525-EXECUTIVE OFFICE OF THE GOVERNOR

Dept # **/525/** Department Name **EXECUTIVE OFFICE - OFFICE OF THE GOVERNOR**

RDA #	RDA Title	Retention	Disposition	PII

00001000. **EXECUTIVE CLEMENCY** **EVT+15** **SHSW** **Y**

Reprieves, commutations and pardons: Complete applications granted or denied by the Governor pursuant to Article V, Section 6 of the Wisconsin Constitution and Wis. Stat. §§ 304.08-304.11. These files may include individual applications stating name, date of sentence, reason for applying, admission notification of application by judge and district attorney who participated in the trial, the grant of clemency or letter of denial, and related correspondence. In addition, files are kept for scheduled hearings of the Pardon Advisory Board, containing agendas, hearing notices and other materials generated in connection with a scheduled hearing.

Individual applicant files may also contain the applicant's Social Security number, health care records and criminal history information, as well as the victim's home address or other information required by law to be kept confidential. See 42 U .S.C. § 405(c)(2)(C)(viii)(I), Wis. Stat. §§ 146.82 and 304.10(3).

RETENTION: EVENT (End of term) + 15 years and transfer to State Archives (WHS)

00001A00. **EXECUTIVE CLEMENCY (INCOMPLETE APPLICATIONS)** **EVT+4** **DEST** **Y**

Reprieves, commutations and pardons: Incomplete applications for a reprieve, commutation, or pardon authorized pursuant to Article V, Section 6 of the Wisconsin Constitution and Wis. Stat. §§ 304.08-304.11. These files are incomplete, but may include applications stating name, date of sentence, reason for applying, and admission notification of application by judge and district attorney who participated in the trial.

These files may also contain the applicant's Social Security number, health care records and criminal history information, and the victim's home address or other information required by law to be kept confidential. See 42 U.S.C. § 405(c)(2)(C)(viii)(I), Wis. Stat.§§ 146.82 and 304.10(3).

RETENTION: EVENT (End of term) + 4 years and destroy confidential

00002000. **EXTRADITIONS** **EVT+10** **DEST** **Y**

Issued by the Governor pursuant to Wis. Stat. ch. 976, this is the formal request of the Governor to the governor of another state for the return of an individual who is charged with violating the laws of Wisconsin, and warrants issued by the Governor authorizing the return of a person to a different state.

Documents in these files may include applications from a district attorney or the Department of Corrections, along with court records and documentation establishing probable cause to believe that a crime has been committed, and that the subject of the request committed the crime. Documents in the warrant files may include the requisition and supporting documents from the governor of another state, warrant and agent's authority issued by this Governor, and related correspondence.

Closed is defined as the date of extradition.

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

00003000. **POLICY FILES** **EVT** **SHSW** **N**

Subject matter files maintained by policy staff and others relating to specified policy areas, particular policy initiatives, designated state agencies, and intergovernmental affairs, among others. These files typically contain correspondence, background information, e.g., clippings, reports, publications and memoranda and other reference materials, and press-produced brochures for major policy initiatives, all used in support of activities associated with policy formulation on behalf of the Governor. Policy formulation activities include, but are not limited to, briefings, budget reviews, speechwriting, and liaison with state and federal officials and agencies.

Some materials within these files may be confidential based on attorney-client privilege or work product pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N.W.2d 143 (1996).

Note: Administrations may maintain central policy files or separate individual files concerning specific functional areas. In either case, retain records until the end of the term of the administration in which the record was created and transfer to the State Historical Society for permanent preservation.

RETENTION: EVENT (End of administration) and transfer to State Archives (WHS)

00004000. **BOARD AND COMMISSION APPOINTEE FILES** **EVT+1** **SHSW** **Y**

Materials documenting the Governor's appointments and nominations to state boards, commissions, committees, councils, task forces or other bodies ("board"). Documents in the individual files may include applications, cover sheets, letters of recommendation, letters of appointment, resumes of appointees, and correspondence, including email, internal communications, and letters to individuals being replaced on the respective board.

