

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

145-COMMISSIONER OF INSURANCE					
/300/	<i>FINANCIAL ANALYSIS AND EXAMINATIONS</i>				
1	00009000.	CORPORATE RECORDS - MERGED/WITHDRAWN/LIQUIDATED DISSOLVED DOMESTIC INSURERS AND TOWN MUTUALS	Renewal	EVT+10	SHSW
		Description and Confidential / Access Protected citations revised.			
2	00010000.	CORPORATE RECORDS - MERGED/WITHDRAWN/LIQUIDATED/DISSOLVED NON-DOMESTIC INSURERS	Amendment	EVT+10	DEST
		Description and Confidential / Access Protected citations revised.			
3	00011000.	ARTICLES AND BYLAWS - DOMESTIC INSURERS AND TOWN MUTUALS	Amendment	PERM	PERM
4	00012000.	ARTICLES AND BYLAWS - NON-DOMESTIC INSURERS	Amendment	EVT+5	DEST
5	00013000.	EXAMINATION REPORTS-DOMESTIC AND TOWN MUTUAL INSURERS	Amendment	PERM	PERM
6	00015000.	FINANCIAL EXAMINATION WORKPAPERS AND MONITORING FILES FOR DOMESTIC INSURERS	Amendment	EVT+10	DEST
7	00016000.	HOLDING COMPANY FILINGS-DOMESTIC INSURERS	Amendment	CR+10	DEST
8	00017000.	TOWN MUTUAL REINSURANCE CONTRACTS	Amendment	EVT+5	DEST
9	00018000.	SECURITY DEPOSITS	Amendment	EVT+1	DEST
10	00019000.	ACTIVE COMPANY FILES	Renewal	PERM	PERM
		Description revised and retention changed to permanent.			
11	00020000.	BIOGRAPHICAL DATA-OFFICERS AND DIRECTORS OF DOMESTIC COMPANIES	Amendment	EVT+1	DEST
12	00024000.	STATEMENT OF ANNUAL TAXES AND FEES	Amendment	EVT+10	DEST
		Description revised.			
13	00025000.	TOWN MUTUAL INSURER ANNUAL STATEMENTS	Amendment	EVT+10	SHSW
14	00026000.	PRELIMINARY PROSPECTUS AND REGISTRATION STATEMENTS (NON-DOMESTIC)	Amendment	EVT+1	DEST
15	00027000.	DECLARATION OF WI PREMIUM TAX AND FIRE DUES - QUARTERLY	Amendment	EVT+6	DEST
16	00028000.	CERTIFICATE OF AUTHORITY / PERMITS / REGISTRATION	Amendment	EVT+5	DEST
17	00029000.	ANNUAL FINANCIAL FILINGS BY INSURERS - NON-DOMESTIC	Amendment	EVT+5	DEST
18	00030000.	ANNUAL FINANCIAL FILINGS BY INSURERS - DOMESTIC	Amendment	EVT+8	SHSW
19	00033000.	MARKET SHARES REPORTS	Amendment	EVT+3	SHSW
20	00120000.	LIFE RESERVE VALUATIONS	Amendment	EVT+1	DEST

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

255-PUBLIC INSTRUCTION					
/500/	<i>LEARNING SUPPORT</i>				
21	00065000.	SPECIAL EDUCATION STUDENT COMPLAINT REQUESTS, CASE FILES, AND DUE PROCESS HEARINGS	Amendment	EVT+5	DEST
22	00069000.	SPECIAL EDUCATION COMPLIANCE MONITORING	Amendment	EVT+6	DEST
23	00074000.	INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) FEDERAL GRANT ADMINISTRATION	Amendment	EVT+4	SHSW

