

# 465-MILITARY AFFAIRS

Dept #: 465/ Department Name: MILITARY AFFAIRS

RDA #	RDA Title	Retention	Disposition	PII
<u>00001000.</u>	<u>PRIOR SERVICE RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Prior Service Records for the Wisconsin Army National Guard. Prior service records may include reports of separation and record of service, certificate of release or discharge from active duty, attendance statements, promotions, service school reports, awards orders or certificates, duty assignments and duty stations, physicals, line of duty, and other documentation pertaining to a Soldier's military service.</p> <p>Prior service records are used to verify service, veteran's benefits, and social security employment benefits.</p> <p>Prior service records are maintained at Records Holding Area of the Department of Military Affairs.</p> <p>Authority for permanent retention is AR 600-8-104 paragraph 1-6b and Wis. Stat. § 321.04.</p> <p>RETENTION: Permanent</p>				
<u>00018000.</u>	<u>WIARNG ANNUAL TRAINING PAYROLLS</u>	<u>CR+6/3</u>	<u>DEST</u>	<u>Y</u>
<p>WIARNG Annual Training Payroll records are payroll and allowance vouchers for all National Guard Military personnel showing organization, name, entitlements, amounts, collections, pay period and related information. These records are used to determine retirement points for individuals who have completed 20 years of military service; to verify that an individual attended the required number of drills per year; and to verify that the individual was paid the correct amount of money for the period.</p> <p>These records are created, maintained, used and have the retention/disposition indicated according to Army Regulation 25-400-2 (ARMS) and National Guard Regulation 37-104-3 (PAY AND ALLOWANCES).</p> <p>RETENTION: EVENT (Creation) + 6 years and 3 months and destroy confidential</p>				
<u>00021000.</u>	<u>WIAF OFFICER SEPARATION RECORDS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
<p>Officer Separation Records for the Wisconsin Air National Guard are maintained in a Military Personnel Records Jacket (MPRJ) while the individual is a member of the WI Air National Guard. These records include all promotions, assignments, service schools, periods of service, active duty service schools, physicals and all other documentation that pertains to the soldier's military career.</p> <p>Officer separation records are used to verify service, retirement eligibility and medical injuries.</p> <p>Retain MPRJ one year after closed and microfilmed. (Closed is defined as the date of separation.)</p> <p>RETENTION: EVENT (Microfilming of record) + 1 year and destroy confidential</p>				
<u>00021A00.</u>	<u>WIAF OFFICER SEPARATION RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Officer Separation Records for the Wisconsin Air National Guard are maintained in a Military Personnel Records Jacket (MPRJ) while the individual is a member of the WI Air National Guard. These records include all promotions, assignments, service schools, periods of service, active duty service schools, physicals and all other documentation that pertains to the soldier's military career.</p> <p>Officer separation records are used to verify service, retirement eligibility and medical injuries.</p> <p>RDA 21A is the silver halide master reel of microfilm generated from the paper records. After verification, reels are permanently stored by the agency.</p> <p>RETENTION: Permanent</p>				
<u>00021B00.</u>	<u>WIAF OFFICER SEPARATION RECORDS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Officer Separation Records for the Wisconsin Air National Guard are maintained in a Military Personnel Records Jacket (MPRJ) while the individual is a member of the WI Air National Guard. These records include all promotions, assignments, service schools, periods of service, active duty service schools, physicals and all other documentation that pertains to the soldier's military career.</p> <p>Officer separation records are used to verify service, retirement eligibility and medical injuries.</p> <p>RDA 21B is the diazo duplicate reel of microfilm generated from the original paper records. The film is required to be retained permanently by the Agency. (AR 25-400-2)</p> <p>RETENTION: Permanent</p>				
<u>00022000.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
<p>Enlisted Discharge Records for the Wisconsin Air National Guard include all data pertaining to an individual while he/she served in the Wisconsin Air National Guard. These records include all promotions, orders, retirement documentation, medical files and all other</p>				