Note: End of appointee's term refers to the end of the appointee's term from all positions.

RETENTION: EVENT (End of appointee's term) + 1 year and transfer to State Archives (WHS)

00005000. BOARD AND COMMISSION APPLICANT FILES EVT+2 DEST Y

Materials documenting unsuccessful applications from individuals seeking gubernatorial appointments to state boards, commissions, committees, councils, task forces or other bodies ("boards"). Individual applicant files contain applications or correspondence from individuals seeking gubernatorial appointments and related correspondence, including email, letters of recommendation, and reply letters. Files may also contain internal communications regarding applicants.

RETENTION: EVENT (End of term) + 2 years and destroy confidential

00006000. BOARD FILES EVT+1 SHSW Y

Files containing information concerning each board, commission, committee, council or other body ("boards") created by statute, executive order or directive of the Governor, to which gubernatorial appointments are made. Information may include documents creating the board, minutes of some meetings, reports, correspondence from agencies or individuals regarding the particular board, correspondence regarding board appointees, clippings and press releases.

Administrative Note: For boards which seem likely to be permanent, retain in-house for successor administration.

RETENTION: EVENT (End of administration) + 1 year and transfer to State Archives (WHS)

00007000. GOVERNOR'S SCHEDULES AND BRIEFING MATERIALS EVT SHSW Y

Summary and detailed versions of the Governor's official activities, including meetings held or attended, public appearances and travel, compiled for use on a daily or longer-term basis. Records concerning the First Lady's schedules are also included in this series. Files include official briefing materials, including background materials, staff memoranda and other communications relevant to scheduled events that are collected and maintained for the Governor's preparation and appearance at these events, as well as records concerning phone calls made or returned by the Governor and materials from conferences in which the Governor has paiticipated.

RETENTION: EVENT (End of administration) and transfer to State Archives (WHS)

00008000. INVITATIONS & APPEARANCES EVT DEST Y

Records include correspondence inviting the Governor or First Lady to attend or participate in numerous types of events, and the replies to such requests.

RETENTION: EVENT (End of term) and destroy confidential

00010000. GOVERNOR'S SPEECHES EVT SHSW N

Speeches prepared for the Governor's delivery. These files may also include successive drafts of more significant speeches, e.g., "State of the State," and audio, video, or digital recordings of some speeches.

RETENTION: EVENT (End of term) and transfer to State Archives (WHS)

00011000. PRESS RELEASES EVT SHSW N

Press releases issued by the Governor's Office. In addition to press releases themselves, staff maintain a list of press contacts.

RETENTION: EVENT (End of term) and transfer to State Archives (WHS)

00012000. CONSTITUENT CORRESPONDENCE EVT+1 SHSW Y

Correspondence from members of the public to the Governor on matters of public interest, replies, and internal records relating to the handling of such correspondence. Incoming correspondence includes individual letters, post cards, petitions, and mass-produced form letters, as well as email and phone correspondence. In addition, these records include individual replies, form responses sent to petitioners or in response to bulk mail campaigns, tracking information, including referrals within the Governor's Office or to other agencies for direct response, internal communications concerning individual inquiries or subjects of general interest, and lists compiling contact and other information concerning correspondence on particular subjects.

Since approximately 2004, incoming constituent correspondence is ordinarily logged and tracked electronically. The official record of physical 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 are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the physical input record will be destroyed confidentially.

RETENTION: EVENT (End of term) + 1 year and transfer to State Archives (WHS)

00014000. MISCELLANEOUS CONSTITUENT CORRESPONDENCE (NO RESPONSE) EVT+2 DEST Y

Correspondence, arranged by date, including general requests for information regarding the State of Wisconsin, letters on various subjects which contained no return address, incomprehensible correspondence, or miscellaneous correspondence as to which no useful response was deemed possible.