380-TOURISM					
/380/	<i>TOURISM</i>				
24	00008A00.	APPROVED GRANT DOCUMENTATION	Amendment	EVT+4	SHSW

395-TRANSPORTATION					
/126/	<i>DMV - MOTOR CARRIER SERVICES</i>				
25	00104000.	HEAVY VEHICLE USE TAX (HVUT) RECORDS	Amendment	EVT+4	DEST
26	00105000.	MOTOR CARRIER INSURANCE CERTIFICATES	Amendment	EVT+6	DEST
27	00107000.	MULTIJURISDICTIONAL RECIPROCAL AGREEMENTS	Amendment	EVT+3	DEST
28	00108000.	INTERNATIONAL REGISTRATION PLAN (IRP) CARRIER APPLICATIONS	Amendment	EVT+6	DEST
29	00181000.	FUEL TAX FILES	Amendment	EVT+6	DEST
30	00630000.	UNIFIED CARRIER REGISTRATION (UCR) FILES	Amendment	EVT+3	DEST
		Description revised, PII note clarified.			
31	00920000.	MOTOR CARRIER AUTHORITY APPLICATIONS	New	EVT+6	DEST
32	00921000.	TEMPORARY CARRIER TRIP PERMITS	New	EVT+2	DEST
		Description revised, PII note clarified.			
33	00922000.	INTERNATIONAL FUEL TAX AGREEMENT (IFTA) AUDIT FILES	New	EVT+5	DEST
		Description revised, PII note clarified.			
34	00923000.	INTERNATIONAL REGISTRATION PLAN (IRP) AUDIT FILES	New	EVT+5	DEST
		Description revised, PII note clarified.			
35	00924000.	UNIFIED CARRIER REGISTRATION (UCR) AUDIT FILES	New	EVT+3	DEST
/222/	<i>DMV - CITATION AND WITHDRAWALS</i>				
36	00101000.	SAFETY RESPONSIBILITY (SR) CASE FILE	Amendment	EVT+3	DEST
37	00830000.	AFFIDAVITS OF MAILING NOTICE OF SUSPENSION FOR NON-COMPLIANCE OF SAFETY RESPONSIBILITY	New	EVT+180 DAYS	DEST
38	00831000.	TRAFFIC SAFETY SCHOOL COURSE COMPLETIONS	New	EVT+5	DEST
39	00832000.	ADMINISTRATIVE SUSPENSION POLICE REPORTS, REQUIRED BY TRANS 113	New	EVT+60 DAYS	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
40	00833000.	ADMINISTRATIVE SUSPENSION POLICE REPORTS, NOT REQUIRED BY TRANS 113	New	EVT	DEST
41	00834000.	SELF-INSURANCE CERTIFICATION RECORDS	New	EVT+5	DEST
42	00835000.	SELF-INSURANCE CERTIFICATION FINANCIAL RECORDS	New	EVT	DEST
43	00836000.	CITATIONS/COURT CONVICTIONS / WITHDRAWALS OF DRIVING PRIVILEGE	New	EVT+30 DAYS	DEST
/231/	<i>DMV - QUALIFICATIONS & ISSUANCE</i>				
44	00664000.	DRIVER DATABASES	Extension	EVT	DEST
45	00664A00.	BUREAU OF DRIVER SERVICES PAPER DOCUMENTS / CORRESPONDENCE	Extension	EVT	DEST
410-CORRECTIONS					
46	00009000.	LITIGATION AND REPRESENTATION	Amendment	EVT+10	DEST
47	00011000.	LEGAL OPINION	Amendment	EVT+20	DEST
48	00020000.	TRAINING / COURSE MATERIALS RELATED TO LAW	New	EVT+4	DEST
49	00132000.	LEGAL PROGRAM	New	EVT+3	DEST
435-HEALTH SERVICES					
50	00626000.	MEDICARE BENEFITS EXPLANATION	Renewal	CR+6 MOS	DEST
51	00683A00.	CASE RECORDS - MENTAL HEALTH INSTITUTES	Amendment	EVT+25	DEST
		Description revised.			
52	00683B00.	CASE RECORD FACE SHEET OR EQUIVALENT	Amendment	P	PERM
53	00683C00.	CASE RECORDS - MENTAL HEALTH INSTITUTES CORE TREATMENT	Amendment	EVT+25	SHSW
		Description revised.			
	00683D00.	CASE RECORDS - CENTERS FOR DEVELOPMENTALLY DISABLED	Amendment	EVT+8	DEST
		Withdrawn by agency for further review.			
54	00683H00.	CASE RECORDS - HISTORICAL	Amendment	EVT+50	SHSW
/405/	<i>DMS - FISCAL MANAGEMENT</i>				
55	00370000.	WISCONSIN MEDICAID STATE PLAN	Amendment	EVT+10	SHSW
/406/	<i>DMS - DISABILITY DETERMINATION</i>				
56	01124000.	PRO CONSULTATIVE EXAMINATION VENDOR FILES	New	EVT+7	DEST
		Confidential / Access Protected citation revised.			
/502/	<i>DCTS - COMMUNITY FORENSICS</i>				
57	01095000.	CONDITIONAL RELEASE AND OPERATING AVENUES TO REENTRY SUCCESS (OARS) - FACE SHEET / DEMOGRAPHIC INFORMATION	Amendment	EVT+20	DEST