RDA #	RDA Title	Retention	Disposition	PII
	documents that describe the military career of that soldier.			
	Enlisted Discharge Records are used to verify service, retirement eligibility and medical injuries.			
	Retain records one year after closed (closed is defined as the discharge date) and Microfilmed.			
	RETENTION: EVENT (Microfilming of record) + 1 year and destroy confidential			
<u>00022A00.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS-MICROFILM</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	Security Reed Microfilm of Enlisted Discharge Records for the Wisconsin Air National Guard. These records include all data pertaining to an individual while he/she served in the Wisconsin Air National Guard. These records include all promotions, orders, retirement documentation, medical files and all other documents that describe the military career of that soldier.			
	Enlisted Discharge Records are used to verify service, retirement eligibility and medical injuries.			
	RDA 22A covers the master reel of microfilm generated from the enlisted separation paper records. The film is verified and then stored permanently by the Agency.			
	RETENTION: Permanent			
<u>00022B00.</u>	<u>WIAF ENLISTED DISCHARGE RECORDS - MICROFILM</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	Duplicate Diazo Reed Microfilm of Enlisted Discharge Records for the Wisconsin Air National Guard. These records include all data pertaining to an individual while he/she served in the Wisconsin Air National Guard. These records include all promotions, orders, retirement documentation, medical files and all other documents that describe the military career of that soldier.			
	Enlisted Discharge Records are used to verify service, retirement eligibility and medical injuries.			
	RDA 22B covers the duplicate reel of microfilm generated from the enlisted separation paper records. The film is verified and then required to be permanently stored by the Department of Military Affairs (AR 25-400-2).			
	RETENTION: Permanent			
<u>00023000.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>Y</u>
	Headquarters, WIAF consolidates orders published by the following: 128th Air Refueling Group, 128th Tactical Fighter Wing, 128th Tactical Control Squadron, the Volk Field Combat Readiness Training Center and HQ WAIF. All orders appearing as separate series effect such personnel actions as appointments, assignment, transfer, promotion, service schools, reorganizations, awards, temporary duty and separation of all WIAF officers and enlisted persons and all other activities involving expenditure of allotted Federal Funds.			
	Orders are created and distributed by various offices of the Adjutant General, National Guard Bureau and units of WIAF, and distributed to the individual as well. They are created, maintained, distributed and used in accordance with Air Force Regulation 10-7. Maintenance of personnel records and permanent orders is in accordance with AFR 12-50.			
	A complete set of WIAF Special Orders is retained by HQ WIAF. They are kept for one year after the cut off date of 31 December, allowing for completion of amendments and then microfilmed. After the microfilm is verified the paper set of Special Orders is destroyed confidentially.			
	RETENTION: EVENT (Fiscal year of microfilming) + 1 year and destroy confidential			
<u>00023A00.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	Headquarters, WIAF consolidates orders published by the following: 128th Air Refueling Group, 128th Tactical Fighter Wing, 128th Tactical Control Squadron, the Volk Field Combat Readiness Training Center and HQ WAIF. All orders appearing as separate series effect such personnel actions as appointment, assignment, transfer, promotion, service schools, reorganizations, awards, temporary duty and separation of all WIAF officers and enlisted persons and all other activities involving expenditure of allotted Federal Funds.			
	Orders are created and distributed by various offices of the Adjutant General, National Guard Bureau and units of WIAF, and distributed to the individual as well. They are created, maintained, distributed and used in accordance with Air Force Regulation 10-7. Maintenance of personnel records and permanent orders is in accordance with AFR 12-50.			
	After the WIAF Special Orders have been microfilmed and verified with the paper records, the silver halide master reel of microfilm is permanently stored by the agency.			
	RETENTION: Permanent			
<u>00023B00.</u>	<u>WIAF SPECIAL ORDERS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
	Headquarters, WIAF consolidates orders published by the following: 128th Air Refueling Group, 128th Tactical Fighter Wing, 128th Tactical Control Squadron, the Volk Field Combat Readiness Training Center and HQ WAIF. All orders appearing as separate series effect such personnel actions as appointment, assignment, transfer, promotion, service schools, reorganizations, awards, temporary duty and separation of all WIAF officers and enlisted persons and all other activities involving expenditure of allotted Federal Funds.			

Orders are created and distributed by various offices of the Adjutant General, National Guard Bureau and units of WIAF, and distributed to the individual as well. They are created, maintained, distributed and used in accordance with Air Force Regulation 10-7. Maintenance of personnel records and permanent orders is in accordance with AFR 12-50.

A duplicate of microfilm is generated from the WIAF Special Orders. This duplicate reel of film is required to be retained permanently at the Headquarters WIAF per AFR 12-50.

