

| Agency Name and # | | | Request * | Retention | Disposition * |
|-------------------|---------------|-----------|-----------------------------|-----------|---------------|
| Division # | Division Name | | | | |
| Index # | RDA # | RDA Title | (* see Legend on last page) | | |

| 115-AGRICULTURE, TRADE & CONSUMER PROTECTION | | | | | |
|---|------------------|--|---------|--------|------|
| <i>/702/</i> | <i>ARM -SWRM</i> | | | | |
| 1 | 00284000. | CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) AGREEMENTS Misspelling corrected in event and description clarified. | Renewal | EVT+1 | DEST |
| 2 | 00328000. | ENGINEERING REVIEW OF PLANS AND SPECIFICATIONS FOR CONCENTRATED ANIMAL FEEDING OPERATION (CAFO) AND OTHER PERMITS Retention changed. | New | EVT+5 | DEST |
| 3 | 00329000. | CERTIFICATIONS OF ENGINEERING PRACTITIONERS | New | EVT+10 | DEST |
| 4 | 00330000. | DESIGN AND OTHER DOCUMENTATION INVOLVING ENGINEERED AND RELATED PRACTICES | New | EVT+10 | DEST |
| 5 | 00353000. | LIVESTOCK FACILITY SITTING REVIEW BOARD: MEETING AND OTHER ADMINISTRATIVE RECORDS | New | CR+10 | SHSW |
| 6 | 00354000. | LIVESTOCK FACILITY SITTING REVIEW BOARD: APPEAL RECORDS Disposition changed. | New | CR+25 | SHSW |

| 144-FINANCIAL INSTITUTIONS | | | | | |
|-----------------------------------|-----------------------------------|---|-----------|--------|------|
| 7 | 00006000. | LITIGATIONS & INVESTIGATION Misspelling corrected in title. | Amendment | EVT+20 | SHSW |
| <i>/2200/</i> | <i>DIVISION OF BANKING</i> | | | | |
| 8 | 00094000. | CORRESPONDENCE - STATE CHARTERED FINANCIAL INSTITUTIONS Misspelling corrected in title and description revised. | Amendment | CR+5 | DEST |
| <i>/2400/</i> | <i>BUREAU OF CONSUMER AFFAIRS</i> | | | | |
| 9 | 00041000. | CONSUMER ACT REGISTRATIONS | Amendment | EVT+5 | DEST |
| <i>/3100/</i> | <i>CORPORATION FILING</i> | | | | |
| 10 | 00079000. | CHARTER / REGISTRATION DOCUMENTS Legal citation format corrected. | Amendment | EVT+50 | SHSW |
| 11 | 00080A00. | ANNUAL REPORTS AND NEWLY ELECTED OFFICERS & DIRECTORS Misspelling corrected in title. | Amendment | EVT+25 | SHSW |
| <i>/4100/</i> | <i>OFFICE OF CREDIT UNIONS</i> | | | | |
| 12 | 00082000. | HISTORY EXAMINATION FILES Legal citation format corrected. | Amendment | EVT+10 | DEST |
| 13 | 00083000. | CALL REPORTS Description revised. | Amendment | EVT+1 | DEST |

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| 14 | 00084000. | ARTICLES OF INCORPORATION AND BYLAWS | Amendment | EVT+10 | SHSW |
| | | Misspelling corrected in title. | | | |
| 15 | 00085000. | LIQUIDATED CREDIT UNION'S BOOKS & RECORDS | Amendment | EVT+10 | DEST |
| | | Event changed. | | | |
| 16 | 00089000. | COMPLAINT FILES | Amendment | EVT+5 | DEST |
| 155-PUBLIC SERVICE COMMISSION | | | | | |
| /002/ | ADMINISTRATIVE SERVICES-RECORDS | | | | |
| 17 | 00041000. | ENERGY CONTRACT FILES | New | EVT+6 | DEST |
| 285A-UW MADISON | | | | | |
| /171600/ | SCHOOL OF EDUCATION - COUNSELING PSYCHOLOGY | | | | |
| 18 | 17001914. | CPTC SESSION CAPTURES | New | CR+6 MOS | DEST |
| 19 | 17001915. | CPTC TRAINING CLINIC RECORDS - MINORS | New | EVT+7 | DEST |
| 20 | 17001916. | CPTC TRAINING CLINIC RECORDS - ADULTS | New | EVT+7 | DEST |
| /173000/ | SCHOOL OF EDUCATION - EDUCATIONAL PSYCHOLOGY | | | | |
| 21 | 17001920. | DEP STUDENT ASSESSMENTS SERVICES RECORDS - COMPLETED | New | EVT+7 | DEST |
| 22 | 17001921. | DEP STUDENT ASSESSMENTS SERVICES RECORDS - NEVER COMPLETED | New | EVT+7 | DEST |
| 23 | 17001922. | DEP SCHOOL PSYCHOLOGY TRAINING CLINIC - MINORS | New | EVT+7 | DEST |
| 24 | 17001923. | DEP SCHOOL PSYCHOLOGY TRAINING CLINIC - MINORS - NEVER COMPLETED | New | EVT+7 | DEST |
| 25 | 17001924. | DEP SCHOOL PSYCHOLOGY TRAINING CLINIC - ADULT | New | EVT+7 | DEST |
| 26 | 17001925. | DEP SCHOOL PSYCHOLOGY TRAINING CLINIC - ADULT - NEVER COMPLETED | New | EVT+7 | DEST |
| /348300/ | VCRGE - INSTITUTE ON AGING - GENERAL | | | | |
| 27 | 34001911. | MIDLIFE IN THE UNITED STATES (MIDUS) SELF-ADMINSTERED QUESTIONNAIRES (SAQS) | New | EVT+10 | DEST |
| /532000/ | SMPH - FAMILY MEDICINE - GENERAL | | | | |
| 28 | 53001222. | DFMCH PATIENT CLINIC MEDICAL RECORDS | Amendment | EVT+25 | DEST |
| 29 | 00001113 | DFMCH RESIDENCY FILES - ACCEPTED | Renewal | CR+60 | DEST |
| 30 | 00001114 | DFMCH ADMISSION RESIDENCY FILES - NOT COMPLETED OR NOT ACCEPTED | Renewal | EVT+6 | DEST |
| /534290/ | SMPH - MEDICINE - RHEUMATOLOGY | | | | |
| 31 | 53001910. | CLINICAL TRIALS AND PARTICIPANT STUDY RECORDS | New | EVT+15 | DEST |

