

507-PUBLIC LANDS, BOARD OF COMM.

Dept #: 507/ Department Name: PUBLIC LANDS, BOARD OF COMM.

RDA #	RDA Title	Retention	Disposition	PII
<u>00020000.</u>	<u>PUBLIC LAND RESURVEY FIELD NOTES</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
<p>Official copies of resurvey field notes created by the federal Bureau of Land Management and its predecessor, the General Land Office, since the close of the original survey. Resurveys are conducted to re-establish lost survey lines, correct erroneous surveys and add omitted lands. Data includes history of the survey, length of survey lines and features encountered.</p> <p>The originals of this material are held by the federal Bureau of Land Management. This set is the official state copy.</p> <p>Used by surveyors in retracing property boundaries. This series is on-going and resurvey field notes are added as resurveys are conducted.</p> <p>Permanent retention in accordance with Wis. Stats. s. 24.54 and Chapter 19, Laws of Wisconsin, 1866.</p> <p>RETENTION: Permanent</p>				
<u>00021000.</u>	<u>PUBLIC LAND RESURVEY PLAT MAPS</u>	<u>P</u>	<u>PERM</u>	<u>N</u>
<p>Official copies of resurvey plat maps created by the federal Bureau of Land Management and its predecessor, the General Land Office, since the close of the original survey. Resurveys are conducted to re-establish lost survey lines, correct erroneous surveys and add omitted lands.</p> <p>The originals of this material are held by the federal Bureau of Land Management. This set is the official state copy.</p> <p>Used by surveyors in retracing property boundaries. This series is on-going and resurvey plat maps are added as resurveys are conducted.</p> <p>Permanent retention in accordance with Wis. Stats. s. 24.54 and Chapter 19, Laws of Wisconsin, 1866.</p> <p>RETENTION: Permanent</p>				
<u>00024000.</u>	<u>LAND PATENTS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Duplicate Land patents for land sold by the State of Wisconsin. Land Patents serve as the title document for the land sold. Original Land Patent is delivered to the purchaser. Each Land Patent contains the name of purchaser, legal description, acreage and date of Land Patent.</p> <p>Land Patents are maintained in acid-free flat boxes and duplicated on microfilm and CD-ROM.</p> <p>Used in perfecting abstracts of title and land ownership history.</p> <p>Permanent retention in accordance with Wis. Stats. ch. 24.54.</p> <p>RETENTION: Permanent</p>				
<u>00025000.</u>	<u>LEASES, EASEMENTS AND LAND USE LICENSES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Records of leases, easements and land use licenses of lands owned or controlled by the Board of Commissioners of Public Lands. Files contain legal description, date, term of agreement, payments, and parties involved.</p> <p>Used during term of agreement for internal management; after termination for land use history.</p> <p>Permanent retention in accordance with Wis. Stats. ch. 24.54.</p> <p>RETENTION: Permanent</p>				
<u>00026000.</u>	<u>TIMBER SALES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
<p>Record of sale of timber on state Trust Lands. Files contain timber sale proposal, contracts, payment receipts and harvest record.</p> <p>Used in assessing timber management and forest history research.</p> <p>Permanent retention in accordance with Wis. Stats. ch. 24.54.</p> <p>RETENTION: Permanent</p>				
<u>00027000.</u>	<u>TRUST FUND LOAN FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
<p>Records pertaining to State Trust Fund Loans to school districts and municipalities under Wis. Stats. ch. 24.</p>				

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Prior to loan payoff and state audit, the following documents will be retained in the file:

- BCPL worksheet and school district/municipal minutes where project was approved
- BCPL State Trust Fund Loan Application and required documents (i.e., district map, Affidavit or Publication, etc.)
- Request for funds
- Certificate of Indebtedness
- Amortization Schedules
- Prepayment letter/information

After payoff of loan and state audit, the Trust Fund Loan Application, Assistant Attorney General's approval letter, BCPL Board Chairman Letter, Certificate(s) of Indebtedness, Amortization Schedule(s) and prepayment letter/information for each loan will be retained for seven years.

RETENTION: EVENT (Loan paid in full) + 7 years and destroy confidential

<u>00030000.</u>	<u>ANNUAL/BIENNIAL REPORTS</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
Annual and biennial reports of the Board of Commissioners of Public Lands under Chapters 15.07 and 24.57. Reports detail the yearly transactions of the lands and loans programs.				
Permanent retention in accordance with Wis. Stats. s. 24.54.				
RETENTION: Permanent				

<u>00031000.</u>	<u>COMMISSIONER MINUTES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
Minutes and recordings of the Board of Commissioners of Public Lands' meetings. Material includes discussion and decisions related to Trust Fund, Trust Lands, Trust Fund Loans and administrative matters.				
Permanent retention in accordance with Wis. Stats. § 24.54.				
RETENTION: Permanent				

<u>00032000.</u>	<u>ESCHEATED ESTATE FILES</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
File of estates that are escheated to the state. "Escheat" is defined as reversion of property to the state when a person dies without beneficiaries. Real estate passing through this process inures to the Common School Fund pursuant to Article X, Section 2 of the WI Constitution and is considered "public lands" pursuant to Wis. Stats. § 24.01(6).				
Files contain court orders, deeds, estate inventories, payment records and disposition documents. The records are used in determining ownership of escheated property and are vital in perfecting the chain of the title. No other records exist for this purpose so permanent retention is necessary.				
Retention in accordance with Wis. Stat. § 24.54.				
RETENTION: Permanent				