RETENTION: Permanent

<b><u>00025000.</u></b>	<b><u>JUMPS (JOINT UNIFORM MILITARY SYSTEM) SUBSTANTIATING DOCUMENT</u></b>	<b><u>FIS+6/3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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This record series consists of records that substantiate payment for active or inactive duty in the Army National Guard. Records may include but are not limited to:

Direct Deposit Sign up Form  
JUMPS-JSS Pay elections form  
Military Pay order  
Additional Training Assembly Certificate  
Request for Split Training Assemble Authorization

Records are generated, maintained and retained electronically.

Authority: NATIONAL GUARD REGULATION 37-104-3.

RETENTION: EVENT (Fiscal) + 6 years and 3 months and destroy confidential

<b><u>00026000.</u></b>	<b><u>ADAPS (ACTIVE DUTY AUTOMATED PAY SYSTEM) SUBSTANTIATING DOCU</u></b>	<b><u>FIS+6/3</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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The Department of Military Affairs is mandated in Army Regulation 37-104-3 to provide pay support to Army National Guard soldiers performing IDT and AT/AD when the payroll is prepared using the NGB ADAPS.

This record series consists of records that substantiate payment for active or inactive duty in the Army National Guard.

Records may include but are not limited to:

TAG ORDERS  
TRAINING CERTIFICATE (WING FORM 16)

Records are generated, maintained and retained electronically. Records are destroyed confidentially.

Authority: NATIONAL GUARD REGULATION 37-104-3.

RETENTION: EVENT (Fiscal) + 6 years and 3 months and destroy confidential

<b><u>00027000.</u></b>	<b><u>PERMANENT ORDER BACKGROUND FILES</u></b>	<b><u>CR+25</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Documents relating to the preparation, review, and issue of Permanent Orders. Included are recommendations or concurrences and similar documents that provide a basis for issuance or which contribute to the content of the Permanent Order. Included are recommendations for award, proposed citations, copies of the awarded certificates.

Disposition is in accordance with AR 600-8-105 (Military Orders), AR 600-8-22 (Military Awards) and AR 25-400-2.

Since 2000, records have been generated electronically as part AFCOS (Automated Fund Control Orders System) and retained electronically at the Department of Military Affairs. Records are destroyed confidentially after the 25 year retention period.

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

<b><u>00028000.</u></b>	<b><u>PERMANENT ORDERS</u></b>	<b><u>P</u></b>	<b><u>PERM</u></b>	<b><u>Y</u></b>
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Permanent Orders are published by Joint Force Headquarters, Wisconsin Army National Guard to effect such personnel/unit actions as: awards, attachments, release from attachments, unit reorganizations or redesignations, non-pay orders, Annual Training, amendments and revocations of orders.

Orders are created and distributed electronically through the Automated Fund Control Orders System (AFCOS), and/or the Reserve Component Automation system (RCAS). These systems are linked to the Interactive Personnel Electronic Records Management Systems (IPERMS) which is where individual records are maintained.

A microfilm copy of the orders is made once each fiscal year and retained permanently in the RHA, Military Affairs.

Creation and retention of orders is in accordance with Army Reg 600-8-105 (Military Orders), WING REG 600-8-105 (Wisconsin National Guard Military Orders).