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| /535700/ | SMPH - NEUROLOGICAL SURGURY | | | | |
| 32 | 53001918. | NEUROLOGICAL SURGERY CLINICAL TRIALS AND STUDIES AND PARTICIPANT STUDY RECORDS | New | EVT+20 | DEST |
| | | Year of creation clarified. | | | |
| /536070/ | MED SCH - OPHTH-FUNDUS READING CTR | | | | |
| 33 | 53001919. | OPHTHALMIC CLINICAL TRIALS AND PARTICIPANT STUDY OCULAR PHOTOGRAPHS | New | EVT+25 | DEST |

| 285K-UW STEVENS POINT | | | | | |
|------------------------------|------------------|--------------------------|-----------|----------|------|
| /285K/ | UW STEVENS POINT | | | | |
| 34 | 00081000. | BUILDING MANAGER REPORTS | Amendment | CR+1 DAY | DEST |

| 285W-UW SYSTEM ADMINISTRATION | | | | | |
|--------------------------------------|-----------|--|-----|-------|----------|
| 35 | UWHR0100. | HR PERSONNEL HIRING AND POSITION CHANGE FORMS AND REQUESTS | New | EVT+2 | DEST |
| | | Confidential and PII corrected. | | | |
| 36 | UWHR0101. | POSITION VACANCY LISTING OR POSITION ANNOUNCEMENT | New | EVT+6 | DEST |
| 37 | UWHR0102. | CRIMINAL BACKGROUND CHECKS | New | CR+7 | DEST |
| 38 | UWHR0103. | FEDERAL I-9 EMPLOYEE ELIGIBILITY VERIFICATION | New | EVT+3 | DEST |
| 39 | UWHR0104. | CANDIDATE FILES | New | EVT+6 | DEST |
| 40 | UWHR0105. | SEARCH AND SCREEN COMMITTEE RECORDS - GENERAL | New | EVT+6 | DEST |
| 41 | UWHR0106. | SEARCH AND SCREEN COMMITTEE RECORDS - HIGHER LEVEL SEARCH | New | EVT+6 | UW-TRANS |
| 42 | UWHR0107. | COMPENSATION, TITLING AND SALARY EQUITY RECORDS | New | EVT+6 | DEST |
| 43 | UWHR0200. | AFFIRMATIVE ACTION RECORDS - EEOC - APPLICANT POOL AND REPORTING BY JOB GROUP/CATEGORY | New | EVT+6 | DEST |
| 44 | UWHR0201. | AFFIRMATIVE ACTION RECORDS - EEOC - PLANS | New | EVT+3 | DEST |
| | | Event changed. | | | |
| 45 | UWHR0202. | DISCRIMINATION COMPLAINT FILES | New | EVT+6 | DEST |
| 46 | UWHR0300. | GRIEVANCE / COMPLAINT TRACKING LOG | New | EVT+6 | DEST |
| 47 | UWHR0301. | EMPLOYEE COMPLAINTS AND/OR GRIEVANCE RECORDS | New | EVT+6 | DEST |
| 48 | UWHR0302. | FORMAL UNIVERSITY GRIEVANCE AND APPEAL | New | EVT+6 | UW-TRANS |
| 49 | UWHR0303. | EMPLOYEE LAY-OFF RECORDS | New | EVT+6 | DEST |
| 50 | UWHR0304. | NON-RENEWAL OF APPOINTMENT - ACADEMIC STAFF / FACULTY | New | EVT+6 | DEST |

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| 51 | UWHR0400. | PERSONNEL RECORD - UNIVERSITY STAFF, ACADEMIC STAFF AND FACULTY - INSTITUTIONAL LEVEL | New | EVT+10 | DEST |
| 52 | UWHR0401. | PERSONNEL FILE INCLUDING FACULTY CAREER FILE - TENURED FACULTY AND INDEFINITE (ALL CAMPUSES) | New | EVT+30 | UW-TRANS |
| 53 | UWHR0402. | PERSONNEL FILE - ACADEMIC & NON-TENURED FACULTY (ALL CAMPUSES EXCEPT UW-MADISON) | New | EVT+10 | UW-TRANS |
| 54 | UWHR0403. | PERSONNEL FILE - ACADEMIC & NON-TENURED FACULTY (FOR UW-MADISON) | New | EVT+10 | DEST |
| 55 | UWHR0404. | PERSONNEL FILE - PHD, GRADUATE, TEACHING ASSISTANT OR RESEARCHER, EMPLOYEES IN TRAINING, FELLOWSHIP AND POST GRADUATE ASSOCIATES | New | EVT+6 | DEST |
| 56 | UWHR0405. | VOLUNTEER AND UNPAID INTERNSHIPS | New | EVT+2 | DEST |
| 57 | UWHR0500. | EMPLOYEE MEDICAL INFORMATION FILES - DEPARTMENTAL | New | EVT+10 | DEST |
| 58 | UWHR0501. | HIPPA PRIVACY COMPLAINT FILES | New | EVT+6 | DEST |
| 59 | UWHR0600. | EAP - STATISTICAL REPORTS AND PROGRAM ACCOMPLISHMENTS | New | CR+5 | DEST |
| | | Misspelling corrected in event. | | | |
| 60 | UWHR0601. | EAP - EMPLOYEE ASSISTANCE CASE FILES | New | EVT+5 | DEST |
| 61 | UWHR0602. | EAP - EMPLOYEE ASSISTANCE SATISFACTION SURVEYS | New | EVT+0 | DEST |
| 62 | UWHR0603. | UNIVERSITY WELLNESS PROGRAM AND RELATED ACTIVITIES | New | CR+5 | DEST |
| 63 | UWHR0700. | H-1B AND E-3 LABOR CONDITION APPLICATIONS (LCA) PUBLIC ACCESS FILES | New | EVT+1 | DEST |
| 64 | UWHR0701. | PERM = PROGRAM ELECTRONIC REVIEW MANAGEMENT (ALSO REFERRED TO AS "LABOR CERTIFICATION") | New | EVT+5 | DEST |
| 65 | UWHR0702. | H-1B, TN, E-3, O1, AND J1 FILES (APART FROM THE ABOVE CLA, WHEN APPLICABLE) | New | EVT+3 | DEST |
| 66 | UWHR0703. | PR (PERMANENT RESIDENCY) FILES (APART FROM THE ABOVE PERM FILES, WHEN APPLICABLE) | New | EVT+5 | DEST |
| 67 | UWHR0800. | STUDENT EVALUATIONS OR SUMMARY OF TENURED FACULTY, ACADEMIC STAFF, TEACHING ASSISTANTS AND PA'S | New | EVT+5 | DEST |
| 68 | UWHR0801. | STUDENT EVALUATIONS OR SUMMARY OF PROBATIONARY FACULTY FOR TENURE | New | EVT+5 | DEST |
| 69 | UWHR0802. | FACULTY TENURE FILE - SUCCESSFUL AND UNSUCCESSFUL | New | EVT+6 | UW-TRANS |
| 70 | UWHR0900. | EMPLOYEE TRAINING REQUEST DOCUMENTATION | New | CR+1 | DEST |
| 71 | UWHR0901. | COURSE EVALUATION FOR EMPLOYEE TRAINING | New | CR+1 | DEST |
| 72 | UWHR0902. | HUMAN RESOURCE TRAINING VENDORS | New | EVT+1 | DEST |

