Assessment Report, Public Water System Supervision Workplan, Underground Injection Control Self-Assessment Report and Quality Assurance Assessment 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. Upon verification of the quality and retention of the electronic images, the input record will be kept on site for 1 year and then destroyed.

RETENTION: EVENT (submitted to US EPA) + 5 years and destroy

01142000. STATE PRIMACY FOR SAFE DRINKING WATER ACT IMPLEMENTATION EVT+1 DEST N

Records in this series pertain to Wisconsin's formal agreements with US EPA for implementation of federal Safe Drinking Water Act requirements. Records include submittals from DNR to US EPA, responses to DNR from US EPA, primacy determinations and approvals from US EPA, and crosswalk documents that provide comment and comparison between state and federal requirements.

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 kept on site for 1 year and then destroyed.

RETENTION: EVENT (date superseded or terminated) + 1 year and destroy

01143000. WATER USE DATA P PERM Y

Records series covers records documenting high capacity well applications, water use registrations, withdrawal information, diversion information, reporting data and permitted withdrawal information. Records include, but are not limited to, the registration, annual reporting requirements, and withdrawal notices.

Permanent Justification: DNR has ongoing research need for these records. Rules are amended frequently, and complete background information on diversion history is needed. Property owners regularly seek information on a registered source including construction information. Even after a source is terminated it may have a continuing impact on the environment and water quality.

RETENTION: Permanent

01144000. WATER USE REGISTRATION EVT+2 DEST Y

Records series covers records documenting water use registrations, terminations, and associated communications. A source owner must register a water withdrawal if they have a water supply system (e.g. well or surface water intake pipe) with the capacity to withdraw 100,000 gallons per day. Registration forms are used if the withdrawal does not require separate DNR approval. Termination forms are submitted to document that the physical capacity of a source has been reduced below the threshold where registration is needed.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed confidentially.

RETENTION: EVENT (Termination of source registration or well filling and sealing report) + 2 years and destroy confidential

01145000. WATER USE FEE EVT+2 SHSW Y

Records series records documenting property information affecting water use fees. These records include lease and possessory interest documentation submitted to certify which individual should receive the annual fee for a property. Additionally, the information submitted can include certification that a contiguous source under different ownership is leased. Under our statutory requirements for fees, leased contiguous property(s) should be considered 'one property' and generate only one fee and should not be billed as two separate property(s).

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic

record, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of decision, lapse or withdrawal) + 2 years and transfer to WHS

01146000. HIGH CAPACITY WELL APPROVAL APPLICATION REVIEW - APPROVED/LAPS EVT+2 SHSW Y

Records series covers application and 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 communications.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed confidentially.

RETENTION: EVENT (Date of denial, withdrawal, termination or rescission) + 2 years and transfer to WHS

01147000. WATER USE REPORTING EVT+3 DEST Y

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

01148000. WATER USE PERMITS EVT+2 DEST Y

Records series covers general and individual water use permit applications, review materials, notice of coverage letters, permit modifications, approval or denial letters, enforcement correspondence, permit terminations, and attachments and associated communications.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed confidentially.

RETENTION: EVENT (Termination of permit or denial) + 2 years and destroy confidential

01149000. GREAT LAKES BASIN WATER DIVERSIONS - PAPER EVT+3 DEST Y

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

01150000. GREAT LAKES BASIN WATER DIVERSIONS - ELECTRONIC P PERM Y

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.

RDA #	RDA Title	Retention	Disposition	PII

RETENTION: Permanent

01151000. WATER LOSS APPROVALS — EVT+3 — DEST — N

Records series covers water loss applications, attachments, water loss approvals and associated communications. Water Loss applications are required for withdrawals with water loss averaging over 2,000,000 gallons or more in any thirty-day period. Water loss applications document that withdrawal will not have significant adverse effects on waters of the state and include an analysis of alternative water sources.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed.

RETENTION: EVENT (Termination of approval or denial) + 3 years and destroy

01152000. WATER LOSS APPROVALS - ELECTRONIC — P — PERM — Y

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

01153000. WATER SUPPLY SERVICE AREA PLANS - PAPER — EVT+2 — DEST — N

Records series covers records documenting water supply service area plans, attachments and associated communications. Water Supply Service Area plans are general planning document communities use to conduct long-term water supply planning and to demonstrate that a public water supply system can supply an adequate and sustainable amount of water. A community needs to submit their Water Supply Service Area Plan to the department for approval as part of their application material for a new or increased diversion, or a new or increased withdrawal from the Great Lakes basin.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed.