RETENTION: Permanent

RDA #	RDA Title	Retention	Disposition	PII
<u>00031000.</u>	<u>FEDERAL TIME AND ATTENDANCE REPORTS AND LEAVE RECORDS</u>	<u>FIS+6</u>	<u>DEST</u>	<u>Y</u>
<p>FEDERAL DEPARTMENT OF DEFENSE EMPLOYEE TIME AND ATTENDANCE RECORDS. (Non Military)</p> <p>Time and Attendance (TA) reports which are subsidiary records to the official leave records. Documents included are TA reports on which leave data were kept; requests for leave, and supplemental record such as sign-in/sign-out sheets. Included but not limited to are: NGB Form 46, Individual Time and Attendance reports; SF 71, Application for Leave; DA Form 2790 Earnings and Leave Statement; DA Form 2451, Individual Leave Record and other documents used for recording leave categories, accruals and employee's leave.</p> <p>AUTHORITY: Department of Defense Financial Management Regulation Volume 8, Chapter 9, IAW General Records Schedule 2.</p> <p>Records are closed at the end of the calendar year; held electronically for 6 years and then deleted/destroyed confidentially.</p> <p>RETENTION: EVENT (Fiscal) + 6 years and destroy confidential</p>				
<u>00032000.</u>	<u>MILITARY AWARD CASE FILES - PEACETIME</u>	<u>FIS+25</u>	<u>DEST</u>	<u>Y</u>
<p>Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals during peacetime. Included are requests and related information, DA Form 638 (Recommendation of Award of Army Achievement Medal, Army Commendation, and Meritorious Service Medal; Permanent Order, copy of the awarded certificate, processing checklist, board actions and substantiating documents.</p> <p>The Authority is Army Regulation 600-8-22. (MILITARY AWARDS, UNIT AWARDS &amp; CITATIONS)</p> <p>All records are electronically maintained by the Department of Military Affairs.</p> <p>Records are disposed of confidentially after 25 years in accordance with Federal regulation.</p> <p>RETENTION: EVENT (Fiscal) + 25 years and destroy confidential</p>				
<u>00033000.</u>	<u>MILITARY AWARD CASE FILES - WARTIME AND/OR COMBAT ACTIVITIES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals during wartime and/or combat activities. Included are requests and related information, DA Form 638 (Recommendation for Award; DA 638-1 Recommendation of Award (For other than Valor) of Army Achievement Medal, Army Commendation, and Meritorious Service Medal; Permanent Order, copy of the awarded certificate, processing checklist, board actions and substantiating documents.</p> <p>The Authority is Army Regulation 600-8-22b 1.</p> <p>All records are electronically generated and maintained permanently by Department of Military Affairs.</p> <p>RETENTION: Permanent</p>				
<u>00034000.</u>	<u>DECORATIONS AND AWARDS STATISTICS</u>	<u>CR+10</u>	<u>DEST</u>	<u>N</u>
<p>Documents relating to statistical information on the number of awards issued in a calendar year.</p> <p>Documents include but are not limited to: tabulations, DA Form 4612-R, number and types of decorations approved and similar or related documents.</p> <p>Authority: Army Regulation 600-8-22 (Military Awards) and AR-25-400-2 ARIMS (Army Records Information Management Systems).</p> <p>All records are electronically generated and maintained. Files are destroyed after 10 years.</p> <p>These files do NOT contain personally identifiable information.</p> <p>RETENTION: EVENT (Creation) + 10 years and destroy</p>				
<u>00036000.</u>	<u>INDIVIDUAL RETIREMENT RECORDS</u>	<u>FIS+5</u>	<u>TRANS OTHER</u>	<u>Y</u>
<p>Individual retirement records reflect the service history and amounts that have been deducted from the pay of civilian employees subject to The Retirement Act for deposit to the Civil Service Retirement and Disability Funds. These records also reflect the amounts that have been paid by each employee for Civil Service Retirement Credit Deposits for Post 1956 military service and Civilian Service Credit Deposits for reemployed annuitants. Standard Forms 2806 and 3100.</p> <p>Records are generated, maintained and retained electronically. At the end of the fiscal year files are electronically transferred to the Federal Office of Personnel Management (OPM) per DOD FMR 7000.14.R Vol 8 Chapter 1.</p> <p>Authority: National Archives and Records Administration General Record Schedules, General Records Schedule 2, Para 28, Retirement Files.</p>				

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RDA #	RDA Title	Retention	Disposition	PII
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RETENTION: EVENT (Fiscal) + 5 years and transfer to Federal Office of Personnel Management (OPM)

<u>00037000.</u>	<u>UNIT ORDERS &amp; CONSOLIDATED ORDERS LOG</u>	<u>FIS+10/3</u>	<u>DEST</u>	<u>Y</u>
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Unit Orders are published by Joint Force Headquarters, Wisconsin Army National Guard to effect such personnel/unit actions as: transfers, awards, attachments, promotions, reductions, awarding of Military Occupational Specialty (MOS), non-pay orders, Annual Training, amendments and revocations of unit orders and transferring a member to and from the Inactive National Guard.

Orders are created and distributed electronically through the Automated Fund Control Orders System (AFCOS), and/or the Reserve Component Automation system (RCAS). These systems are linked to the Interactive Personnel Electronic Records Management Systems (IPERMS) which is where individual soldiers' records are maintained.

A Consolidated Orders Log is electronically generated yearly. Log is retained for a period of 10 years and 3 months in the Military Affairs RHA and then destroyed confidentially.

Creation and retention of orders is in accordance with Army Reg 600-8-105 (Military Orders), WING REG 600-8-105 (Wisconsin National Guard Military Orders).