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| 73 | UWHR0903. | HUMAN RESOURCE TRAINING COURSE MATERIALS | New | EVT+5 | DEST |
| 74 | UWHR0904. | HUMAN RESOURCE FOR TRACKING EMPLOYEE TRAINING | New | EVT+5 | DEST |
| 292- WI TECHNICAL COLLEGE SYSTEM | | | | | |
| /292/ | WISCONSIN TECHNICAL COLLEGE SYSTEM | | | | |
| 75 | 00021000. | EMERGENCY MEDICAL SERVICES EXAM RESULT BOOKS | Renewal | CR+7 | DEST |
| | | Misspelling corrected in description. | | | |
| 76 | 00028000. | FIRE SERVICE RECORDS | Renewal | CR+7 | DEST |
| | | Misspelling corrected in description. | | | |
| 370-NATURAL RESOURCES | | | | | |
| /014/ | PARKS & RECREATION | | | | |
| 77 | 00014000. | PARKS AND RECREATION CONCESSION AGREEMENTS | Amendment | EVT+10 | DEST |
| 78 | 00139000. | PROPOSED ACQUISITION SITE CASE FILE - STATE PARK, SOUTHERN FOREST, TRAIL & RECREATION AREA - NOT ACQUIRED | Amendment | P | PERM |
| 79 | 00140000. | STATE PARK, SOUTHERN FOREST, TRAIL & RECREATIONAL AREA HISTORY CASE FILES | Amendment | EVT+10 | SHSW |
| 80 | 00140A00. | STATE PARK, SOUTHERN FOREST, TRAIL & RECREATION AREA PLANNING CASE FILE | Amendment | EVT+1 | DEST |
| 81 | 00187000. | ICE AGE TRAIL CASE FILE | Amendment | P | PERM |
| 82 | 00189000. | ICE AGE NATIONAL SCIENTIFIC RESERVE CASE FILE | Amendment | P | PERM |
| 83 | 00201000. | PARKS AND RECREATION LAND AND FACILITY AGREEMENTS AND LEASES | Amendment | EVT+10 | DEST |
| 84 | 00205000. | PARKS RESERVATIONS DATA | Amendment | CR+10 | DEST |
| 85 | 00206000. | STATE PARKS, TRAILS, SOUTHERN FORESTS AND RECREATION ATTENDANCE DATA | Amendment | EVT | DEST |
| | | Description updated. Retention and event changed. | | | |
| 86 | 00209000. | WISCONSIN STATE PARK SYSTEM (WSPS) PROMOTIONAL EVENTS CASE FILES | Amendment | EVT+3 | SHSW |
| 87 | 01157000. | DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS DATA DETAIL | New | EVT+25 | DEST |
| 88 | 01158000. | DISABLED VETERAN FREE STATE PARK / FOREST / TRAIL PASS APPLICATION (FORM 2500-123) | New | CR+1 | DEST |

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| /034/ | <i>SCIENCE SERVICES</i> | | | | |
| 89 | 00183000. | ENVIRONMENTAL SITE REGISTER (ESR) DATA FILE | Amendment | CR+20 | DEST |
| 90 | 00184000. | ENVIRONMENTAL FEE POLICIES | Amendment | CR+20 | DEST |
| 91 | 01168000. | DNR SWITCHBOARD PORTAL | New | EVT+50 | DEST |
| /082/ | <i>LEGAL SERVICES</i> | | | | |
| 92 | 00170000. | LEGAL CASE FILES | Amendment | EVT+5 | DEST |
| 93 | 00750000. | REHEARINGS - BLS REFERENCE FILE | Amendment | EVT+5 | DEST |
| 94 | 00750A00. | CONTESTED CASE HEARING LOG AND REHEARING LOG | Amendment | CR+10 | DEST |
| 95 | 00751000. | SMALL CLAIMS CASE FILES | Amendment | EVT+5 | DEST |
| 96 | 00751A00. | SMALL CLAIMS FILES RESULTING IN JUDGEMENTS: OFFICIAL COPY | Amendment | EVT+20 | DEST |
| 97 | 00751B00. | SMALL CLAIMS LOG & SUMMARY DATA ELECTRONIC FILE | Amendment | EVT+20 | DEST |
| 98 | 01159000. | LITIGATION CASE FILES - PRECEDENT SETTING OR HISTORICALLY SIGNIFICANT | New | EVT+20 | SHSW |
| 395-TRANSPORTATION | | | | | |
| /221/ | <i>DMV - DRIVER INFORMATION</i> | | | | |
| 99 | 00101000. | SAFETY RESPONSIBILITY (SR) CASE FILE | Amendment | EVT+3 | DEST |
| 410-CORRECTIONS | | | | | |
| | | ALL RDA SUBMISSIONS WITHDRAWN BY AGENCY | | | |
| 100 | 00017000. | EMPLOYEE RECORDINGS USED FOR PRACTICE, TECHNIQUE TRAINING AND QUALITY ASSURANCE MONITORING RECORDS | New | EVT+1 DAY | DEST |
| 101 | 00055A00. | EXECUTIVE DIRECTIVES - INDEX | Renewal | EVT+0 | DEST |
| 102 | 00056000. | PUBLIC RECORDS REQUESTS - OFFICIAL RECORD | Renewal | EVT+7 | DEST |
| 103 | 00056A00. | PUBLIC RECORDS - PROCEDURAL | Renewal | EVT+0 | DEST |
| 104 | 00056B00. | PUBLIC RECORDS REQUEST TRACKING SYSTEM - INPUTS AND OUTPUTS | Renewal | EVT+7 | DEST |
| 105 | 00057000. | RESEARCH PROJECTS CASE FILE - APPROVED PROJECTS | Renewal | EVT+7 | SHSW |
| 106 | 00057A00. | RESEARCH PROJECTS CASE FILE - DENIED/WITHDRAWN | Renewal | EVT+3 | DEST |
| 107 | 00057B00. | RESEARCH PROJECTS CASE FILE - NO PROTOCOLS RETURNED | Renewal | EVT+2 | DEST |
| 108 | 00057C00. | RESEARCH PROJECTS CASE FILE - OFFENDER RESEARCH LOGS | Renewal | EVT+0 | DEST |
| 109 | 00070000. | INCIDENT REPORTS | Renewal | EVT+11 | DEST |
| 110 | 00082000. | FRATERNIZATION POLICY - EXCEPTIONS | Amendment | EVT+8 | DEST |
| 111 | 00083000. | LITIGATION FILES - ALL EXCEPT LEGAL COUNSEL FILES | Renewal | EVT+7 | DEST |
| 112 | 00098000. | WHISTLEBLOWER / COMPLAINT FILES | Renewal | EVT+11 | DEST |