RETENTION: EVENT (Expiration of Water Supply Service Ara Plan) + 2 years and destroy

01154000. WATER SUPPLY SERVICE AREA PLANS - ELECTRONIC — P — PERM — Y

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

01155000. WATER CONSERVATION AND EFFICIENCY PLANS — EVT+2 — DEST — Y

Records series covers records documenting water conservation and efficiency plans and attachments, conservation forms for each water use sector and associated communications. Water conservation and efficiency plans are required for certain new and increased withdrawals or diversions from the Great Lakes basin and document the conservation and efficiency measures that the owner/operator intends to undertake for the new/increased withdrawal.

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 these records are electronically stored and the quality is acceptable. Upon verification of the quality and retention of the electronic record, the input record will be destroyed confidentially.

RETENTION: EVENT (Plan Expiration) + 2 years and destroy confidential

01156000. WELL CONSTRUCTION REPORTS - PAPER — EVT+6 — DEST — Y

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

01243000. UNDERGROUND INJECTION CONTROL DOCUMENTS P PERM Y

This record series includes registrations of injection activities. Records include, but are not limited to, forms and/or decision letters or correspondence that contain a decision or justification issued by the Groundwater Section. It excludes documentation produced by other than Groundwater programs and does not include UIC EPA reports (refer to RDA 1141).

Permanent justification: Retaining approval and denial records of Underground Injection Control (UIC) activities permanently is essential for identifying potential future sources of contamination. These records are also frequently requested by property owners seeking information about past activities conducted on their land.

RETENTION: PERMANENT

01244000. OTHER DRILLHOLE FILLING AND SEALING REPORTS EVT+6 DEST Y

This record series documents the filing and sealing of boreholes, excluding those related to heat exchange systems and water wells. Records include forms submitted to the department to report the proper closure of boreholes in accordance with state requirements. These reports are used to verify the boreholes have been appropriately sealed to prevent environmental or groundwater contamination.

RETENTION: EVENT (DATE OF RECEIPT) + 6 YEARS AND DESTROY CONFIDENTIAL

00100000. WASTELOAD ALLOCATIONS FOR WISCONSIN RIVERS CR+20 DEST

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

00101000. WATER QUALITY SURVEY MASTERS EVT+20 DEST

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 SHSW

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

01174000. SURFACE WATER INTEGRATED MONITORING SYSTEM (SWIMS) P PERM Y

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 PERM Y

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 PERM N

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

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

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. These records include, but are not limited to, the following:

• Data observations
• Missing data records
• Digital calibrations and verifications
• Quality control check forms
• Sample and Filter Records
• Site Sample Logs
• Internal and External Site audits
• Standard Certifications
• Monthly data review summary reports
• Access agreements | contracts

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 (Creation) + 6 years and destroy

00301000. SITE POERATIONAL DOCUMENTS EVT+6 DEST N

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 (historic)
• Instrument log book (historic)
• EPA Instrument waivers
• Standard operating procedures (SOPs), quality assurance project plans (QAPPs) and Technical Notes
• Retired documentation such as SOPs
• Special project (non-criteria) monitoring plans
• Annual air monitoring network plan

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 (Site shutdown, instrument out of service, or document superseded) + 6 years and destroy

00302000. MONITORING SITE HISTORICAL RECORDS EVT+10 DEST N

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:

• Air Quality System (AQS) site forms and AQS monitor forms
• Site historical summaries
• Official site photos
• Memoranda of understanding | agreement
• Site waivers

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 (Site shutdown) + 10 years and destroy

00305000. CENTRALIZED DATA SYSTEM MONITORING DATA - RAW DATA EVT+0/6 DEST N

Records series includes primary data flows that transmit data from analyzer to logger and to central data repository. These records may include, but are not limited to the following:

• Analyzer on board memory downloads
• Transmittal 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.