RETENTION: EVENT (Fiscal) + 10 years and 3 months and destroy confidential

<u>00038000.</u>	<u>CONGRESSIONAL INQUIRIES</u>	<u>FIS+5</u>	<u>DEST</u>	<u>Y</u>
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A through Z correspondence files relating to Congressional inquiries on all matters within the scope and activity of the Wisconsin Army and Air National Guard. Included is correspondence between members of Congress, their constituents, other people and the Army National Guard on such matters as alleged unfair treatment, inadequate medical attention, characteristics of discharge, pay related problems, release from active duty and noise complaints.

Files may contain personally identifiable information such as: names, home addresses and/or telephone number of complainants, members of Congress, Congressional aides, and other individuals.

Files are closed at the end of each calendar year, held in the current files area for five (5) years and then confidentially destroyed.

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

<u>00046000.</u>	<u>AT EASE PUBLICATION</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
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AT EASE is an unofficial publication authorized under the provisions of Army Regulation - AR 360-81, and is published electronically on a bimonthly basis by the Dept. of Military Affairs, State of Wisconsin, in cooperation with the Joint Force Headquarters Public Affairs Office, 112th Mobile Public Affairs Detachment, 32nd Infantry Brigade Combat Team Public Affairs and 157th Maneuver Enhancement Brigade Public Affairs, all the WI Army National Guard; the 115th Fighter Wing Public Affairs, 128th Air Refueling Wing Public Affairs and Volk Field Combat Readiness Training Center Public Affairs, all of the WI Air National Guard. AT EASE is distributed without charge to members of the WI Army and Air National Guard. AT EASE contains most of the following elements: news, features, editorials, commentaries, sports, announcements, commander's comments, letters to the editor, columns, photographs and artwork.

Method of circulation: AT EASE is electronically published on the WI Dept. of Military Affairs website (<http://dma.wi.gov/dma/default.asp>). A minimum of 12,000 readers are included on the initial distribution list.

The AT EASE is permanent and maintained at WI Joint Force Headquarters on DVD and on the Public Affairs Office Server.

Closed is defined as the end of the Fiscal Year. Files are cut off at the end of the Fiscal Year.

RETENTION: Permanent

Dept #: /900/ Department Name: EMERGENCY GOVERNMENT

RDA #	RDA Title	Retention	Disposition	PII
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<u>00030000.</u>	<u>EMERGENCY POLICE SERVICES &amp; TRIBAL TREATY RIGHTS</u>	<u>CR+5</u>	<u>SHSW</u>	<u>Y</u>
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Under s. 323 Wis. Stats. during any state of emergency when the situation overwhelms local law enforcement, the Wisconsin Emergency Police Services provides law enforcement support and coordination of mutual aid, working with local, state and federal law enforcement agencies to provide requested resources.

This record series may include but is not limited to files and records associated with Emergency Police Services and includes Tribal Treaty Rights. Subjects may include:  
Emergency Manpower Costs, Communications, Crowd Control Training, Operational Plans, Daily Situational Reports, Pre-planning for large events or meetings, meetings at the Capitol and the Governor's Mansion, Public Information, Reimbursement information and

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RDA #	RDA Title	Retention	Disposition	PII	

costs. Mutual Aid files--which may include correspondence from sheriffs, local and county law enforcement personnel. Tribal records may include tribal harvest quotas, situation reports. annual reports, landing reports, and spearfishing reports from Great Lakes Indian Fish and Wildlife Commission wardens.

RETENTION: EVENT (Creation) + 5 years and transfer to State Archives (WHS)

<b><u>00044000.</u></b>	<b><u>FEDERAL GRANTS AWARD DOCUMENTATION</u></b>	<b><u>FIS+7</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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This record series may include but is not limited to files and records associated with all Federal Grants and Contracts. It may include:

- State and subgrantee applications for funding, award notifications, allocations
- Plans of Work, Amendments and Progress Reports
- Close-out Reports
- Grant Financial Reimbursement Requests
- Correspondence
- EMPG - Emergency Management Planning Grant assistance
- County Audits

RETENTION: EVENT (Fiscal) + 7 years and destroy confidential

<b><u>00045000.</u></b>	<b><u>TRAINING &amp; EXERCISE RECORDS INCLUDING HAZMAT PROGRAM &amp; REACT</u></b>	<b><u>CR+7</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Under s. 323 Wis. Stats.: The head of emergency management for each county shall coordinate and assist in developing city, village, tribal and town emergency management plans. . . and direct countywide and tribal emergency management training programs and exercises.