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

58	01096000.	CONDITIONAL RELEASE / OPENING AVENUES REENTRY SUCCESS (OARS) CASE MANAGEMENT RECORDS	Renewal	EVT+7	DEST
/520/	<i>DCTS - PREVENTION TREATMENT AND RECOVERY</i>				
59	01039000.	PREADMISSION SCREENING AND ANNUAL RESIDENT REVIEW FILES	Amendment	EVT+7	DEST

437-CHILDREN & FAMILIES					
/308/	<i>ADOPTION SECTION: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF</i>				
60	00197000.	ADOPTION ASSISTANCE FISCAL RECORDS	Amendment	EVT+6	DEST
		Description revised.			
61	00685C00.	FOSTER / ADOPTIVE HOME LICENSING FILES - STATEWIDE	Amendment	EVT+20	DEST
		Description revised.			
/309/	<i>ADOPTION SEARCH: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF</i>				
62	00100000.	ADOPTION SEARCH APPLICANT FILES	New	P	PERM
63	00500A00.	ADOPTION CASE RECORDS	Amendment	P	PERM

445-WORKFORCE DEVELOPMENT					
/150/	<i>OFFICE OF THE SECRETARY</i>				
64	00041000.	LEGAL COUNSEL OPINIONS	Renewal	CR+20	SHSW
65	00042000.	LEGAL COUNSEL CASE FILES	Amendment	EVT+10	DEST
66	00483000.	CLIENT CONSULTATION RECORDS	Renewal	EVT+6	DEST
/620/	<i>UNEMPLOYMENT INSURANCE</i>				
67	00065A00.	UNEMPLOYMENT INSURANCE (UI) PROGRAM INTEGRITY HISTORY AND NON-REFERRED PROSECUTION CASE FILE RECORDS	Amendment	EVT+6	DEST
68	00065B00.	UNEMPLOYMENT INSURANCE (UI) REFERRED PROSECUTION CASE FILES	New	EVT+25	DEST
69	00182000.	TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS	Amendment	EVT+6	DEST
70	00185000.	INTERSTATE BENEFIT AND COMBINED WAGE RECORDS	Renewal	EVT+4	DEST
71	00223000.	BENEFIT CLAIMANT HISTORY AND ADJUDICATION / HELP CENTER RECORDS	Amendment	EVT+6	DEST
72	00236B00.	UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER	Amendment	EVT+4	DEST
73	00336000.	UNEMPLOYMENT INSURANCE BENEFITS CLAIMANT RECORD	Renewal	EVT+6	DEST
74	00336A00.	INITIAL CLAIMS - INCOMPLETE	Renewal	CR+28 DAYS	DEST
75	00336C00.	WEEKLY BENEFIT CLAIMS	Amendment	EVT+3 WKS	DEST
76	00336D00.	INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS	Amendment	EVT+3	DEST
77	00336E00.	UNEMPLOYMENT INSURANCE (UI) HANDBOOKS - EMPLOYER AND CLAIMANT	Renewal	EVT+7	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
78	00379000.	CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM	Amendment	EVT	DEST
79	00379A00.	ADJUDICATION SCHEDULING APPLICATION RECORDS	Renewal	CR+9 MOS	DEST
80	00389000.	COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT	Renewal	EVT+6	DEST
81	00475000.	BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS	Amendment	EVT	DEST
/701/	<i>DET ADMINISTRATOR'S OFFICE - WI FAST FORWARD</i>				
82	00469000.	GPA RELEASE, GPAS, APPLICANT AND GRANTEE FILES	Renewal	EVT+4	DEST
83	00470000.	INQUIRY FILES	Renewal	EVT+4	DEST
84	00501000.	EMPLOYER PARTICIPANTS	New	EVT+3 MOS	DEST
		PII response revised.			
85	00502000.	COLLEGE STUDENT PARTICIPANTS	New	EVT+3 MOS	DEST
86	00503000.	CAREER SERVICE ADVISORS	New	EVT+3 MOS	DEST
/770/	<i>APPRENTICESHIP STANDARDS</i>				
87	00410000.	APPRENTICE APPLICATIONS AND CONTRACTS	Amendment	EVT+60	DEST