RETENTION: EVENT (Information added to data repository) + 6 months and destroy

00306000. CENTRALIZED DATA SYSTEM MONITORING DATA - QUALITY ASSURED DAT EVT+10 DEST N

Record series includes data retrieved and quality assured in the centralized data management system. Raw data is maintained 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. Records may include, but are not limited to the following:

• Active WAMDAS data

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

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

00307000. CENTRALIZED DATA SYSTEM RAW DATA REPORTS EVT+3 DEST N

Records series includes Daily Summary Reports describing air quality in a particular area. Reports are used for reference and review

purposes. Records may include, but are not limited to:

? Morning reports
? Air Quality Index (AQI) reports
? Calibration summary reports
? Data observation reports

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

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

00308000. CENTRALIZED DATA SYSTEM DATA CERTIFICATION REPORTS **EVT+6** **DEST** **N**

Records series consists of edited monthly data reports that are final quality-assured reports which provide historical reference of yearly air quality data by site. Records may include, but are not limited to:

• Data certification letters
• Associated documentation created during the review process

The official record will be maintained electronically for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images of these applications are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the input record will be destroyed.

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

01120000. ASBESTOS NOTIFICATION INFORMATION **FIS+7** **DEST** **N**

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. Adm. Code § NR 447.07 requires each owner or operator of a demolition or renovation activity to provide the DNR 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 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 kept onsite for 1 year and then destroyed.

RETENTION: EVENT (Fiscal) + 7 years and destroy

01169000. AIR PERMIT APPLICATION (NON-CONFIDENTIAL) **EVT+10** **DEST** **N**

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:
? Forms;
? Applications;
? Request for confidentiality (affidavit);
? Preliminary decision to grant or deny confidentiality;
? Final confidentiality determination;
? 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.

The official record in this series may be transferred to electronic 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 3 months and then destroyed.

RETENTION: EVENT (File closed) + 10 years and destroy

RDA #	RDA Title	Retention	Disposition	PII

01169A00. AIR PERMIT APPLICATION (CONFODENTIAL) EVT+10 DEST N

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 for which confidential treatment has been granted under Wis. Admin. § Code 2.19
? Records for which confidential treatment has been requested under Wis. Admin. Code § NR 2.19;
? 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.

The official record in this series may be transferred to electronic 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 3 months and then confidentially destroyed.

RETENTION: EVENT (File closed) + 10 years then destroy confidential

01170000. AIR PERMIT REVIEW EVT+10 DEST N

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 ufor 3 months and then destroyed.

RETENTION: EVENT (File closed) + 10 years and destroy

01171000. AIR PERMIT DETERMINATION EVT+10 DEST N

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.

The official record in this series may be transferred to electronic 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 3 months and then destroyed.

RETENTION: EVENT (File closed) + 10 years and destroy

01172000. AIR PERMIT BILLING EVT+10 DEST N

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).

The official record in this series may be transferred to electronic 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, destroy paper.

RETENTION: EVENT (Payment in full) + 10 years and destroy

01173000. AIR PERMIT CONTESTED CASE AND JUDICIAL REVIEW DOCUMENTS EVT+10 DEST N

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 DEST N

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 DEST Y

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 electronic 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 record is received) + 10 years and destroy confidential

01179000. AIR MANAGEMENT COMPLIANCE DEMONSTRATION EVT+10 DEST N

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 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 electronic 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 record is created or received) + 10 years and destroy

01181000. AIR MANAGEMENT APPLICABILITY DETERMINATION **EVT+10** **DEST** **N**

Record series covers DNR 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 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. 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;
? 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 electronic 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.

File closed – 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** **DEST** **N**

This record series consists of evaluations that result in an official determination of source compliance used in establishing a compliance history that is required pursuant to a Memorandum of Understanding with the Environmental Protection Agency.

Includes, but 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 electronic 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 determination) + 10 years and destroy

01185000. ENFORCEMENT (AIR FILES) **EVT+10** **DEST** **N**

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 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 the enforcement action has concluded (e.g., there has been a final judgment or a formal or informal settlement agreement, that is not being reviewed or appealed; the department has determined that it will not proceed with further investigation or enforcement).

The official record in this series may be transferred to electronic 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, confidentially if applicable.

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

01187000. ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORC EVT+10 DEST N

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; and
? EPA approvals and waivers (NESHAP/NSPS/Maximum Achievable Control Technology (MACT)/RACT/Acid Rain/CEM/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 electronic 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 (file closed) + 10 years and destroy

01189000. PREVENTION OF SIGNIFICANT DETERIORATION (PSD) SOURCE OBLIGATIOI EVT+10 DEST N

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 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 DEST N

Record series includes, but is not limited to, information submitted, created and utilized in the maintaining of emissions inventory data reported by stationary sources.