The Division of Emergency Management provides training to local government officials and other state agencies on emergency management and provides assistance to them in exercising their emergency response plans. Records in this series includes information on specific training events including course descriptions, recruitment and registration, attendance records, cost information per event and course evaluations. In addition, counties' 4-year exercise plans, exercise reports, and supporting documentation such as scenarios and lists of major events, messages, critiques and evaluations. Includes reports on actual events for which exercise credit is requested plus supporting documentation such as photos, newspaper clippings, etc.

The Division of Emergency Management administers, reviews and awards various grants to local jurisdictions which include HazMat (Hazardous Materials) training grants programs. This record series also includes records for REACT (Regional All-Climate Training Center) for collapse structure rescue training.

RETENTION: EVENT (Creation) + 7 years and destroy confidential

<b><u>00052000.</u></b>	<b><u>DISASTER RECORDS</u></b>	<b><u>CR+5</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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Under s. 323 Wis. Stats.: The Division of Emergency Management is charged with the role of assisting local units of government and local law enforcement agencies in responding to a disaster or the imminent threat of a disaster; and in the event of a major disaster, to make payments for this state's share of federal and state disaster assistance grants to individuals and local governments.

The Division of Emergency Management is charged with coping with emergencies resulting from natural and man-made disasters.

This record series may include but is not limited to files and records associated with disaster response throughout the state for both declared and non-declared disasters. This includes situation reports; Uniform Disaster Situation Reports (UDSRs); requests for assistance; Federal/State Agreements; Individual Assistance, Public Assistance, and Hazard Mitigation Grant records/case files; disbursement records; financial reports; and other associated files. Individual Assistance case files are protected by the Privacy Act.

RETENTION: EVENT (Creation) + 5 years and transfer to State Archives (WHS)

<b><u>00056000.</u></b>	<b><u>REP NUCLEAR POWER PLANT EXERCISES</u></b>	<b><u>CR+5</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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Under the provisions of NUREG 0654 FEMA-REP-1 Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, in furtherance of CFR 44, Part 350.5, each state and local government is required to conduct biennial incident response exercises with nuclear power plants which affect them. Materials are accumulated for each NPP exercise and used as reference materials in preparation for future exercises. This record series includes, but is not limited to, NPP exercise objectives, scenario, staffing plans, exercise records, After Action Reports (AARs) and Improvement Plans.

RETENTION: EVENT (Creation) + 5 years and transfer to State Archives (WHS)

<b><u>00057000.</u></b>	<b><u>RADIOLOGICAL EMERGENCY PROTECTION ANNUAL LETTER OF CERTIFICA</u></b>	<b><u>EVT+8</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Under the provision of NUREG 0654 FEMA-REP-1, REV. 1, criteria for preparation and evaluation of radiological emergency response plans and preparedness in support of nuclear power plants. In furtherance of CFT 44, Part 350.5, each state and local government is required to update its plans and agreements as needed and to review and certify it to be current on an annual basis. Radiological Emergency Preparedness program guidance state all exercise or utility related files must be home stored for eight (8) years.

Records include cover letter, Annual Letter of Certification, Letters of Agreement, Memorandums of Understanding, contracts, training materials, annual training sign-in sheets and logs, press releases, transient brochures, annual calendars and mailing lists, drill/siren