88	00410A00.	CANCELLED APPRENTICE APPLICATIONS AND CONTRACTS	Amendment	EVT+10	DEST
89	00411000.	APPRENTICESHIP SPONSORS	Renewal	EVT+10	DEST
90	00412000.	APPRENTICESHIP COMMITTEES	Renewal	EVT+10	DEST
91	00412A00.	OFFICIAL COMMITTEE BOOKS	Renewal	EVT+10	SHSW
92	00415000.	EXCEPTIONS OR MODIFICATIONS RELATING TO EMPLOYMENT OF APPRENTICES	Renewal	EVT+6	DEST
93	00484000.	APPRENTICE COMPLETION AWARD PROGRAM	Renewal	CR+10	DEST
94	00485000.	COMPLAINTS AND APPEALS	Renewal	EVT+6	DEST
/800/	<i>WORKER'S COMPENSATION</i>		Renewal		
95	00127000.	WORKER'S COMPENSATION (WC) CLAIM FILES FOLDERS	Renewal	EVT+12	DEST
96	00127B00.	WORKER'S COMPENSATION CLAIM RECORDS - INTEGRATED CLAIM MANAGEMENT SYSTEM (ICMS)	Renewal	EVT+12	DEST
97	00127C00.	PURGED WORKER'S COMPENSATION CLAIM RECORDS - PRGSKEL	Renewal	EVT+12	DEST
98	00127F00.	WORKER'S COMPENSATION CLAIM DOCUMENTS - IMAGED	Renewal	EVT+12	DEST
99	00127G00.	WORKER'S COMPENSATION LITIGATED CLAIM DOCUMENTS - TO BE IMAGED	New	EVT+3	DEST
100	00132000.	WC 2ND INJURIES AND CHILDREN'S ADDITIONAL DEATH BENEFIT FUND	Renewal	EVT+7	DEST
101	00135000.	NOT REPORT MATTERS - INQUIRIES OR POTENTIAL CLAIMS FILE	Renewal	EVT+2	DEST
102	00401000.	WORKER'S COMPENSATION INTERLOCUTORY FINDINGS, ORDERS, AND AWARDS	Renewal	EVT+80	DEST
103	00472000.	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) CORRESPONDENCE RELATED TO WORKER'S COMPENSATION CLAIMS	Renewal	EVT+80	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
104	00491000.	WORKER'S COMPENSATION VOCATIONAL REHABILITATION SPECIALIST FILES RELATED TO INJURED WORKERS	Renewal	EVT+6	DEST
105	00492000.	DATA OUTPUT FROM BI-WEEKLY MATCHING OF DIVISION OF VOCATIONAL REHABILITATION CLOSED ORDER OF SELECTION LIST TO WORKER'S COMPENSATION INTEGRATED CLAIMS MANAGEMENT SYSTEM (ICMS) CLAIMANT DATA	Renewal	EVT+1	DEST
455-JUSTICE					
<i>/211/</i>	<i>CRIMINAL INVESTIGATION</i>				
106	00062A00.	YOUTH AT RISK FOR SEX TRAFFICKING (YRST) RECORDS - HIGH RISK	New	EVT+7	DEST
		Renumbered and separated into 2 RDAs, 62A and 62B.			
107	00062B00	YOUTH AT RISK FOR SEX TRAFFICKING (YRST) RECORDS - ALL OTHERS	New	EVT+13 MOS	DEST
485-VETERANS AFFAIRS					
<i>/001/</i>	<i>VETERANS BENEFITS - VETERANS BENEFITS RESOURCE CENTER</i>				
108	00004000.	VETERANS BASE FILES	Amendment	PERM	PERM
<i>/004/</i>	<i>FISCAL SERVICES - LOAN RECORDS</i>				
109	00009000.	PAID VETERANS LOANS	Amendment	EVT+7	DEST
490-WI HOUSING & ECONOMIC DEV AUTHORITY					
110	00251000.	COMMERCIAL LOAN PROJECT FILES	New	EVT+6	DEST
111	00252000.	REJECTED COMMERCIAL LOAN APPLICATIONS	New	EVT+3	DEST
112	00253000.	GUARANTEE PROJECT FILES	New	EVT+6	DEST
113	00254000.	REJECTED GUARANTY APPLICATIONS	New	EVT+3	DEST
505-ADMINISTRATION					
<i>/400/</i>	<i>FACILITIES DEVELOPMENT</i>				
114	00168000.	ASBESTOS ABATEMENT PROJECT FILES	Amendment	P	PERM
115	00390000.	WISCONSIN ASBESTOS AND LEAD ABATEMENT (WALMS)	Amendment	P	PERM
116	00391000.	ENVIRONMENTAL INVESTIGATION AND REMEDIATION FILES	Amendment	P	PERM
117	00392000.	ROOFING AND PLAZA GUARANTEE AND WARRANTY DATA	Amendment	EVT+20	DEST