This may include, but is not limited to confidential data, such as the following:
• 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.

Statewide attainment – Statewide attainment is attainment of all state and national ambient air quality standards statewide.

The official record in this series may be transferred to electronic 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. Confidential information will be confidentially destroyed.

RETENTION: EVENT (Statewide attainment) + 20 years and destroy confidential

01193000. REFRIGERANT RECOVERY PROGRAM - INITIAL APPLICATION AND DETERM EVT+5 DEST Y

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 DEST Y

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 DEST N

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

01203000. ASBESTOS INSPECTION MATERIALS EVT+7 DEST N

This record series consists of evaluations that result in an official determination of source compliance that must be maintained 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 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 kept on site for 1 year and then destroyed.

RETENTION: EVENT (receipt or creation) + 7 years and destroy

01217000. ANNUAL CERTIFICATION OF VAPOR CONTROL FOR GASOLINE TANK TRUC EVT+1 DEST N

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, but not limited to, the following:
? Test results submitted;

? Correspondence; and
? Certification letter.

The official record in this series may be transferred to electronic 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 certification) + 1 year and destroy confidential

01218000. AIR MANAGEMENT FACILITY INDUSTRIAL AMBIENT MONITORING EVT+10 DEST N

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 DNR 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 electronic 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

01229000. FEDERAL-LEVEL POLICYMAKING AND REGULATORY IMPLEMENTATION EVT+10 SHSW N

Records in this series are created or received during the process of developing or implementing policies, programs, regulations, or other requirements associated with implementing federal statutes related to air quality, primarily the Clean Air Act (CAA). This series does not include source- or site-specific documentation; refer to the appropriate program RDA for source-specific documents.

Examples of activities covered by this series include, but are not limited to:
? Review and implementation of the National Ambient Air Quality Standards (NAAQS).
? Review and implementation of non-NAAQS federal air quality requirements, such as those related to mercury, visibility, acid rain, greenhouse gases, and mobile sources/fuels.
? Delegated programs under CAA sections 111(d) and 129.
? Tribal-related CAA activities.
? Regional and interagency planning and coordination activities.
? Reviews, audits, or assessments of federally required air quality programs.
? Final research, modeling, and technical reports and studies associated with the above.

The official record in this series may be transferred to electronic 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 (Applicable federal statute revoked, replaced, or no longer in effect) + 10 YEARS AND TRANSFER TO WHS

01230000. STATE-LEVEL POLICYMAKING AND REGULATORY IMPLEMENTATION EVT+10 SHSW N

Records in this series are created or received during the process of developing or implementing policies, programs, regulations, or other requirements associated with implementing state air quality statutes, but which are not dependent on federal authority. This series does not include source- or site-specific documentation; refer to the appropriate program RDA for source-specific documents.

Examples of activities covered by this series include, but are not limited to:
? Implementation of state-only air quality regulations or programs (e.g., indirect source permitting program, state air toxics rule).
? State legislative proposals.
? Reports, correspondence, and other regulatory-significant documents related to the above.

The official record in this series may be transferred to electronic 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 (Completion of activity, or end of applicable state legal authority or obligation) + 10 YEARS AND TRANSFER TO WHS

01231000. VOLUNTARY AIR QUALITY PROGRAMS AND ACTIVITIES EVT+10 SHSW N

Records in this series are created or received during the process of developing and implementing programs or activities that are not legally required, but which contribute to maintaining air quality in Wisconsin. This series does not include source- or site-specific documentation; refer to the appropriate program RDA for source-specific documents.

Examples of activities covered by this series include, but are not limited to:
? Voluntary emissions reduction programs.
? Clean air partnerships.
? External stakeholder advisory groups and activities.
? General pollutant, emissions, and air quality studies not specifically tied to any regulatory requirement.