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| 113 | 00237000. | DEPARTMENTAL INTERNAL POLICIES AND PROCEDURES | Amendment | EVT+60 | DEST |
| 114 | 00238000. | SUBJECT FILE - USED FOR POSITIONS EXCEPT APPOINTED STAFF OR EQUIVALENT POSITIONS | Renewal | EVT+0 | DEST |

| 425-EMPLOYMENT RELATIONS COMMISSION | | | | | |
|--|--|---|-----------|--------|------|
| /425/ | <i>EMPLOYMENT RELATIONS COMMISSION</i> | | | | |
| 115 | 00001000. | FACT FINDING CASE FILES | Amendment | EVT+1 | DEST |
| 116 | 00002000. | INTEREST ARBITRATION CASE FILES (NON-POLICE AND FIREFIGHTERS) | Amendment | EVT+1 | DEST |
| 117 | 00003000. | MUNICIPAL INTEREST ARBITRATION CASE FILES (POLICE AND FIREFIGHTERS) | Amendment | EVT+1 | DEST |
| 118 | 00004000. | GRIEVANCE ARBITRATION CASE FILES | Amendment | EVT+1 | DEST |
| 119 | 00005000. | REFERENDUM CASE FILES | Amendment | EVT+1 | DEST |
| 120 | 00006000. | DECLARATORY RULING CASE FILES - DECISIONS ISSUED | Amendment | EVT+5 | DEST |
| 121 | 00006A00. | DECLARATORY RULING CASE FILES - NO WERC HEARING | Amendment | EVT+1 | DEST |
| 122 | 00007000. | CIRCUIT COURT CASE FILES | Amendment | EVT+10 | SHSW |
| 123 | 00008000. | COMPLAINT CASE FILES - DECISIONS ISSUED | Amendment | EVT+5 | DEST |
| 124 | 00008A00. | COMPLAINT CASE FILES - NO COMMISSION ACTION | Amendment | EVT+1 | DEST |
| 125 | 00009000. | ELECTION / UNIT CLARIFICATION CASE FILES - ELECTION HELD | Amendment | EVT+5 | DEST |
| 126 | 00009A00. | ELECTION / UNIT CLARIFICATION CASE FILES - NO COMMISSION ACTION | Amendment | EVT+1 | DEST |
| 127 | 00010000. | MEDIATION CASE FILES | Amendment | EVT+1 | DEST |
| 128 | 00011000. | LANDMARK CASE FILES | Amendment | EVT+10 | SHSW |
| 129 | 00012000. | GRIEVANCE ARBITRATION AD HOC PANEL REQUESTS | Amendment | FIS+1 | DEST |
| 130 | 00013000. | COMPLAINT DECISIONS AND INDEX | Amendment | EVT+10 | SHSW |
| 131 | 00015000. | DISPUTE NOTICES | Amendment | FIS+4 | DEST |
| 132 | 00016000. | DOCKET SHEETS | Amendment | P | PERM |
| 133 | 00017000. | PERSONNEL APPEAL CASE FILES - DECISION ISSUED | Amendment | EVT+5 | DEST |
| 134 | 00017B00. | PERSONNEL APPEAL CASE FILES - NO COMMISSION ACTION | New | EVT+1 | DEST |
| 135 | 00020000. | DAILY MAIL LOGS | Amendment | CR+1 | DEST |
| 136 | 00021000. | AD HOC ARBITRATOR FILES | Amendment | EVT+5 | SHSW |
| 137 | 00022000. | ELECTION / UNIT CLARIFICATIONS DECISIONS AND INDEX | Amendment | EVT+10 | SHSW |
| 138 | 00024000. | INTEREST ARBITRATION AWARDS AND INDEX | Amendment | EVT+10 | SHSW |
| 139 | 00025000. | PERSONNEL APPEAL DECISIONS AND INDEX | Amendment | EVT+10 | SHSW |
| 140 | 00026000. | ANNUAL CERTIFICATION ELECTION CASE FILES - ELECTION HELD | New | EVT+5 | DEST |
| 141 | 00026A00. | ANNUAL CERTIFICATION ELECTION CASE FILES - NO COMMISSION ACTION | New | EVT+1 | DEST |
| 142 | 00027000. | LABOR MANAGEMENT COOPERATION CASE FILES | New | EVT+1 | DEST |

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| 143 | 00028000. | IMPARTIAL HEARING OFFICER CASE FILES | New | EVT+1 | DEST |
| 144 | 00029000. | FORM D WAGE AND BENEFITS FORMS | New | EVT+1 MO | SHSW |
| 145 | 00030000. | NOTICES OF CONSEQUENCE | New | EVT+2 | DEST |
| 146 | 00031000. | 10-DAY NOTICE OF INTENT TO STRIKE | New | EVT+2 | DEST |
| 147 | 00032000. | VOLUNTARY IMPASSE RESOLUTION PROCEDURE CASE FILES | New | EVT+1 | DEST |
| 148 | 00033000. | ANNUAL CERTIFICATION ELECTION ORIGINAL DECISIONS AND INDEX | New | EVT+10 | SHSW |
| 149 | 00034000. | IMPARTIAL HEARING OFFICER CASE ORIGINAL DECISIONS AND INDEX | New | EVT+10 | SHSW |
| 150 | 00035000. | FACT FINDING CASE ORIGINAL RECOMMENDATIONS AND INDEX | New | EVT+10 | SHSW |
| 151 | 00036000. | GRIEVANCE ARBITRATION CASE ORIGINAL AWARDS AND INDEX | New | EVT+10 | SHSW |
| 152 | 00037000. | DECLARATORY RULING CASE ORIGINAL DECISIONS AND INDEX | New | EVT+10 | SHSW |
| 153 | 00038000. | REFERENDUM CASE ORIGINAL DECISIONS AND INDEX | New | EVT+10 | SHSW |

| 432-BOARD ON AGING & LONG TERM CARE | | | | | |
|-------------------------------------|---------------------------------|----------------------------------|---------|------|------|
| /432/ | BOARD ON AGING & LONG TERM CARE | | | | |
| 154 | 00001000. | LONG TERM CARE OMBUDSMAN RECORDS | Renewal | CR+5 | DEST |
| 155 | 00002000. | MEDIGAP HELPLINE RECORDS | New | CR+5 | DEST |

| 435-HEALTH SERVICES | | | | | |
|---------------------|--|---|-----------|-------|------|
| 156 | 00828000. | RECORDS CREATED SOLELY FOR DATA ENTRY | Amendment | EVT+0 | DEST |
| | | Withdrawn by agency. | | | |
| /225/ | DMHSAS AND DLTC - FACILITIES | | | | |
| 157 | 00557000. | PRESCRIPTIONS - GO HOME | Amendment | CR+7 | DEST |
| /402/ | DHCAA - ENROLLMENT POLICY & SYSTEMS, BUREAU OF | | | | |
| 158 | 01084000. | FRAUD PREVENTION, INVESTIGATION AND THEIR BUDGETS | Amendment | EVT+8 | DEST |
| /707/ | DLTC -CHILDRENS SERVICES | | | | |
| 159 | 00667000. | KATIE BECKETT CASE FILES | Amendment | EVT+6 | DEST |

| 437-CHILDREN & FAMILIES | | | | | |
|-------------------------|---|---|-----------|-------|------|
| 160 | 00293000. | CASE RECORDS | Amendment | EVT+3 | DEST |
| | | Description changed and legal citation corrected. | | | |
| 161 | 00376000. | PROGRAM INTEGRITY INVESTIGATION FILES - WI SHARES VIOLATION | Amendment | EVT+7 | DEST |
| /310/ | CHILD WELFARE LICENSING: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF | | | | |
| 162 | 00400000. | LICENSING FILES - APPROVED FACILITIES | Amendment | EVT+6 | DEST |