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

515-EMPLOYEE TRUST FUNDS				
<i>/700/</i>	<i>ETF DEPARTMENT RECORDS</i>			
118	00009A00.	ICI / LTDI VENDOR MONTHLY PERFORMANCE AND PAYMENT REPORTS	Amendment	EVT+4
119	00075000.	LOCAL GOVERNMENT INSURANCE ALLOCATION AND DOCUMENTATION	Amendment	FIS+6
120	00089000.	PROPOSALS AND CONTRACTS - INCOME CONTINUATION INSURANCE PROGRAM	Amendment	EVT+10
121	00105000.	INCOME CONTINUATION INSURANCE AND LONG-TERM DISABILITY INSURANCE CLAIM FILES	Amendment	EVT+7

566-REVENUE				
<i>/4000/</i>	<i>RESEARCH & POLICY</i>			
122	00468000.	INCOME TAX SAMPLE, MODEL, AND AGGREGATED STATISTICS	Amendment	CR+5
		Confidential / Access Protected citation revised.		

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

GENERAL RECORDS SCHEDULES			
	<i>FLEET AND RELATED RECORDS MAINTENANCE AND OPERATION RECORDS</i>		
123	FLEET020	VEHICLE USE AGREEMENTS (VUA)	New EVT+1 DEST
	<i>WISCONSIN MUNICIPAL AND RELATED RECORDS GENERAL RECORDS SCHEDULE</i>		
124		WISCONSIN MUNICIPAL AND RELATED RECORDS - 166 RDAs	New
		RDA, Page 10, Correspondence (General Staff): Event changed to Creation or receipt.	
		RDA, Page 12, Open Records Requests: Description revised.	
		RDA, Page 12, Petitions: Event changed to approved or denied.	
		RDA, Page 13, Proclamations: Event changed to end of elected representative's final term.	
		RDA, Page 17, License Reports Filed with County: Removed.	
		RDA, Page 22, Preneed Trust Funds: Event changed to date of the deposit or withdrawal.	
		RDAs, Page 25, Project Management and Rental Agreements, Section 8 Clients, Section 8 Reimbursement Requests, Campsite Inspections, and Campsite Inspection Records: Removed.	
		RDA, Page 27, Dispatch Files: Description revised.	
		RDA, Page 28, Curbside Recycling Program: event changed to superseded.	
		RDA, Page 29, Election Records Section: RDAs revised, Federal vs State, County, Local elections records separated and retention clarified.	
		RDA, Page 32, Campaign Registration Statements: Event changed to termination issued by the registrant.	
		RDA, Page 43, Building Maintenance: Equipment Repair and Service Records: Title revised.	
		RDA, Page 49, Water and Sewer Main Break Records: Description revised.	
		Footnotes 1, 3, 12, 13, and 22 revised.	