The official record in this series may be transferred to electronic 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 (Completion of program or activity) + 10 YEARS AND TRANSFER TO WHS

00035000. WASTE MANAGEMENT FUND EVT+60 DEST N

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 yea r,
- 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 oonfidential

00069000. SOLID & HAZARDOUS WASTE SURVEYS EVT+10 DEST N

Questionnaires and/or surveys sent to owners or operators of solid and/or hazardous waste facilities to gather information and/or opinions on:
- 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

00072000. COLLECTION & TRANSPORTATION SERVICES CASE FILES EVT+20 DEST N

Information pertaining to collection and transportation entities to operate under the provisions of Wisconsi n 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

00077000. SOLID WASTE MASTER FILE **EVT+80** **SHSW** **N**

Information pertaining to licensed solid waste facilities--- landfills, air cu rta i n d estructors, i nci nerators, processi ng fa ci l ities, tra nsfer 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

00085000. UNLICENSED SOLID WASTE FACILITIES FILE **EVT+40** **SHSW** **N**

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).

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 DEST N

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 DEST N

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 DEST N

Pertinent correspondence; PCB management checklist for compliance with Wis. Ad m i n. Code ch. N R 157; i nspection reports; electrica l utiliti es PCB usage q uestion na i re; sam pl e data; reports rega rd i 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 rd i 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 n d is im porta nt for f utu 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 in q 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 f u 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 SHSW N

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 n d reports a nd related correspondence,
- a pprova l letters,
- a l l d ocuments related to p u bl ic notices,
- photogra phs,
- a l l d ocu ments related to enforcement actions,
- a l l docu ments related to a n envi ron menta l im pact statement,
- closu re notifications,
- pla n review fees,
- license fees a n d ton nage fees bi l l i 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 l es: 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 notif ication l etters - l etters DN R sends to neigh bori ng b usi nesses a n d i nd ivid uals notifyi 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 DEST N

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 i n this series include gu i da nce, public information sheets, a n d significant correspondence interpreting program compliance.

The off icia l record wi l l be ma i nta i ned electronica l ly for the f ull retention period. To com ply with Wis. Stat. §§ 16.61(7) a nd 137.20 for a uthenticity, accu racy, a nd accessi bility the origina l i n put docu ments wi l l be i maged or reformatted a nd subject to review, to ensu re the i mages of these a ppl ications a re electron ical ly stored a nd the q ua lity of these images is accepta

ble. U pon verification of the qua lity a nd retention of the electron ic i mages, the i n put record will be destroyed confid entia lly.

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** **DEST** **N**

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** **DEST** **N**

This series a pplies only to proposed solid waste la ndfil ls that were not a p proved . Records in this series incl u de, but a re not li mited to, the fol l owing: i n itia l site reports; pre-f easibi lity reports; feasi bi lity reports; incl u d i ng pla ns sheets related to these reports; a ll docu ments rel ated to pu blic hea ri ngs a nd p u blic noti ces; photogra phs; a l l docu ments rel ated to a n environ menta l i m pact statement; a n d a l l correspon d ence rel ating to these docu ments.

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** **DEST** **N**

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,
- 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 DEST N

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,
- pl an of operation reports and pl an sheets,
- closure cost estimates1
- financial assurance mechanisms,
- constr uction documentation reports a nd pl an sheets,
- mon itori ng docu mentati on,
- license ap plications and licenses,
- closu re notification d ocu ments, " a pprova l docu ments,
- pla n mod ification req uests,
- i nspection forms and reports
- d ocu ments and correspondence related to enforcement actions,
- photogra phs
- pl an review fees and l icense fees bi lling and payment i nformation,
- a l l correspondence rel ated to these d ocuments

The officia l record may be ma i nta ined electronica l ly for the fu l l retention period. To com ply with Wis. Stat. §§ 16.61(7) and 137.20 for a uthenticity, accu racy, and a ccessi bil ity the origina l input docu ments wi ll be i maged or reformatted and subject to review, to ensu re the quality of these i mages is acceptable. U pon verification of the qua lity and retention of the electron ic images, the i n p ut record will be destroyed confidentia lly.

