507-PUBLIC LANDS, BOARD OF COMM.

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

RDA #	RDA Title	Retention	Disposition	PII
00020000.	**PUBLIC LANDS RESURVEY FIELD NOTES**	**P**	**PERM**	**N**

This series contains 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. These records are used by surveyors in retracing property boundaries. This series is on-going and resurvey field notes are added as resurveys are conducted.

Retention justification: Permanent retention is required for continued administrative reference purposes and response to requests for information. Documents have long-term value as they contain historical information. Permanent retention is necessary to aid in continued management of State Trust Lands for public use.

RETENTION: Permanent

00021000.	**PUBLIC LANDS RESURVEY PLAT MAPS**	**P**	**PERM**	**N**

This series contains 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. Data includes history of the survey, length of survey lines and features encountered. These records are used by surveyors in retracing property boundaries. This series is on-going and resurvey plat maps are added as resurveys are conducted.

Retention justification: Permanent retention is required for continued administrative reference purposes and response to requests for information.
Documents have long-term value as they contain historical information. Permanent retention is necessary to aid in continued management of State Trust Lands for public use.

RETENTION: Permanent

00024000.	**LAND PATENTS**	**P**	**PERM**	**Y**

This series contains land patents and documents pertaining to the sale of land owned by the State of Wisconsin to private parties. Land Patents serve as the conveyance document for these land transactions. Each land patent contains the name of the purchaser, legal description, acreage, and date of land patent. Land Patents are used in perfecting abstracts of title and land ownership history. Records are made available for public inspection upon request.

Retention justification: Permanent retention is required for continued administrative reference purposes, for the management and sale of the land to private parties and response to requests for information. Documents have long-term value as they contain historical information.

RETENTION: Permanent

00025000.	**LEASES, EASEMENTS AND LAND USE LICENSES**	**P**	**PERM**	**N**

This series includes 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. These documents are used during the term of an agreement far internal management and after termination for land use history.

Retention justification: Permanent retention is required far continued administrative reference purposes and response to requests far information.
Documents have long-term value as they contain historical information. Permanent retention is necessary to aid in continued management of State Trust Lands for public use.

RETENTION: Permanent

00026000.	**TIMBER SALES**	**P**	**PERM**	**N**

This series includes records of sale of timber on State Trust Lands. These files contain timber sale proposal, contracts, payment receipts and harvest records and are used in assessing timber management and forest history research.

Retention justification: Permanent retention is required for continued administrative reference purposes and response to requests for information. Documents have long-term value as they contain historical information. Permanent retention is necessary to aid in continued management of State Trust Lands and to protect the public interest.

RETENTION: Permanent

00027000.	**STATE TRUST FUND LOAN FILES**	**EVT+7**	**DEST**	**N**

These records pertain to the State Trust Loan Program. These are loans to school districts and municipalities pursuant to Wis. Stat. ch. 24.

- School District's or municipality's Request for Loan Application
- State Trust Fund Loan Application and required documents (e.g., minutes showing resolution approval, list of liabilities etc.)
- Request for Loan Disbursement
- Certificate(s) of Indebtedness
- Amortization Schedule(s)
- Board loan approval letter
- Prepayment letter/information (if applicable)

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

00030000. ANNUAL / BIENNIAL REPORTS P PERM N

This series contains Annual and Biennial Reports of the Board of Commissioners of Public Lands under Wis. Stat. §§ 15.04 and 24.57. Reports detail the annual or biennial transactions of the agency's trust lands and State Trust Fund Loan Program. The data provides information pertaining to loans, timber sales, land transactions and annual distribution to the agency's beneficiaries.

Retention justification: Permanent retention is required for continued administrative reference purposes and response to requests for Information. Documents have long-term value for agency management purposes. Records provide historical information regarding accomplishments and evolution of the agency.

RETENTION: Permanent

00031000. COMMISSIONER MINUTES P PERM Y

Minutes for the Board of Commissioners of Public Lands meetings. Materials include discussion and decisions made about Trust Funds, Trust Lands, the State Trust Fund Loan Program, resolutions and administrative matters.

Retention Justification: These documents have long-term value as they contain historical information. These records are to be kept permanently in accordance with Wis. Stats. § 24.54.

RETENTION: Permanent

00032000. ESCHEATED ESTATE FILES P PERM Y

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