RETENTION: EVENT (receipt and review) + 2 years and destroy confidential

00015000. PROCLAMATIONS EVT+1 DEST Y

Proclamations issued by the Governor and related materials that may include correspondence initiating requests for a proclamation, staff memoranda concerning the request, and a list of proclamations issued.

Note: Proclamations are also filed in the Office of the Secretary of State.

RETENTION: EVENT (End of term) + 1 year and destroy

00016000. CERTIFICATES EVT+1 DEST Y

Official certificates prepared and signed by the Governor at the request of individuals and organizations, frequently to commemorate reunions, celebrations, retirements, bitthdays, groundbreakings, and other events of significance to the requester, as well as related records such as the written request.

RETENTION: EVENT (Date of Certificate) + 1 year and destroy confidential

00019000. CHIEF OF STAFF CORRESPONDENCE AND BRIEFING MATERIALS EVT+3 SHSW Y

Records include correspondence, including attachments and enclosures, addressed or referred to the Chief of Staff, and replies. The Chief of Staffs schedules are also included in this series.

Some materials may be confidential based on attorney-client privilege or work product pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N.W.2d 143 (1996).

RETENTION: EVENT (End of term) + 3 year and transfer to State Archives (WHS)

00020000. CHIEF OF STAFF ISSUE FILES EVT+1 SHSW Y

Files relating to important policy or other substantive issues assigned to the Chief of Staff, including budgetary matters, state agency matters, cabinet level agencies and appointments, as well as internal administrative and personnel matters, and may take the form of reports, related correspondence, research, and reference materials.

Some materials within these files may be confidential based on attorney-client privilege or work product pursuant to Wis. Stat.§ 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N.W.2d 143 (1996).

RETENTION: EVENT (End of term) + 1 year and transfer to State Archives (WHS)

00023000. STAFF ISSUE FILES EVT+1 DEST Y

Files maintained by individual staff, which may include correspondence, clippings, reports, publications, and other informational materials used in the course of staff support activities on behalf of the Governor. These materials have temporary, but not continuing usefulness. This RDA pertains to records where the content is not managed by another RDA.

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

00024000. LEGAL CORRESPONDENCE EVT+2 SHSW Y

Files including regular conespondence and replies on miscellaneous legal subjects, correspondence, reports, notices, and pleadings received from federal agencies or regarding other cases in which the State of Wisconsin has chosen not to participate, and miscellaneous materials not filed by subject matter, as well as internal correspondence concerning the matter in question.

These records may include privileged attorney-client communications or attorney work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996).

RETENTION: EVENT (End of term) + 2 years and transfer to State Archives (WHS)

00025000. JUDICIAL APPLICANTS EVT+4 DEST Y

Contains applications or correspondence from unsuccessful applicants applying for judicial appointments, and may include letters of recommendation for the individual, replies, and related correspondence. These files may also contain internal office communications concerning the appointment.

RETENTION: EVENT (End of term) + 4 years and destroy confidential

00026000. JUDICIAL APPOINTMENTS EVT+4 SHSW Y

Contains applications and correspondence from individuals appointed to a judgeship, letters of recommendation and replies to such letters, letters of appointment, and related correspondence, as well as internal office communications concerning the appointment.

RETENTION: EVENT (End of term) + 4 years and transfer to State Archives (WHS)

00027000. LEGISLATIVE FILES EVT+2 SHSW Y

Files prepared for the Governor on all legislation submitted for his approval, veto, or partial veto during a legislative session. These files may contain the bill, the bill history, departmental analysis, bill briefing memos, lead staff memos authored by legislative staffers or other internal memoranda regarding specific legislation, correspondence and other related materials. In addition, these files include correspondence from or to individual legislators or legislative committees, relating to a variety of topics other than, or in addition to, specific legislation.

These records may include privileged attorney-client communications or attorney work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996).