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

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					
/013/	DANE COUNTY				
	DISTRICT ATTORNEY				
125	CTFOCD01	CRIMINAL TRAFFIC / FORFEITURE / CASE DECLINED / CRIMINAL MISDEMEANORS - OR OTHER ADULT RELATED CASES	New	EVT+3	DEST
		Event and Confidential / Access Protected citations revised.			
126	DACF0001.	FELONY CASES - PUNISHABLE BY LIFE IMPRISONMENT	Amendment	EVT+50	DEST
		Event and Confidential / Access Protected citations revised.			
127	DACF0002.	FELONY CASES - ADULT PUNISHABLE BY A MAX IMPRISONMENT OF LESS THAN 20 YEARS	New	EVT+10	DEST
128	DACF0003.	FELONY CASES - ADULT PUNISHABLE BY A MAX IMPRISONMENT OF 20 OR MORE YEARS	New	EVT+20	DEST
		Event and Confidential / Access Protected citations revised.			
129	DADP0001.	DEFERRED PROSECUTION CASE FILES	Amendment	EVT+6	DEST
		Event revised.			
130	DAHS0001.	DISTRICT ATTORNEY ADULT CASE FILES - HISTORICALLY SIGNIFICANT	New	EVT+50	DEST
		Confidential / Access Protected citations revised.			
131	DAJV0001.	JUVENILE CASES	Amendment	EVT+7	DEST
		Event revised.			
132	DAOT0001.	OTHER DISTRICT ATTORNEY RECORDS	New	EVT+6	DEST
/067/	WAUKESHA COUNTY				
	ADMINISTRATION INFORMATION TECHNOLOGY				
133	P1016	DATA SYSTEMS DICTIONARY	Amendment	EVT+1 WK	DEST
134	P1014	LOG, HELP DESK ISSUE	Amendment	FIS+7	DEST
135	P1053	PROJECT FILES, INFORMATION TECHNOLOGY	Amendment	EVT+7	DEST
	HEALTH AND HUMAN SERVICES				
136	O5054	PAYMENT GUARANTOR	New	EVT+10	DEST

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

<i>PARKS AND LAND USE</i>					
137	T2030	PLANNING AND ZONING RECORDS OF MUNICIPALITIES REMOVED FROM JURISDICTION	New	EVT+0	TRANS OTHER
		Retention changed.			
138	T2031	FILE LOGS	New	PERM	PERM
139	T2032	PARK AND PLANNING COMMISSION - MISCELLANEOUS DECISION FILES	New	PERM	PERM