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| Division # | Division Name | | | | |
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| 163 | 00400A00. | LICENSING FILES - DENIED / REVOKED FACILITIES | Amendment | EVT+10 | DEST |
| 164 | 00400C00. | LICENSING FILES - UNLICENSED COMPLAINTS | Amendment | CR+6 | DEST |
| /500/ | <i>ADMINISTRATOR'S OFFICE: ENTERPRISE SOLUTIONS, DIVISION OF</i> | | | | |
| 165 | 00352000. | DELINQUENT OVERPAYMENT COLLECTIONS | Amendment | EVT+4 | DEST |
| 445-WORKFORCE DEVELOPMENT | | | | | |
| 166 | 00323000. | NON-POLICY COMMUNICATIONS | Amendment | EVT+1 | DEST |
| /150/ | <i>OFFICE OF THE SECRETARY</i> | | | | |
| 167 | 00373000. | LEAD STAFF MEMOS | Amendment | CR+3 | SHSW |
| 168 | 00480000. | EXTERNAL COMMUNICATIONS | New | CR+3 | SHSW |
| 169 | 00481000. | INTERNAL COMMUNICATIONS | New | CR+3 | DEST |
| 170 | 00482000. | PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATION | New | CR+3 | DEST |
| /620/ | <i>UNEMPLOYMENT INSURANCE</i> | | | | |
| 171 | 00001000. | CANCELLED CONTRIBUTION TAX REFUND CHECKS | Renewal | EVT+4 | DEST |
| 172 | 00002000. | CANCELLED BENEFIT - SPECIAL CHECKS - PAPER | Renewal | EVT+4 | DEST |
| 173 | 00003000. | CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS | Renewal | EVT+1 | DEST |
| 174 | 00003A00. | CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS - CD'S | Renewal | EVT+10 | DEST |
| 175 | 00020B00. | "1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX YEAR TO DATE SUMMARY FILES | Renewal | EVT+10 | DEST |
| 176 | 00020D00. | "1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX TNNI (TEN NINETY NINE) FILE | Renewal | EVT+10 | DEST |
| 177 | 00020E00. | "1099" UNEMPLOYMENT INSURANCE BENEFITS / TAX - MISCLASSIFIED WORKERS | Renewal | EVT+4 | DEST |
| 178 | 00047000. | UI BUREAU OF TAX AND ACCOUNTING EMPLOYER RECORDS | Renewal | EVT+90 DAYS | DEST |
| 179 | 00047B00. | UI QUARTERLY TAX (CONTRIBUTION) REPORT | Amendment | EVT+6 | DEST |
| 180 | 00047C00. | UI QUARTERLY TAX (CONTRIBUTION) REPORTS, APPEALS PENDING, BANKRUPTCIES, AND DELINQUENT EMPLOYERS | Renewal | EVT+6 | DEST |
| 181 | 00049B00. | UI QUARTERLY WAGE REPORT | Renewal | EVT+6 | DEST |
| 182 | 00049C00. | UI QUARTERLY WAGE REPORT- APPEALS, BANKRUPTCIES, AND DELINQUENT EMPLOYERS | Renewal | EVT+6 | DEST |
| 183 | 00049D00. | UI QUARTERLY WAGE REPORT APPLICATION RECORDS | Renewal | EVT+6 | DEST |
| 184 | 00049E00. | UI QUARTERLY WAGE REPORT APPLICATION RECORDS - WAGE ONLY EMPLOYERS | Renewal | EVT+0 | DEST |

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| 185 | 00050000. | UI QUARTERLY WAGE REPORTS | Renewal | EVT+0 | DEST |
| 186 | 00056000. | UI RECEIPT BOOKS | Renewal | EVT+6 | DEST |
| 187 | 00057000. | UI DEPOSIT SLIPS, CREDIT MEMOS AND DEPOSIT TAPES | Renewal | EVT+4 | DEST |
| 188 | 00058000. | MONTHLY SUMMARY TOTALS AND VOUCHERS | Renewal | EVT+6 | DEST |
| 189 | 00061000. | LEGISLATIVE AUDIT BUREAU REPORTS AND OTHER REPORTS FOR NON-DWD AUDITOR | Renewal | EVT+1 | DEST |
| 190 | 00065000. | UNEMPLOYMENT INSURANCE (UI) BENEFIT CLAIMANT RECORDS | Amendment | EVT+90 DAYS | DEST |
| 191 | 00065A00. | PROGRAM INTEGRITY HISTORY RECORDS | Amendment | EVT+6 | DEST |
| 192 | 00068000. | CHECK BATCH RECORDS | Renewal | EVT+4 | DEST |
| 193 | 00072000. | RETURN CHECK RECORD | Renewal | EVT+4 | DEST |
| 194 | 00082D00. | NON-SUBJECT EMPLOYER HISTORY FILES | Renewal | EVT+3 | DEST |
| 195 | 00083E00. | SUBJECT EMPLOYER HISTORY FILES - DELINQUENT MONETARY INITIAL DETERMINATIONS | Renewal | CR+15 | DEST |
| 196 | 00083G00. | SUBJECT EMPLOYER HISTORY FILES | Renewal | EVT+4 | DEST |
| 197 | 00083H00. | SUBJECT EMPLOYER HISTORY FILES - TAX DELINQUENCY | Renewal | EVT+10 | DEST |
| 198 | 00088000. | OUTSTANDING CHECK LISTS | Renewal | CR+5 | DEST |
| 199 | 00089000. | BANK RECONCILIATIONS | Renewal | FIS+4 | DEST |
| 200 | 00097D00. | COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, FULL RECOVERY | Renewal | EVT+10 | DEST |
| 201 | 00097E00. | COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, PARTIAL OR NO RECOVERY | Renewal | EVT+4 | DEST |
| 202 | 00157000. | RETURNED CHECK INDEX CARDS | Renewal | CR+4 | DEST |
| 203 | 00159000. | REPLACEMENT CHECK AUTHORIZATION | Renewal | EVT+4 | DEST |
| 204 | 00182000. | TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS | Amendment | EVT+4 | DEST |
| 205 | 00185000. | INTERSTATE BENEFIT AND COMBINED WAGE RECORDS | Amendment | EVT+4 | DEST |
| 206 | 00223000. | BENEFIT CLAIMANT HISTORY AND ADJUDICATION / CALL CENTER RECORDS | Amendment | EVT+6 | DEST |
| 207 | 00236B00. | UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER | Amendment | EVT+4 | DEST |
| 208 | 00258000. | NEW HIRE TRANSACTION AUDIT LOG | Amendment | CR+1 | DEST |
| 209 | 00259000. | NEW HIRE REPORTS | Amendment | EVT+1 DAY | DEST |
| 210 | 00259B00. | STATE DIRECTORY OF NEW HIRES | Amendment | EVT+6 | DEST |
| 211 | 00308A00. | REQUIRED FEDERAL STATISTICAL REPORTS | Amendment | EVT+4 | DEST |
| 212 | 00336000. | UI BENEFITS APPLICATION SYSTEM | Amendment | EVT+6 | DEST |
| 213 | 00336A00. | INITIAL CLAIMS - INCOMPLETE | Amendment | CR+28 DAYS | DEST |

