

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

<b>144-FINANCIAL INSTITUTIONS</b>					
/2400/	<i>BUREAU OF CONSUMER AFFAIRS</i>				
<b>1</b>	00005000.	FORMS PRACTICES AND PROCEDURES - NON-LICENSED	Amendment	EVT+25	DEST
/2500/	<i>LICENSED FINANCIAL SERVICES</i>				
<b>2</b>	00005A00.	FORMS PRACTICES AND PROCEDURES - LICENSED	New	EVT+25	DEST
/8100/	<i>FINANCIAL LITERACY</i>				
<b>3</b>	00148000.	FINANCIAL LITERACY / COLLEGE AFFORDABILITY	Amendment	CR+5	SHSW

<b>145-COMMISSIONER OF INSURANCE</b>					
/310/	<i>MARKET REGULATION</i>				
<b>4</b>	00038000.	GRIEVANCE REPORT	Renewal	EVT+10	DEST
<b>5</b>	00040000.	POLICY AND FORM FILINGS BY RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
<b>6</b>	00041000.	RATE FILINGS BY RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
<b>7</b>	00042000.	ORGANIZATION / LICENSE OF RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
<b>8</b>	00043000.	STATISTICAL PLANS FOR RATE SERVICE ORGANIZATIONS	Renewal	EVT+1	DEST
<b>9</b>	00044000.	RATE SERVICE ORGANIZATIONS EXAMINATION REPORTS	Renewal	EVT+1	DEST
<b>10</b>	00045000.	RATE FILINGS OF PROPERTY AND CASUALTY INSURERS	Renewal	EVT+5	DEST
<b>11</b>	00046000.	DIVIDEND PLAN FILINGS OF PROPERTY AND CASUALTY INSURERS	Renewal	EVT+5	DEST
<b>12</b>	00047000.	ACCIDENT & HEALTH RATE FILINGS	Renewal	EVT+1	DEST
<b>13</b>	00050000.	LIFE INSURANCE RATES AND DIVIDEND ILLUSTRATIONS	Renewal	EVT+6	DEST
<b>14</b>	00051000.	APPROVED INSURER FORM FILINGS	Renewal	EVT+10	DEST
<b>15</b>	00052000.	NON-APPROVED INSURER FORM FILINGS	Renewal	EVT+2	DEST
/320/	<i>CONSUMER COMPLAINT/MARKET REGULATION</i>				
<b>16</b>	00035000.	COMPLAINT FILES	Renewal	EVT+10	DEST
/400/	<i>AGENTS LICENSING</i>				
<b>17</b>	00130000.	INSURANCE LICENSE APPLICATION	Renewal	EVT+7	DEST

<b>255-PUBLIC INSTRUCTION</b>					
/002/	<i>OFFICE OF LEGAL SERVICES</i>				
<b>18</b>	00001000.	CHAPTER 115 APPEALS	Amendment	CR+7	SHSW
<b>19</b>	00002000.	INACTIVE COURT / APPEAL CASES / ADMINISTRATION COMPLAINTS	Amendment	CR+7	SHSW
<b>20</b>	00004000.	STATE BOARD FILES AND APPEALS	Amendment	CR+7	SHSW
<b>21</b>	00066000.	LEGAL CORRESPONDENCE	Amendment	CR+7	SHSW

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<b>285B-UW MILWAUKEE</b>					
22	00478000.	DISCOVERY CAMP PARTICIPATION FILES	New	EVT+2	DEST
<b>395-TRANSPORTATION</b>					
23	00720000.	TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPROVED PROJECT FILES	New	EVT+7	DEST
24	00721000.	TAP REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
25	00722000.	TAP CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
26	00723000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST
<b>410-CORRECTIONS</b>					
27	00103000.	LEGAL AND WRIT CASE FILES	Amendment	EVT+7	DEST
28	00227000.	PAROLE HEARING RECORDINGS	Amendment	EVT+6 MOS	DEST
<b>435-HEALTH SERVICES</b>					
/205/	<i>DCTS - WISCONSIN RESOURCE CENTER</i>				
29	00773000.	INMATE UNIT FILE	Amendment	EVT+8	DEST
30	00776000.	PATIENT / INMATE MAIL AND PROPERTY RECORDS	Amendment	EVT+7	DEST
/750/	<i>DPH - AGING AND DISABILITY RESOURCES</i>				
31	00550000.	WHITE HOUSE CONFERENCE ON AGING	Amendment	EVT+10	SHSW
32	00551000.	AGING STATE PLANS	Amendment	CR+6	SHSW
<b>437-CHILDREN &amp; FAMILIES</b>					
/300/	<i>MILWAUKEE CHILD PROTECTIVE SERVICES, DIVISION OF</i>				
33	01057000.	CHILD PROTECTIVE SERVICES AND CHILD WELFARE CASES	Amendment	EVT+20	DEST
<b>445-WORKFORCE DEVELOPMENT</b>					
/700/	<i>ADMINISTRATORS OFFICE</i>				
34	00334000.	WISCONSIN EMPLOYER AND JOB POSTINGS	Amendment	EVT+3	SHSW
35	00334C00.	JOB CENTER OF WISCONSIN POSTINGS	Renewal	EVT+3	DEST