RETENTION: EVENT (End of term) + 2 years and transfer to State Archives (WHS)

00030000. GOVERNOR'S CORRESPONDENCE EVT+3 SHSW Y

Files containing the Governor's correspondence, including routine official matters and significant correspondence personally reviewed by the Governor relating to a variety of sensitive or otherwise important matters. Files also contain correspondence (including handwritten) in response to significant events, congratulations, condolences, thank you letters, letters of recommendation, and other courtesy messages. Files may also include official correspondence handled by the First Lady.
These records may include privileged attorney-client communications or attorney work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996).

RETENTION: EVENT (End of term) + 3 years and transfer to State Archives (WHS)

00032000. BUILDING & LAND CONTRACT CORRESPONDENCE EVT+2 DEST N

Files contain correspondence and internal or agency-generated memoranda relating to state contracts signed by the Governor at the request of various state agencies. These files do not ordinarily contain copies of the contracts themselves, which are returned to the agency after signing by the Governor.

RETENTION: EVENT (End of term) + 2 years and destroy

00033000. SPECIAL COUNSEL CONTRACT FILES EVT+6 SHSW Y

Files contain correspondence, office memoranda, copies of some pleadings, contract documents, billing records and related materials relating to legal actions and proceedings where representation is provided by private counsel retained pursuant to Wis. Stat. § 14.11.

These files may contain correspondence and office memoranda concerning the particular lawsuit, including privileged attorney-client communications or attorney work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N .W. 2d 143 (1996).

Note: The Department of Administration maintains the billing records and administers payments made under the contracts; retained special counsel maintains the complete file for a significant period of time pursuant to the Rules of Professional Responsibility.

RETENTION: EVENT (Conclusion of case) + 6 years and transfer to State Archives (WHS)

00034000. MEDIA CLIPPING FILES EVT+2 DEST N

Files containing clippings from media around the state, as well as regional or national media, concerning the Governor, the Executive Office, and substantive issues pertaining to the State of Wisconsin, which are maintained chronologically by year, month, and day.

RETENTION: EVENT (End of term) + 2 years and destroy

00036000. EXECUTIVE ORDERS EVT+4 SHSW N

Files containing Executive Orders signed by the Governor and the Secretary of State. These files may contain correspondence and internal communications concerning the particular order.

Note: Copies are filed with the Chief Clerks of the Wisconsin Senate and Assembly, the President of the Senate, the Speaker of the

Assembly and the Secretary of State.

RETENTION: EVENT (End of administration) + 4 years and transfer to WHS

00037000. OPEN RECORD REQUESTS EVT+3 DEST Y

Files contain requests for records received by the Governor's Office pursuant to Wis. Stat. § 19.35, the response, and associated documents.

Files for which the request has been denied wholly or in part may contain privileged attorney-client communications or work product that are confidential pursuant to Wis. Stat. § 905.03, and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996), as well as other information requested by law to be kept confidential for reasons stated in the files.

RETENTION: EVENT (End of term) + 3 years and destroy confidential

00038000. AMICUS LITIGATION FILES EVT+1 SHSW N

Files consist of correspondence and occasional pleadings or briefs relating to lawsuits in which the State of Wisconsin files a motion to intervene as a friend of the court on behalf of the best interests of the people of the State of Wisconsin. Participation in these lawsuits is ordinarily handled by the Department of Justice, which maintains the complete file unless special counsel is secured.

The files may contain correspondence and internal memoranda concerning the lawsuit, including privileged attorney-client communications or work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. News press, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996).

RETENTION: EVENT (End of term) + 1 year and transfer to State Archives (WHS)

00039000. DEPARTMENT OF JUSTICE REPRESENTATION FILES EVT+4 SHSW Y

Case files consisting of correspondence, some pleadings or related case materials for lawsuits filed against the Governor or the State of Wisconsin which are referred to the Department of Justice (DOJ) for legal representation, as well as files for cases in which either the Governor or the Attorney General has requested that DOJ initiate litigation on behalf of the State of Wisconsin.

These files may include correspondence and internal communications containing attorney-client communications or work product that are confidential pursuant to Wis. Stat. § 905.03 and Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996).