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| 214 | 00336B00. | WEEKLY BENEFIT CLAIMS | Amendment | EVT+6 | DEST |
| 215 | 00336C00. | WEEKLY BENEFIT CLAIMS - LVIS | Amendment | EVT+3 WKS | DEST |
| 216 | 00336D00. | IVR / INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS | Amendment | EVT+3 | DEST |
| 217 | 00336E00. | UNEMPLOYMENT INSURANCE (UI) HANDBOOKS - EMPLOYER AND CLAIMANT | Renewal | EVT+7 | DEST |
| 218 | 00338000. | STATE UNEMPLOYMENT INSURANCE TAX ENTERPRISE SYSTEM (SUITES) EMPLOYER ACCOUNT RECORD | Amendment | EVT+15 | DEST |
| 219 | 00338A00. | TAX COLLECTION LETTERS | Amendment | EVT+6 | DEST |
| 220 | 00338B00. | UI TAX AUDIT - UI FIELD AUDIT APPLICATION RECORDS | Amendment | EVT+4 | DEST |
| 221 | 00338C00. | UI TAX AUDIT - COMPLETED UI FIELD AUDITS | Amendment | EVT+6 | DEST |
| 222 | 00338E00. | BENEFIT COLLECTION LETTERS | Amendment | EVT+4 | DEST |
| 223 | 00338I00. | OUTGOING CORRESPONDENCE | Amendment | CR+6 | DEST |
| 224 | 00338J00. | GREAT PLAINS GENERAL LEDGER | Renewal | EVT+6 | DEST |
| 225 | 00339000. | UI TAX AND ACCOUNTING MANAGEMENT REPORTS | Renewal | EVT+6 | DEST |
| 226 | 00379000. | CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM | Renewal | EVT+0 | DEST |
| 227 | 00379A00. | ADJUDICATION SCHEDULING APPLICATION RECORDS | Amendment | CR+9 MOS | DEST |
| 228 | 00389000. | COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT | Amendment | CY+6 | DEST |
| 229 | 00436000. | UI SSA QUERIES AUDIT TRAIL (UIQ) | Renewal | CR+7 | DEST |
| 230 | 00465000. | IRS FEDERAL TAX INFORMATION | Renewal | EVT+6 | DEST |
| 231 | 00475000. | BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS | New | EVT+0 | DEST |
| /700/ | <i>ADMINISTRATOR'S OFFICE</i> | | | | |
| 232 | 00279000. | FOCUS GROUPS AND LISTENING SESSIONS - MATERIALS AND REPORTS | Amendment | EVT+7 | DEST |
| 233 | 00284000. | PROMOTIONAL MATERIAL | Amendment | CR+1 | DEST |
| 234 | 00476000. | SCREENING MATERIALS | New | CR+1 | DEST |
| 235 | 00477000. | REGISTRATIONS | New | CR+1 | DEST |
| 236 | 00478000. | LABOR LAW TRAINING SEMINARS | New | EVT+2 | DEST |
| 237 | 00479000. | CONFERENCE PLANNING AND HOSTING | New | EVT+2 | DEST |
| 455-JUSTICE | | | | | |
| /101/ | <i>CIVIL LITIGATION</i> | | | | |
| 238 | 00042000. | ADMINISTRATIVE FILES - INFORMAL OPINIONS | Renewal | P | PERM |
| /202/ | <i>BUREAU OF JUSTICE INFORMATION & ANALYSIS</i> | | | | |
| 239 | 00006000. | UNIFORM CRIME REPORTING DATA FORMS | Renewal | CR+4 | DEST |

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| 505-ADMINISTRATION | | | | | |
|---------------------------|--|-----------------------------|-----|-------|------|
| /334/ | RECORDS MANAGEMENT-ENTERPRISE OPERATIONS | | | | |
| 240 | 00943000. | RECORDS MANAGEMENT REVIEWS | New | EVT+5 | SHSW |
| | | Disposition changed. | | | |

| 765-033-LEG AUDIT BUREAU | | | | | |
|---------------------------------|--------------------------|--|-----------|--------|------|
| /765-033/ | LEGISLATIVE AUDIT BUREAU | | | | |
| 241 | 00001000. | REPORTS | Amendment | CR+20 | DEST |
| 242 | 00002000. | AUDIT WORKPAPERS - PERFORMANCE EVALUATIONS, MANAGEMENT AUDITS, AND BEST PRACTICE REVIEWS | Amendment | EVT+10 | DEST |
| 243 | 00005000. | AUDIT WORKPAPERS - FINANCIAL AND COMPLIANCE AUDITS | Amendment | EVT+7 | DEST |
| 244 | 00007000. | WORKPAPERS AND OTHER DOCUMENTATION - FRAUD, WASTE, AND MISMANAGEMENT HOTLINE | Amendment | EVT+10 | DEST |

| GENERAL SCHEDULES | | | | | |
|--------------------------|--|---|-----|-------|------|
| | Entire Submission Held by Board - Not Approved | | | | |
| | <i>WISCONSIN'S PUBLIC LIBRARIES AND PUBLIC LIBRARY SYSTEMS</i> | | | | |
| 245 | 00001000. | BYLAWS | New | EVT | DEST |
| 246 | 00002000. | ANNUAL REPORTS | New | EVT+2 | DEST |
| 247 | 00003000. | DONOR FILES - MONETARY DONATIONS | New | EVT+5 | DEST |
| | | Added RDA to separate monetary and property donations. | | | |
| 248 | 00004000. | DONOR FILES - PROPERTY DONATIONS | New | EVT+5 | DEST |
| 249 | 00005000. | PATRON INCIDENT AND DISCIPLINARY FILES | New | EVT+5 | DEST |
| 250 | 00006000. | PURCHASE REQUEST | New | EVT+1 | DEST |
| 251 | 00007000. | REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS | New | EVT+6 | DEST |
| 252 | 00008000. | LEGAL OPINIONS | New | EVT+5 | DEST |
| | | Examples and legal reference updated. | | | |
| 253 | 00009000. | LITIGATION FILES | New | EVT+5 | DEST |
| | | Legal reference updated. | | | |
| 254 | 00010000. | ACCIDENT REPORTS / CLAIMS | New | EVT+7 | DEST |
| 255 | 00011000. | BUDGET RECORDS | New | FIS+6 | DEST |
| 256 | 00012000. | ANNUAL INVENTORY AND DEPRECIATION SCHEDULES | New | FIS+5 | DEST |
| 257 | 00013000. | BIBLIORAPHIC RECORDS AND FINDING AIDS | New | EVT | DEST |