RETENTION: EVENT (Site closure) + 10 years and destroy confidential

00437000. WASTE MANAGEMENT COMPLAINT FILES EVT+10 DEST N

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 / INFOF EVT+5 DEST N

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 DEST N

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** **DEST** **N**

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,
- 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 DEST N

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 DEST N

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 DEST N

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** **DEST** **N**

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** **DEST** **N**

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** **DEST** **N**

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** **DEST** **N**

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

RDA #	RDA Title	Retention	Disposition	PII

01160000. **SOLID WASTE / RECYCLABLES TRANSPORTATION FACILITY CASE FILES (I** **EVT+10** **DEST** **N**

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** **DEST** **Y**

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** **DEST** **N**

This series applies ta 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 closeure) + 5 years and destroy confidential

01163000. **BENEFICIAL USE OF INDUSTRIAL BY-PRODUCTS - CASE FILES** **EVT+80** **DEST** **N**

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,
- concu rrence req uests,
- case specific beneficial use requests (Wis. Stat. §§ 289.43(4), 289.43(7) and 289.43(8)),
- approval letters,
- 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** **DEST** **N**

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** **DEST** **N**

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** **DEST** **N**

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

00411000. **COMMUNITY ASSISTANCE SUMMARY HISTORY DATA** **P** **PERM** **Y**

These records include information to identify each grant and for each grant program in the bureau. They provide historical data to track key actions including grants, grantees, funds approved, funds expended, project type, and grant location tracking data with long-term value.

Permanent Justification: Permanent retention is required for the Department to continue to meet its regulatory, reporting, and public interest obligations. 36 C.F.R. pt. 59 and Wis. Stat. §. 23.0953(4)

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: Permanent

00418000. **ACQUISITION PROJECT GRANT HISTORICAL CASE FILES** **P** **PERM** **Y**

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 Justification: Permanent retention is to ensure 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. 36 C.F.R. pt. 59 and Wis. Stat. §. 23.0953(4).

Municipal Dam Grant Inventory is included in this RDA. These files are required by Wis. Stat. § 31.385(4)(a).

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: Permanent

Dept #	/049/	Department Name	COMMUNITY FINANCIAL ASSISTANCE - GRANTS

RDA #	RDA Title	Retention	Disposition	PII
00421000.	NONPOINT SOURCE HISTORICAL GRANT CASE FILES	EVT+15	DEST	Y

Record series covers grants authorized under Wis. Stat. §§ 281.65-291.66, and Wis. Admin. Code ch. NR 120, 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 Justification: The operation and maintenance period timeline is specified in Wis. Admin. Code § NR 155.22(6)(b).

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 (Close) + 15 years and destroy confidential

Dept #	/081/	Department Name	ADMINISTRATION

RDA #	RDA Title	Retention	Disposition	PII
01211000.	PESTICIDE TREATMENT INDIVIDUAL APPROVAL REQUESTS	EVT+5	DEST	N

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	DEST	N

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	DEST	N

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.

01214000.	PESTICIDE USE REPORT FORM (4200-008)	EVT+5	DEST	N

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.

RDA #	RDA Title	Retention	Disposition	PII

RETENTION: EVENT (Date form is submitted) + 5 years and destroy confidential

01215000. ANNUAL DNR PESTICIDE INVENTORY FORMS (4200-007) EVT+3 DEST N

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

RDA #	RDA Title	Retention	Disposition	PII

00170000. LEGAL CASE FILES EVT+5 DEST N

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 SHSW Y

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 SHSW Y

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 SHSW Y

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 SHSW Y

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** **SHSW** **Y**

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** **SHSW** **Y**

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** **DEST** **N**

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** **DEST** **N**

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** **DEST** **Y**

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** **DEST** **Y**

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** **PERM** **N**

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** **SHSW** **Y**

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 DEST N

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 SHSW Y

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 Sprig. 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 DEST Y

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 SHSW Y

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 SHSW Y

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 SHSW Y

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

01159000. LITIGATION CASE FILES - PRECEDENT SETTING OR HISTORICALLY SIGNIFI(EVT+20 SHSW Y

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

000574D0. **RECREATIONAL DEALER VEHICLE REGISTRATION APPLICATIONS / RECEIP** **EVT+3** **DEST** **Y**

Dealer agents are contractually obligated to keep all receipts/records of sold approvals on file and to provide records to the DNR Legislative Audit Bureau and the DNR Bureau of Law Enforcement upon request. Application records document registration transactions for auditing purposes and serve as a source document from registration applicants, supplementing data entered into the ACSBS database.

RETENTION: EVENT (DATE OF RECEIPT) + 3 YEARS AND DESTROY CONFIDENTIAL

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

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

00540000. **ACSBS DATA** **EVT+49** **DEST** **Y**

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** **DEST** **Y**

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

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

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

00553000. **ACSBS LICENSING AGENT AND DEALERSHIP DEALER AGREEMENTS** **EVT+10** **DEST** **Y**

Records series covers agreements with DNR agents and dealers. DNR agents are private businesses that sell licenses throughout the state.