MUNICIPALITIES					
<i>/013251/</i>	<i>CITY OF MADISON</i>				
140	GS000068.	RECORDINGS FOR MEETING MINUTES	New	EVT+90 DAYS	DEST
		Description revised.			
<i>/014292/</i>	<i>CITY OF WAUPUN</i>				
	<i>POLICE DEPARTMENT</i>				
		PII responses reviewed as requested; no changes made.			
		Events changed when CY (Calendar Year) was inappropriate.			
141	1	ORDINANCE VIOLATION CITATIONS	New	EVT+8	DEST
142	2	UNIFORM TRAFFIC CITATIONS	New	EVT+8	DEST
143	3	ACCIDENT REPORTS	New	EVT+8	DEST
144	4	WORK SCHEDULES / TIME CARDS / OVERTIME SLIPS	New	EVT+8	DEST
145	5	INCIDENT REPORTS	New	EVT+8	DEST
146	6	WARNING VIOLATIONS	New	EVT+8	DEST
147	7	GRANT REPORTS AND RECEIPTS	New	EVT+8	DEST
148	8	PAYMENT RECEIPT BOOKS	New	EVT+8	DEST
149	9	USE OF FORCE REPORTS	New	EVT+8	DEST
150	10	EMPLOYMENT APPLICATION PACKETS	New	EVT+8	DEST
151	11	PARKING CITATIONS / PERMITS AND COLLECTIONS RECEIPTS	New	EVT+8	DEST
152	12	CITIZEN COMPLAINT INVESTIGATION REPORTS	New	EVT+8	DEST
153	13	ARREST LOGS OR CARDS	New	EVT+8	DEST
154	14	ARREST / OFFENDER FINGERPRINT CARDS AND MUG SHOTS	New	EVT+8	DEST
155	15	PHOTOGRAPHS OF INCIDENT SCENES AND SUBJECTS	New	EVT+8	DEST
156	16	SEX OFFENDER CHECK IN FORMS	New	EVT+8	DEST
157	17	RECORDINGS OF INTERVIEW ROOMS AND PHONE RECORDINGS	New	CR+121 DAYS	DEST
158	18	SQUAD VIDEO RECORDINGS	New	CR+121 DAYS	DEST
159	19	SQUAD VIDEO RECORDINGS	New	CR+5	DEST
160	20	SQUAD VIDEO RECORDINGS	New	CR+5	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
161	21	SQUAD VIDEO RECORDINGS	New	CR+1	DEST
/041251/	CITY OF MILWAUKEE				
/111/	OFFICE OF THE MAYOR				
162	18-0044	INTERNSHIP APPLICATIONS--UNSUCCESSFUL	New	EVT+3	DEST
163	18-0045	INTERN FILES	New	EVT+7	DEST
164	18-0046	MAYORAL APPOINTMENT APPLICATIONS - NOT APPOINTED	New	EVT+1	DEST
165	18-0047	EVENT PHOTOS	New	EVT+1	DEST
/133/	COMMON COUNCIL / CITY CLERK				
166	18-0033	TELECOMMUNICATIONS LOGS SLIPS	New	EVT+6 MOS	DEST
167	18-0034	COMMITTEE FILES	New	EVT+3	TRANS OTHER
168	18-0035	EXTERNAL CORRESPONDENCE FILES	New	CR+3	TRANS OTHER
169	18-0036	DEVELOPMENT FILES	New	EVT+7	TRANS OTHER
170	18-0037	PUBLIC RELATIONS FILES	New	CR+3	TRANS OTHER
171	18-0038	SERVICE REQUEST FILES	New	EVT+2	DEST
172	18-0039	SURVEY RESPONSE INSTRUMENTS	New	EVT+6 MOS	DEST
/151/	ADMINISTRATION - BUDGET				
173	74-0014	STUDY FILES	Amendment	CR+7	TRANS OTHER
174	87-0028	DEPARTMENTAL CORRESPONDENCE	Amendment	CR+3	TRANS OTHER
/159/	ADMINISTRATION - OSBD				
175	16-0045	OSBD REVOLVING LOAN FILES	New	FIS+6	DEST
176	16-0046	OSBD CERTIFICATION FILES	New	FIS+10	DEST
177	95-0136	SBE PARTICIPATION FORMS	Amendment	CR+5	DEST
/180/	BOARD OF ZONING APPEALS				
178	12-0029	BOZA ADMINISTRATIVE SUBJECT FILES	Amendment	FIS+7	TRANS OTHER
179	18-0027	VIDEO RECORDINGS OF BOZA MEETINGS	New	CR+4	DEST