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| 258 | 00014000. | ITEM LEVEL RECORD | New | EVT | DEST |
| 259 | 00015000. | AUTHORITY FILES | New | EVT | DEST |
| 260 | 00016000. | PATRON REGISTRATION AND APPLICATION FORMS | New | EVT | DEST |
| 261 | 00017000. | PATRON LEVEL RECORD | New | EVT | DEST |
| 262 | 00018000. | OVERDUE NOTICES | New | EVT | DEST |
| 263 | 00019000. | LIBRARY USE REPORTS AND STATISTICS | New | CR+1 | DEST |
| 264 | 00020000. | INTERLIBRARY LOAN RECORDS | New | EVT | DEST |
| | | Event changed. | | | |
| 265 | 00021000. | INTERLIBRARY LOAN REQUEST RECORDS | New | EVT+30 DAYS | DEST |
| 266 | 00022000. | LOG OF INTERLIBRARY LOAN TRANSACTIONS | New | EVT+30 DAYS | DEST |
| 267 | 00023000. | INTERNET, EQUIPMENT OR ROOM USE AGREEMENTS | New | EVT | DEST |
| 268 | 00024000. | REFERENCE REQUESTS AND RESPONSES | New | EVT | DEST |
| 269 | 00025000. | PROGRAMMING AND EVENTS FILES | New | EVT+1 | DEST |
| 270 | 00026000. | CONTEST ENTRY FORMS | New | EVT+30 DAYS | DEST |
| 271 | 00027000. | PRESS RELEASES | New | CR+5 | DEST |
| 272 | 00028000. | SYSTEM PLANS | New | EVT+10 | DEST |
| 273 | 00029000. | MATERIALS AND ROTATING COLLECTIONS RECORDS | New | EVT | DEST |
| 274 | 00030000. | MATERIALS AND ROTATING COLLECTIONS USE SUMMARY | New | EVT+30 DAYS | DEST |
| 275 | 00031000 | DELIVERY SERVICE FORMS | New | EVT | DEST |

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COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

| COUNTIES | | | | | |
|-----------------|-----------------|--|-----------|---------|---------|
| /067/ | WAUKESHA COUNTY | | | | |
| 276 | 00001000. | WAUKESKA COUNTY: COUNTY WIDE SCHEDULES | Amendment | Various | Various |
| | | Retention event updated on all schedules. | | | |
| | | A0125: description updated. | | | |
| | | A0041: notification changed. | | | |
| | | A0064: event updated. | | | |
| | | V06003: description and event changed. | | | |
| | | V09013: citation removed and retention changed. | | | |
| | | B0066: Misspelling corrected. | | | |
| | | A0125 and A0136 Held by Board - Not Approved | | | |

| MUNICIPALITIES | | | | | |
|-----------------------|-----------------|---|-----------|--------|------|
| /013251/ | CITY OF MADISON | | | | |
| 277 | GS000001. | ACCOUNTS RECEIVABLE & ACCOUNTS PAYABLE | Amendment | FIS+7 | DEST |
| 278 | GS000030. | CONTRACTS | Amendment | EVT+10 | DEST |
| /013251/02/ | ATTORNEY | | | | |
| 279 | AT000002. | BUILDING, HEALTH & FIRE CODE VIOLATIONS | Amendment | CR+5 | DEST |
| 280 | AT000005. | CONTESTED TRAFFIC VIOLATIONS | Amendment | CR+3 | DEST |
| /013251/33/ | COMPTROLLER | | | | |
| 281 | CP000012. | RISK MANAGEMENT LIABILITY CLAIMS & INCIDENT REPORTS | Amendment | CR+30 | DEST |
| 282 | CP000013. | INSURANCE POLICY - LIABILITY | Amendment | P | PERM |
| 283 | CP000014. | UNDERWRITING & RUN LOSS | Renewal | FIS+7 | DEST |
| 284 | CP000018. | INSURANCE CERTIFICATES | New | FIS+10 | DEST |
| 285 | CP000020. | INSURANCE POLICY - PROPERTY | New | FIS+7 | DEST |

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| 286 | CP000021. | WORKER'S COMPENSATION CLAIM CASE FILES | New | FIS+50 | DEST |
| | | Retention and disposition changed. | | | |
| 287 | CP000022. | PROPERTY INSURANCE CLAIMS | New | FIS+7 | DEST |
| 288 | CP000023. | GARNISHMENTS | New | EVT+8 | DEST |
| <i>/013251/34/</i> | <i>INFORMATION SERVICES</i> | | | | |
| 289 | IT000021. | RECORDS RETENTION / DISPOSITION AUTHORIZATIONS | New | EVT+25 | DEST |
| 290 | IT000022. | RECORDS INVENTORY DISPOSITION | New | CR+25 | DEST |
| <i>/013251/38/</i> | <i>HUMAN RESOURCES</i> | | | | |
| 291 | HR000001. | APPEALS AND PETITIONS | Amendment | EVT+3 | DEST |
| 292 | HR000002. | CLASSIFICATION STUDIES | Amendment | FIS+2 | DEST |
| 293 | HR000006. | FLEX SPENDING | Amendment | EVT+8 | DEST |
| 294 | HR000011. | LIFE AND WAGE INSURANCE | Amendment | EVT+8 | DEST |
| <i>/013251/72/</i> | <i>POLICE DEPARTMENT</i> | | | | |
| 295 | PD000007. | RIDE ALONG WAIVERS | Amendment | FIS+2 | DEST |
| 296 | PD000011. | ORDINANCE CITATIONS | Amendment | FIS+7 | DEST |
| 297 | PD000012. | WISCONSIN MOTOR VEHICLE ACCIDENT REPORT - MV4000 & MV4000E | Amendment | EVT+0 | DEST |
| 298 | PD000013. | LEAP REFERRALS | Amendment | EVT+0 | DEST |
| 299 | PD000014. | PSIA RECORDS | Amendment | FIS+40 | DEST |
| 300 | PD000100. | STATE UNIFORM CRIME REPORT | New | FIS+20 | DEST |
| | | Disposition changed. | | | |
| 301 | PD000101. | GENERAL & STANDARD OPERATING PROCEDURES | New | FIS+15 | DEST |
| 302 | PD000102. | PERSONAL CRISIS CONTACT FORM | New | EVT+0 | DEST |
| 303 | PD000103. | AFTER ACTION REPORT | New | FIS+20 | DEST |
| 304 | PD000104. | ASSET FORFEITURES | New | FIS+7 | DEST |
| 305 | PD000105. | TRUST BASED INITIATIVES | New | EVT+0 | SHSW |
| 306 | PD000201. | CITIZEN ACADEMIES | New | FIS+7 | DEST |
| 307 | PD000202. | YOUTH ACADEMIES AND EXPLORERS 911 | New | FIS+7 | DEST |
| 308 | PD000203. | ACTIVITY LOGS AND BULLETINS | New | FIS+12 | DEST |
| 309 | PD000300. | CONFIDENTIAL INFORMANT FILE / LOG | New | FIS+35 | DEST |
| 310 | PD000301. | ANONYMOUS TIPS | New | CR+30 DAYS | DEST |
| 311 | PD000302. | DRUG SUMMARY UNIT | New | FIS+7 | DEST |
| 312 | PD000303. | SEIZED VEHICLE FILE | New | EVT+7 | DEST |
| 313 | PD000304. | FLEET VEHICLE FILES (TASK FORCE) | New | EVT+7 | DEST |
| 314 | PD000305. | TASK FORCE EXPENSE ACCOUNT | New | FIS+4 | DEST |