DNR dealers are private businesses that register recreational vehicles 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 DEST Y

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 DEST Y

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

00574000. RECREATIONAL VEHICLE REGISTRATION APPLICATIONS: BOAT EVT+9 DEST Y

Records include, but are not limited to, applications and other Vehicle Registration System (VRS) source documents for boat 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 (Date of Approval or Denial) +9 years and destroy confidential

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

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

00574E00. RECREATIONAL VEHICLE REGISTRATION APPLICATIONS: NON-BOAT EVT+6 DEST Y

Records include, but are not limited to, applications and other Vehicle Registration System (VRS) source documents for snowmobile, all-terrain vehicles (ATV), utility-terrain vehicles (UTV) and off-highway motorcycles (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 (Date of approval or denial) + 6 years and destroy confidential

Dept # /090/ Department Name CUSTOMER AND OUTREACH SERVICES

RDA #	RDA Title	Retention	Disposition	PII
01221000.	FISH AND WILDLIFE LICENSES / APPROVAL RECEIPTS - AGENTS AND DNR S	EVT+2	DEST	Y

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	DEST	Y

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 # /094/ Department Name COMMUNITY FINANCIAL ASSISTANCE - LOANS

RDA #	RDA Title	Retention	Disposition	PII
00260000.	CLEAN WATER FUND PROGRAM PROJECT FILES	EVT+20	DEST	N

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	DEST	N

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	DEST	N

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 CORRESP(	EVT+1	DEST	N

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

00268000. **ENVIRONMENTAL IMPROVEMENT FUND (EIF) SUMMARY HISTORY DATA** **EVT+45** **DEST** **N**

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

00190000. **LABORATORY CERTIFICATION RECORDS** **EVT+10** **DEST** **N**

- 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** **DEST** **N**

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** **DEST** **N**

- 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

00195000. LABORATORY CERTIFICATION ENFORCEMENT ACTION CASE FILES EVT+15 DEST N

- 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 PERM N

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

00487000. METALLIC MINING PROGRAM CASE FILES (INCLUDES FERROUS AND NON-F P PERM Y

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 SHSW Y

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 SHSW Y

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.

RETENTION: EVENT (License termination) + 5 years and transfer to WHS

RDA #	RDA Title	Retention	Disposition	PII
00490000.	METALLIC MINING EXPLORATION DRILLHOLE LOCATION AND ABANDONME	P	PERM	Y

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 AUTHORI	EVT+20	SHSW	Y

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 AUTH	EVT+20	SHSW	Y

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-FERROU	EVT+10	SHSW	N

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-	EVT+3	SHSW	N

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

01131000.	ENVIRONMENTAL IMPACT ANALYSIS DOCUMENTS	P	PERM	Y

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/archivetitle.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

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

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

01134000. EIS/EA/EIR PROJECT ANCILLARY FILES EVT+5 DEST Y

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

01135000. NEPA/WEPA ENVIRONMENTAL REVIEW EVT+5 DEST Y

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

01136000. ENVIRONMENTAL REVIEW UNDER DNR/DOT COOPERATIVE AGREEMENT EVT+25 DEST Y

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

01137000. LOCAL ROADS PROJECT REVIEW AND PERMITTING EVT+100 DEST Y

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

01138000. **UTILITY PROJECT REVIEW AND PERMITTING** | **EVT+100** | **DEST** | **Y**

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

00780000. **MASTER PLAN CASE FILE - OFFICIAL FACILITIES & LAND (LF) RECORD** | **P** | **PERM** | **N**

DNR Master Plan for use, development and management of a property owned and/or managed by the DNR. 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, but is not limited to, 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.

Justification for Permanent Retention: DNR has ongoing needs for these records for public information sharing, long term use by department staff and to inform future planning efforts. These records provide the official guidance regarding resource management, recreation use, facility development and project boundary modifications. Permanent retention provides consistency with related retention schedules.

RETENTION: Permanent

00781000. **PROPERTY FEASIBILITY STUDIES** | **P** | **PERM** | **N**

Property Feasibility Study reports 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 Natural Resources 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