Note: DOI maintains the complete file based on the referral and request for representation from the Governor's Office. The majority of these files are closed at the end of the Governor's term, but the relatively small number of open cases need to be maintained into the term of a successor administration.

RETENTION: EVENT (The latter of Closed or End of term) + 4 years and transfer to State Archives (WHS)

00040000. COUNTY OFFICE APPOINTMENTS EVT+1 SHSW Y

Contains application materials and correspondence from individuals appointed to the county positions of coroner, district attorney, register of deeds, or sheriff. These files may also include letters of recommendation, related correspondence, press releases, letters of appointment, internal communications and tracking information concerning the appointment.

RETENTION: EVENT (End of term) + 1 year and transfer to State Archives (WHS)

00041000. COUNTY OFFICE APPLICANTS EVT+1 DEST Y

Files contain applications and correspondence from individuals who applied unsuccessfully for the county positions of coroner, district attorney, register of deeds, or sheriff. These files may also include letters of recommendation, related correspondence, and internal communications concerning the appointment.

RETENTION: EVENT (End of term) + 1 year and destroy confidential

00042000. CABINET AGENCY APPOINTMENTS EVT+1 SHSW Y

These files contain general information, correspondence, and press releases relating to each cabinet agency, as well as materials relating to cabinet secretary appointments within the particular cabinet agency. Materials relating to specific appointments include related correspondence, letters of appointment, and related documentation regarding Senate confirmation.

RETENTION: EVENT (End of term) + 1 year and transfer to State Archives (WHS)

00043000. APPOINTMENT VETTING FILES CR+1 DEST Y

Vetting files are created by staff at the time the Governor considers candidates for appointment to individual

board, commission, judicial and county office positions. Vetting files are also created for some appointments to the Governor's staff, cabinet secretary appointments, and may include other agency positions as well.

In addition to applications, these files, maintained under the name of the individual candidate, may contain correspondence, including email, and a variety of highly personal information, including private contact information, social security numbers, information provided only after a promise of confidentiality, privileged attorney-client communications or work product, driver records, criminal history and credit check information, and notations concerning reference checks. All of this material is sensitive, and much of it is required by law to be kept confidential. See, e.g. Wis. Stat. §§ 19.36 (11) and (13) and 905.03, 15 U.S.C. § 601 et sea. and 42 U .S.C. § 405(c)(2)(C)(viii); see also Wis. Stat.§ 19.85(1)(f); Wis. Newspress, Inc. v. Sch. Dist. of Sheboygan Falls, 199 Wis. 2d 768, 782-83, 546 N. W. 2d 143 (1996); Mayfair Chrysler-Plymouth, Inc. v. Baldarotta, 162 Wis. 2d 142, 164-68, 469 N.W. 2d 638 (1991); 74 Op. Att'y Gen. 14 (1985).

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

00044000. PHOTO ARCHIVES EVT SHSW N

Photo archives include photos, images, audio, and video recordings of events the Governor has attended, as well as miscellaneous photos, images, audio, and videos relating to the Governor's Office, the First Lady, and staff.

RETENTION: EVENT (End of term) and transfer to State Archives (WHS)

00045000. CASEWORK CORRESPONDENCE EVT+3 DEST Y

Correspondence from constituents concerning the problems of individual citizens vis a vis the State of Wisconsin, agencies of state government, or other units of federal or local government. Casework files are tracked according to the government agency involved.

Casework files frequently contain a great deal of personally identifiable information, some of which is confidential by statute, such as tax or patient health care records. See, e.g. Wis. Stat. §§ 71.78, 72.06 and 146.82.

Since approximately 2004, incoming constituent correspondence is ordinarily logged and tracked electronically. The official record of physical 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 are electronically stored and the quality of these images is acceptable. Upon verification of the quality and retention of the electronic images, the physical input record will be destroyed confidentially.

RETENTION: EVENT (End of term) + 3 years and destroy confidential