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/730/	<i>BWITS</i>				
36	00397000.	PROGRAM HISTORY FILES - MASTER DATA SETS	Amendment	CR+25	DEST
37	00398000.	SUPPORTING DATA SETS	Amendment	EVT	DEST
38	00399000.	OFFICIAL PUBLISHED OUTPUT	Amendment	CR+25	DEST
<b>465-MILITARY AFFAIRS</b>					
39	00001000.	PRIOR SERVICE RECORDS	Amendment	P	PERM
<b>485-VETERANS AFFAIRS</b>					
/015/	<i>VETERANS HOMES - KING MEDICAL RECORDS</i>				
40	00045000.	MEMBER MEDICAL RECORDS	Amendment	EVT+5	DEST
<b>505-ADMINISTRATION</b>					
/711/	<i>HOUSING AND COMMUNITY RESOURCES</i>				
41	00105000.	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS	Amendment	EVT+7	DEST
42	00213000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - GRANT CASE FILES	Amendment	EVT+25	DEST
43	00217000.	CDBG SMALL CITIES PROGRAM - HOUSING GRANT CASE FILES AND ADMINISTRATION FILES	Amendment	EVT+5	DEST
44	00217A00.	CDBG SMALL CITIES PROGRAM - UNSUCCESSFUL GRANT APPLICATION	Amendment	EVT+1	DEST
45	00219000.	HOUSING COST REDUCTION INITIATIVE (HCRI) - HOUSING GRANT CASE FILES	Amendment	EVT+5	DEST
46	00221000.	INTEREST BEARING REAL ESTATE TRUST ACCOUNT (IBRETA)	Renewal	EVT+5	DEST
47	00222000.	TRANSITIONAL HOUSING PROGRAM (THP)	Amendment	EVT+5	DEST
48	00223000.	STATE SHELTER SUBSIDY GRANT PROGRAM	Amendment	EVT+7	DEST
49	00269000.	CDBG APPLICATIONS / GRANTS	Amendment	EVT+3	DEST
50	00353000.	HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - FINANCIAL REPORTS	Amendment	EVT+5	DEST
51	00354000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) HOMEBUYER - GRANT CASE FILES	Amendment	EVT+5	DEST
/900/	<i>INTERGOVERNMENTAL RELATIONS</i>				
52	00161A00.	MUNICIPAL RECORDS - PAPER - PRE-2015	New	EVT+2	SHSW

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<b>510-ELECTIONS COMMISSION</b>					
<b>53</b>	00009000.	ORIGINAL COUNTY CANVASSES ELECTION RETURNS FOR PRESIDENTIAL, STATEWIDE, LEGISLATIVE AND JUDICIAL CANDIDATES, RERERENDA	Renewal	CR+10	SHSW
<b>54</b>	00025000.	ELECTION DATA REPORTS	New	EVT+20	SHSW
<b>55</b>	00026000.	REPORTS AND SURVEYS RECEIVED FROM LOCAL ELECTION OFFICIALS	New	EVT+6 MOS	DEST
<b>56</b>	00027000.	VOTING EQUIPMENT TESTING MATERIALS	New	EVT+15	DEST