RDA #	RDA Title	Retention	Disposition	PII
	logs, emergency facility logs, equipment calibration logs and reports.			
	RETENTION: EVENT (Date of certification approval) + 8 years and destroy			
<u>00058000.</u>	<u>WEM CENTRAL</u>	<u>CR+5</u>	<u>SHSW</u>	<u>N</u>
	This record series may include but is not limited to files and records associated with policies and procedures, Information & Guidance (I&G) memos, general information, administrative plans, organization, planning, meetings, correspondence. This may include minutes of division and management meetings, internal correspondence and reorganization of the Division. This may include routine correspondence from the State, regional and federal agencies, associations, committees and councils.			
	This may include information on pending or current state and federal legislation relating to emergency management, including legal opinions and interpretations.			
	RETENTION: Creation) + 5 years and transfer to State Archives (WHS)			
<u>00063000.</u>	<u>ACTIVE EPCRA FACILITY &amp; LEPC RECORDS &amp; REP ANNUAL LETTER OF CEI</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	For Active EPCRA Facilities - The State Emergency Response Commission (SERC)/Wisconsin Emergency Management (WEM) oversees the development and maintenance of county-wide hazardous response plans, facility off-site emergency response plans and receives the facility submissions and maintains facility files for the Emergency Planning and Community Right-to-Know Program under § 323.60 Wis. Stats. The SERC approves plans submitted by the Local Emergency Planning Committees (LEPCs) to the SERC. Records in this series must be readily available for public inspection and include, but are not limited to, county-wide hazardous materials response plans, current facility off-site response plans, transmittal sheets for plan updates, annual plan review checklist, plan guidance, site plans, attachments to plans, emergency planning notifications, emergency notification of release and follow-up reports, annual Tier II emergency and hazardous chemical inventory reports, facility site plans, batch plant submissions, construction submissions and miscellaneous correspondence. This record series is currently in paper form. Most future documents will be in an electronic format.			
	Under the provisions of NUREG 0654 FEMA-REP-1 Rev. 1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, in accordance with 44 CFR § 350.5, each state and local government is required to update its plan and agreements, as needed, and to review and certify it to be current on an annual basis. The Annual Letter of Certification is the procedure elected for meeting these requirements. This record series includes copies of previous years of Letters of Certification.			
	RETENTION: EVENT (Superseded) + 5 years and destroy confidential			
<u>00063A00.</u>	<u>INACTIVE EPCRA FACILITY &amp; LEPC RECORDS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
	For Inactive EPCRA Facilities - The State Emergency Response Commission (SERC)/Wisconsin Emergency Management (WEM) oversees the development and maintenance of county-wide hazardous response plans, facility off-site emergency response plans and receives the facility submissions and maintains facility files for the Emergency Planning and Community Right-to-Know Program under § 323.60 Wis. Stats. The SERC approves plans submitted by the Local Emergency Planning Committees (LEPCs) to the SERC. Records in this series must be readily available for public inspection and include, but are not limited to, county-wide hazardous materials response plans, current facility off-site response plans, transmittal sheets for plan updates, annual plan review checklist, plan guidance, site plans, attachments to plans, emergency planning notifications, emergency notification of release and follow-up reports, annual Tier II emergency and hazardous chemical inventory reports, facility site plans, batch plant submissions, construction submissions and miscellaneous correspondence. This record series is currently in paper form. Most future documents will be in an electronic format.			
	RETENTION: EVENT (Creation) + 5 years and destroy confidential			
<u>00065000.</u>	<u>MATERIAL SAFETY DATA SHEETS (MSDS)</u>	<u>CR+5</u>	<u>DEST</u>	<u>N</u>
	The State Emergency Response Commission (SERC)/Wisconsin Emergency Management (WEM) oversees and receives the facility submissions and maintains facility files for the Emergency Planning and Community Right-to-Know Program under § 323.60 Wis. Stats. Records in this series must be readily available for public inspection and include but are not limited to, current material safety data sheet (MSDS) submissions, current MSDS chemical list submissions.			
	This record series is currently in paper form however most future documents will be in an electronic format.			
	RETENTION: EVENT (Creation) + 5 years and destroy			
<u>00068000.</u>	<u>EMERGENCY RESPONSE PLANS</u>	<u>EVT+5</u>	<u>SHSW</u>	<u>Y</u>
	Under s. 323 Wis. Stats.: The Division of Emergency Management is responsible for the formulation, implementation, review and revision of policy and procedures for emergency response in the State of Wisconsin. To this end, the Division develops plans and related documents to prepare the State and its agencies, counties, municipalities, tribes and localities to respond to emergencies and disasters resulting from natural or man-made disasters.			
	These plans include, but are not limited to, the Wisconsin Emergency Response Plan, the All-Hazards Response Plan, the Wisconsin Emergency Operations Plan, the Wisconsin Radiological Incident Response Plan, the Duty Officer Standard Operating Procedures, Continuity of Government plan, various other response plans, program administration plans, and other miscellaneous files. Some plans			

Dept #: /900/

Department Name: EMERGENCY GOVERNMENT

RDA #	RDA Title	Retention	Disposition	PII
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may include lists of contact names and phone numbers for any agency officials that may assist with an emergency or disaster. This record series may include master copies of previous planning documents which are periodically updated, and distributed, and changed pages or sections of these documents that are periodically partially updated.

RETENTION: EVENT (When superseded) + 5 years and transfer to State Archives (WHS)