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| 315 | PD000400. | PURSUIT REVIEW | New | FIS+40 | DEST |
| 316 | PD000500. | CIS DAILY BULLETIN AND BRIEFING MATERIALS | New | FIS+5 | DEST |
| 317 | PD000501. | PAWN SLIPS | New | FIS+3 | DEST |
| 318 | PD000502. | DAILY ARREST LOG | New | FIS+1 | DEST |
| 319 | PD000503. | CRIME ANALYST REPORTS | New | FIS+5 | DEST |
| 320 | PD000504. | SIU CANDIDATE PROGRAM FILES | New | FIS+50 | DEST |
| 321 | PD000600. | MPD PERSONNEL FILE | New | EVT+8 | DEST |
| 322 | PD000601. | PRE-EMPLOYMENT DOCUMENTATION - NOT HIRED | New | EVT+3 | DEST |
| 323 | PD000602. | DEPARTMENT EMPLOYEE PHOTO | New | EVT+0 | DEST |
| | | PII changed. | | | |
| 324 | PD000603. | ACADEMY AND INSERVICE COURSE FILES | New | FIS+20 | DEST |
| 325 | PD000604. | FIELD TRAINING OFFICER | New | EVT+8 | DEST |
| 326 | PD000605. | FIELD TRAINING OFFICER - PRIOR TO 2015 | New | FIS+50 | DEST |
| 327 | PD000606. | SPECIALIZED TRAINING - NON-MPD EMPLOYEES | New | FIS+7 | DEST |
| 328 | PD000607. | CANINE & MOUNTED PATROL | New | EVT+8 | DEST |
| 329 | PD000608. | ANNUAL PROMOTIONAL PROCESS | New | FIS+15 | DEST |
| 330 | PD000609. | CLOSED POSITION PROCESS FILES | New | EVT+1 | DEST |
| 331 | PD000610. | USE OF FORCE FORM | New | FIS+7 | DEST |
| 332 | PD000611. | FIREARMS & ARMORY | New | EVT+1 | DEST |
| 333 | PD000612. | LESS LETHAL WEAPON CHECKOUT | New | FIS+1 | DEST |
| 334 | PD000700. | PROPERTY ROOM MANUALS | New | EVT+15 | DEST |
| 335 | PD000701. | PROPERTY ROOM ACCESS | New | FIS+7 | DEST |
| 336 | PD000702. | PROPERTY INVENTORY & AUDIT | New | FIS+20 | DEST |
| 337 | PD000800. | FBI & DOJ AUDITS | New | FIS+4 | DEST |
| 338 | PD000801. | CASE FILES | New | CR+95 | DEST |
| 339 | PD000802. | CASE FILES - UNSOLVED | New | P | PERM |
| 340 | PD000805. | ARREST LOG | New | FIS+1 | DEST |
| 341 | PD000806. | FINGERPRINTS - PERMITS, EMPLOYEE AND SERVICE | New | EVT+1 DAY | DEST |
| 342 | PD000807. | PARKING TICKETS & SUPPLEMENTAL DOCUMENTS | New | FIS+7 | DEST |
| 343 | PD000808. | CITATION REVIEW & MODIFICATION DOCUMENTS | New | FIS+7 | DEST |
| 344 | PD000809. | TOW & IMPOUND RECORDS | New | FIS+7 | DEST |
| 345 | PD000900. | ABANDONMENT LOG | New | FIS+1 | DEST |
| 346 | PD000901. | LASER LOGS | New | EVT+7 | DEST |
| 347 | PD000902. | COMPLAINTS DOCUMENTATION | New | FIS+1 | DEST |

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| 348 | PD000903. | TRAFFIC STOP WARNING CARD | New | FIS+7 | DEST |
| 349 | PD000904. | VEHICLE PHOTOS | New | FIS+7 | DEST |
| 350 | PD000905. | TEMPORARY POSTING NO PARKING CHECKS | New | FIS+7 | DEST |
| 351 | PD000906. | TICKET REVIEW REQUESTS | New | FIS+7 | DEST |
| 352 | PD000907. | STREET USE & PARADE PERMITS | New | FIS+7 | DEST |
| 353 | PD000908. | SPECIAL EVENTS | New | FIS+7 | DEST |
| 354 | PD000909. | QUARTERLY PARKING & TRAFFIC ACTIVITY REPORTS | New | FIS+7 | DEST |
| | | Disposition changed. | | | |
| /013251/91/ | <i>CDA - REDEVELOPMENT</i> | | | | |
| 355 | CDA00001. | CDA REDEVELOPMENT - HOUSING PROJECTS | New | EVT+7 | DEST |
| 356 | CDA00002. | CDA VILLAGE WALK ON PARK | New | EVT+7 | DEST |
| /016281/ | CITY OF SUPERIOR | | | | |
| 357 | SPD00010. | MOBILE VIDEO RECORDINGS | Renewal | CR+4 MOS | DEST |
| /041251/ | <i>CITY OF MILWAUKEE</i> | | | | |
| 358 | 00123000. | CITY-WIDE RETENTION SCHEDULES | Amendment | Various | Various |

| OTHER LOCAL UNITS | | | | | |
|--|-------------------------|--|-----------|-------|------|
| <i>292-10 LAKESHORE TECHNICAL COLLEGE</i> | | | | | |
| /292.10/121/ | <i>PUBLIC SAFETY</i> | | | | |
| 359 | PUBS5010. | EMERGENCY MEDICAL SERVICE / FIRE FILES | New | CY+6 | DEST |
| <i>292-16 WISCONSIN INDIANHEAD TECHNICAL COLLEGE</i> | | | | | |
| /292.16/200/ | <i>ACADEMIC AFFAIRS</i> | | | | |
| 360 | AA000600. | FACULTY GENERATED STUDENT RECORDS - EVALUATIONS AND GRADEBOOKS | Amendment | CR+7 | DEST |
| 361 | AA001100. | FACULTY GENERATED STUDENT RECORDS - COURSEWORK AND ATTENDANCE | New | EVT+1 | DEST |
| | | Misspelling corrected in title. | | | |

Request and Disposition Legend

New: Submission has not been reviewed before
 Amendment: Submission has changes from previous version
 Renewal: Submission has no changes from previous version
 Extension: Sunset date extension request

** This index is a summary of Records Series submissions for this quarter.
 State agency record series' can be viewed on the Public Records Board website.

| Agency Name and # | | | Request * | Retention | Disposition * |
|-------------------|---------------|-----------|-----------------------------|-----------|---------------|
| Division # | Division Name | | | | |
| Index # | RDA # | RDA Title | (* see Legend on last page) | | |

DEST: Destroy or Destroy Confidential
 SHSW: Transfer to Wisconsin Historical Society
 UW-TRANS: Transfer to UW Archives
 TRANS OTHER: Transfer as noted on submission
 PERM: Retain Permanently