<b>566-REVENUE</b>					
/1120/	<i>AUDIT BUREAU</i>				
<b>57</b>	00232000.	TAX CORRESPONDENCE OTHER THAN TAX ACCOUNT INFO	Amendment	CR+3	DEST
/1160/	<i>AUDIT</i>				
<b>58</b>	00030100.	FEES FOR INSPECTION OF INCOME TAX RETURNS	Amendment	CR+5	DEST
/1230/	<i>COMPLIANCE-CENTRAL COLLECTION</i>				
<b>59</b>	00170000.	TAX PAYMENTS RECEIPT BOOKS	Amendment	EVT+2	DEST
/1335/	<i>TAX PROCESSING-UNCLAIMED PROPERTY</i>				
<b>60</b>	00001000.	ESCHEATED ESTATE RECORDS	Amendment	EVT+5	DEST
<b>61</b>	00480000.	UNCLAIMED PROPERTY RECORD	New	EVT+5	DEST
/1614/	<i>ISE ADMINISTRATION-A&amp;T ENFORCEMENT</i>				
<b>62</b>	00304000.	LIQUOR, BEER, CIGARETTE INSPECTION REPORTS	Amendment	EVT+10	DEST
/2100/	<i>LOCAL FINANCIAL ASSISTANCE</i>				
<b>63</b>	00016000.	CORRESPONDENCE	Amendment	EVT+1	DEST
<b>64</b>	00026000.	DISTRIBUTION OF GENERAL & PERSONAL PROPERTY TAX RELIEF - PRINTOUTS AND NOTICES	Amendment	EVT+3	DEST
<b>65</b>	00074A00.	STATEMENT OF ASSESSMENT	Amendment	CR+25	SHSW
<b>66</b>	00076A00.	STATEMENT OF TAXES	Amendment	CR+25	SHSW
<b>67</b>	00181000.	WISCONSIN REAL ESTATE TRANSFER RETURN	Amendment	CR+5	DEST
<b>68</b>	00261000.	REAL ESTATE TRANSFER FEE TRANSMITTAL	Amendment	FIS+4	DEST
<b>69</b>	00289000.	REAL ESTATE TRANSFER AUDIT WORK PAPERS	Amendment	EVT+10	DEST
<b>70</b>	00312A00.	DISTRIBUTION OF LOTTERY CREDIT RELIEF	Amendment	CR+25	SHSW
<b>71</b>	00322A00.	DISTRIBUTION OF LOTTERY CREDIT - PAYMENT	Amendment	EVT+2	SHSW
<b>72</b>	00323000.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL MISC. WORKPAPERS	Amendment	CR+2	DEST
<b>73</b>	00323A00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL PRINTOUTS	Amendment	CR+1 MO	DEST
<b>74</b>	00323B00.	AUDIT CLAIMS OF LOTTERY CREDIT - INDIVIDUAL AUDIT QUESTIONNAIRES	Amendment	CR+4	DEST

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75	00323C00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL - GENERAL CORRESPONDENCE	Amendment	CR+6 MOS	DEST
76	00324A00.	DISTRIBUTION OF SHARED REVENUES - PAYMENTS/PRINTOUTS	Amendment	CR+25	SHSW
77	00391000.	TAX EXEMPTION REPORTING	Amendment	EVT+2	DEST
78	00392000.	MANAGED FOREST LAW RATE ADJUSTMENT	Amendment	EVT+5	DEST
79	00393000.	TAX INCREMENT WORKSHEET	Amendment	EVT+3	DEST
80	00394000.	74.41 MATERIALS	Amendment	EVT+6	DEST
81	00476000.	DISTRIBUTION OF LOTTERY CREDIT	New	FIS+4	DEST
/2310/	<i>EQUALIZATION-CENTRAL/TIF</i>				
82	00287000.	TAX INCREMENTAL FINANCE (TIF) - TERMINATED/DISSOLVED FILES	Amendment	EVT+7	DEST
83	00475000.	TAX INCREMENTAL FINANCE (TIF) REPORTS	New	CR+7	DEST
/2410/	<i>MANUFACTURING ASSESSMENT</i>				
84	00277000.	MANUFACTURING SELF REPORTING FORMS - REAL ESTATE	Amendment	EVT+6	DEST
85	00277A00.	MANUFACTURING SELF REPORTING FORMS - LEASED	Amendment	EVT+6	DEST
86	00281000.	STATE BOARD OF ASSESSORS APPEAL FILES	Amendment	EVT+8	DEST
87	00412000.	STATE ASSESSMENT OF MANUFACTURING SALES BOOKS	Amendment	CR+5	DEST
88	00477000.	MANUFACTURING PROPERTY ASSESSMENT REPORTS AND DATA	New	CR+8	DEST
89	00478000.	TELCO ASSESSMENT REPORTS AND DATA	New	CR+6	DEST
/7000/	<i>ILIF ADMINISTRATION</i>				
90	00479000.	INVESTMENT & LOCAL IMPACT FUND BOARD (MINING BOARD)	New	CR+20	SHSW

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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.