180	72-0002	APPEALS CASES AND DECISIONS	Amendment	EVT+4	TRANS OTHER
		Description revised.			
/328/	MILWAUKEE FIRE DEPARTMENT				
181	18-0028	RECORDINGS OF MFD CALLS FOR SERVICE	New	CR+120 DAYS	DEST
182	18-0029	RECORDINGS OF MFD RADIO TRANSMISSIONS	New	CR+120 DAYS	DEST
183	18-0030	CAD INCIDENT DATA - MFD RESPONSE	New	CR+7	TRANS OTHER
184	18-0031	CAD DATA FOR CALLS DISPATCHED TO PRIVATE AMBULANCE PROVIDERS	New	CR+7	DEST
185	18-0032	NFIRS REPORTS SUBMITTED TO FEMA	New	CR+7	DEST
186	18-0048	COMMUNITY RISK REDUCTION	New	CR+5	DEST
187	18-0058	TEMPORARY NOTICES	New	CR+1	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
188	18-0059	NUMBERED NOTICES	New	CR+5	TRANS OTHER
189	90-0061	FIRE DEPARTMENT INTERNAL MEMORANDA	Amendment	CR+2	DEST
<i>/900/</i>	<i>CITYWIDE GLOBAL SCHEDULES</i>				
190	18-0040	CALENDARS--CITY EMPLOYEES	New	CR+1	DEST
191	18-0041	CALENDARS--ELECTED OFFICIALS AND DEPARTMENT HEADS	New	EVT+3	TRANS OTHER
192	18-0042	SUBJECT FILES--CITY DEPARTMENTS AND ELECTED OFFICIALS	New	CR+7	TRANS OTHER
193	18-0043	TRANSITORY CORRESPONDENCE	New	EVT	DEST
<i>/046211/</i>	<i>CITY OF CEDARBURG</i>				
	<i>POLICE DEPARTMENT</i>				
		Throughout submission: Events changed when CY (Calendar Year) was inappropriate.			
194	1	UNIFORM TRAFFIC CITATIONS	New	EVT+7	DEST
195	2	MUNICIPAL SUMMONS AND CITATIONS	New	EVT+7	DEST
196	3	MOTOR VEHICLE CRASH REPORTS	New	EVT+7	DEST
197	4	EMPLOYMENT APPLICATIONS	New	EVT+7	DEST
198	5	FINGERPRINT CARDS AND MUG SHOTS	New	EVT+7	DEST
199	6	TELEPHONE RECORDINGS	New	EVT+6 MOS	DEST
200	7	MEMOS, POLICY & PROCEDURES, DIRECTIVES	New	EVT+6	DEST
201	8	SQUAD VIDEO RECORDINGS	New	EVT+5 MOS	DEST
202	9	BODY CAMERA RECORDINGS	New	EVT+120 DAYS	DEST
203	10	INTERVIEW RECORDINGS (AUDIO OR VIDEO)	New	EVT+7	DEST
204	11	CITIZEN COMPLAINTS AGAINST DEPARTMENT	New	EVT+10	DEST
205	12	OFFENSE, INCIDENT, ARREST CASE FILE REPORTS	New	EVT+10	DEST
206	13	PARKING CITATIONS AND CITATION LOGS	New	EVT+3	DEST
207	14	BICYCLE REGISTRATIONS	New	EVT+10	DEST
208	15	PAYROLL, TIMECARDS, OVERTIME RECORDS	New	CY+7	DEST
209	16	DAILY WORK SCHEDULES	New	CY+10	DEST
210	17	EMPLOYEE TRAINING RECORDS	New	EVT+30	DEST
211	18	CASH REGISTER RECEIPT ROLLS	New	CY+7	DEST
212	19	EVIDENCE RECORDS & PHOTOGRAPHS	New	EVT+10	DEST
213	20	EMPLOYEE PERSONNEL FILES	New	EVT+30	DEST
214	21	EVIDENCE / PROPERTY INVENTORY DATA	New	EVT+10	DEST
215	22	OPEN RECORDS / PUBLIC RECORD REQUESTS	New	CY+10	DEST

** 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		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
216	23	PURCHASE ORDERS, RECEIPTS, BILL PAYABLES, SQUAD REPAIRS RECORDS & BILLS	New	CY+7	DEST
217	24	RADIO RECORDINGS	New	EVT+6 MOS	DEST
		Description revised.			

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