540-LIEUTENANT GOVERNOR

Dept # /540/ Department Name **OFFICE OF THE LIEUTENANT GOVERNOR**

RDA #	RDA Title	Retention	Disposition	PII
00001000.	**INVITATIONS**	**EVT**	**DEST**	**Y**

Correspondence inviting the Lieutenant Governor to attend or participate in various types of events, and the replies to such requests.

RETENTION: EVENT (End of term) and destroy confidential

00003000.	**PRESS RELEASES**	**EVT**	**SHSW**	**N**

Press Releases issued by the Office of the Lieutenant Governor. In addition to press releases themselves, staff maintains media advisories and a media list of press contacts.

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

00007000.	**LIEUTENANT GOVERNOR'S DAILY SCHEDULE & BRIEFING MATERIALS**	**EVT+3**	**SHSW**	**Y**

Summary and detailed versions of the Lieutenant Governor’s official activities. These included meetings held or attended, public appearances, and travel, compiled for use on a daily or longer-term basis. Schedule files include official briefing materials (including background materials and staff memoranda).

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

00013000.	**LETTERS AND CERTIFICATES**	**EVT+1**	**DEST**	**N**

Ceremonial letters and certificates prepared and signed by the Lt. Governor at the request of individuals and organizations to commemorate reunions, celebrations, retirements, birthdays, groundbreakings and similar events. Also includes letters sent for various reasons such as new jobs, new businesses, the death of individuals, illnesses, etc.

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

00015000.	**POLICY FILES**	**EVT**	**SHSW**	**N**

These are 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 reports, memoranda, and other reference materials used in support of activities associated with policy research and formulation on behalf of the Lieutenant Governor.

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

00016000.	**CONSTITUENT CORRESPONDENCE**	**EVT+1**	**SHSW**	**Y**

Correspondence from members of the public to the Lieutenant 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 Lieutenant Governor’s Office or to other agencies for direct response, internal communications concerning individual inquiries or subjects of interest, and lists compiling contact and other information concerning correspondence on particular subjects.

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)

00017000.	**MISCELLANEOUS 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

00018000.	**LIEUTENANT GOVERNOR'S GENERAL CORRESPONDENCE**	**EVT+2**	**SHSW**	**Y**

Files containing the Lieutenant Governor’s correspondence, including routine official matters, congressional correspondence, and significant correspondence personally reviewed by the Lieutenant Governor relating to a variety of sensitive or otherwise important matters.

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. 2s 768, 782-83, 546 N. W. 2d 143 (1996).

Note: This RDA is intended to capture official correspondence of the Lieutenant Governor that is not covered by other RDAs, such as 00016000 (Constituent Correspondence).

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

00019000. PUBLICATIONS AND REPORTS EVT SHSW N

Reports issued and released to the public by the Office of the Lieutenant Governor.

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

00020000. STAFF ISSUE FILES CR+1 DEST Y

These files are maintained by individual staff. These files may include some correspondence, clippings, reports and publications, staff notes, and other informational materials used in the course of staff support activities on behalf of the Lieutenant Governor. These materials have temporary, but not continuing usefulness.

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

00021000. LEGAL CORRESPONDENCE EVT+2 SHSW Y

These files include correspondence on legal subjects, reports, notices, memoranda and analysis, and pleadings, as well as internal correspondence concerning the matter in question.

These records 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)

00023000. PHOTO ARCHIVES EVT SHSW N

Photo archives include photos and images of events the Lieutenant Governor has attended, as well as miscellaneous photos relating to the Lieutenant Governor's office and staff.

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