<b>COUNTIES</b>					
/067/	WAUKESHA COUNTY				
	COUNTY BOARD				
91	VH0002	AUDIT, INTERNAL	Amendment	FIS+25	DEST
92	H0003	AUDIT, INTERNAL - WORKING PAPERS	Amendment	FIS+10	DEST
93	H0015	COMMITTEE ATTENDANCE / DATA	New	CR+5	SHSW
94	H0016	COMMITTEE RECORDINGS	New	FIS+7	SHSW
95	H0017	COUNTY BOARD LEGISLATION PACKETS	New	FIS+7	DEST
96	H0008	COUNTY SUPERVISOR'S SERVICE RECORDS	Amendment	PERM	PERM
	UNIVERSITY OF WISCONSIN EXTENSION				
97	VCC1002	4-H ENROLLMENTS, LEADERS / VOLUNTEERS	Amendment	EVT+7	DEST
98	CC1025	4-H ENROLLMENTS, FAMILIES	New	FIS+7	DEST
99	CC1003	4-H HEALTH RECORDS	Amendment	EVT+30 DAYS	DEST
100	CC1008	GARDEN PLOT RENTALS	Amendment	EVT+3	DEST
101	CC1009	WAUKESHA COUNTY NUTRITION COALITION PROGRAM, ORGANIZATIONS	Amendment	FIS+7	DEST
102	CC1015	NEWSLETTERS	Amendment	FIS+7	DEST
103	CC1022	SOIL TEST PAYMENTS	Amendment	FIS+3	DEST
104	CC1026	4-H BEHAVIOR EXPECTATION FORMS - YOUTH AND ADULTS	New	EVT+7	DEST
105	CC1027	CRIMINAL RECORDS CHECK OR CRIMINAL BACKGROUND CHECKS - VOLUNTEERS	New	EVT+7	DEST
106	CC1028	PHOTO / VIDEO / AUDIO RELEASE FORMS	New	EVT+7	DEST
107	CC1029	4-H CHARTERS	New	EVT+3	SHSW

<b>MUNICIPALITIES</b>					
/041251/	CITY OF MILWAUKEE				
	COMMON COUNCIL				
108	D17-0027	DRUG MAIL-BACK PILOT PROGRAM REPORTS	New	EVT+7	DEST
	COMMON COUNCIL - CITY CLERK				

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Division	Division Name		(* see Legend on last page)		
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109	D17-0026	MAIL ROOM LOG SHEETS	New	EVT+1	DEST
110	D98-0002	DAILY POSTAGE TRANSACTIONS	Amendment	EVT+7	DEST
	<i>ELECTION COMMISSION</i>				
111	D03-0025	OFFICIAL CANVASS	Renewal	EVT+10	DEST
112	D06-0001	POLL LISTS	Amendment	EVT+1 YR & 10 MOS	DEST
113	D06-0004	NOTICE OF CONVICTED FELON STATUS	Renewal	EVT+4	DEST
114	D06-0005	POLLING LOCATION BOOKS	Renewal	EVT+30 DAYS	TRANS OTHER
115	D06-0007	BIENNIAL ELECTION BOOKS	Renewal	CR+2	TRANS OTHER
116	D70-0098	APPLICATION FOR ELECTION OFFICIAL POSITION	Renewal	EVT+90 DAYS	DEST
	<i>EMPLOYEE'S RETIREMENT SYSTEM</i>				
117	D04-0040	ERS PENSION BOARD ELECTION BALLOTS	Renewal	EVT+90 DAYS	DEST
	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
118	D01-E001	PROPERTY REGISTRATION	Amendment	CR+100	DEST
119	D70-0011	CONDEMNATION RECORDS	Renewal	CR+15	TRANS OTHER
120	D73-0263	STANDARDS AND APPEALS CASES - DECISIONS	Renewal	CR+7	TRANS OTHER
121	D80-0004	PHOTOGRAPHS - CODE VIOLATIONS	Renewal	CR+5	DEST
122	D82-0041	COMPLETED BUILDING MAINTENANCE INSPECTION FILE	Renewal	CR+5	DEST
	<i>HEALTH DEPARTMENT</i>				
123	04-0001	ACCOUNTING STUBS	Amendment	CR+7	DEST
124	D17-E001	FOOD ESTABLISHMENT INSPECTION PLANS (E-VAULT)	New	EVT+30 DAYS	TRANS OTHER
/054222/	<i>CITY OF EVANSVILLE</i>				
125	00001000.	BODY CAMERA RECORDINGS	New	CR+121 DAYS	DEST

**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

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

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