

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

145-COMMISSIONER OF INSURANCE					
<i>/300/</i>	<i>FINANCIAL ANALYSIS AND EXAMINATIONS</i>				
1	00009000.	CORPORATE RECORDS - MERGED/WITHDRAWN/LIQUIDATED DISSOLVED DOMESTIC INSURERS AND TOWN MUTUALS	Renewal	EVT+10	SHSW
2	00010000.	CORPORATE RECORDS - MERGED/WITHDRAWN/LIQUIDATED/DISSOLVED NON-DOMESTIC INSURERS	Amendment	EVT+10	DEST
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	EVT+10	DEST
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
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

255-PUBLIC INSTRUCTION					
<i>/500/</i>	<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

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Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		

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

395-TRANSPORTATION					
/126/	DMV - MOTOR CARRIER SERVICES				
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	DEST
31	00920000.	MOTOR CARRIER AUTHORITY APPLICATIONS	New	EVT+6	DEST
32	00921000.	TEMPORARY CARRIER TRIP PERMITS	New	EVT+2	DEST
33	00922000.	INTERNATIONAL FUEL TAX AGREEMENT (IFTA) AUDIT FILES	New	EVT+5	DEST
34	00923000.	INTERNATIONAL REGISTRATION PLAN (IRP) AUDIT FILES	New	EVT+5	DEST
35	00924000.	UNIFIED CARRIER REGISTRATION (UCR) AUDIT FILES	New	EVT+3	DEST
/222/	DMV - CITATION AND WITHDRAWALS				
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
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/	DMV - QUALIFICATIONS & ISSUANCE				
44	00664000.	DRIVER DATABASES	Extension	EVT	DEST
45	00664A00.	BUREAU OF DRIVER SERVICES PAPER DOCUMENTS / CORRESPONDENCE	Extension	EVT	DEST

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Division #	Division Name	(* see Legend on last page)	
Index #	RDA #	RDA Title	

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
52	00683B00.	CASE RECORD FACE SHEET OR EQUIVALENT	Amendment	P	PERM
53	00683C00.	CASE RECORDS - MENTAL HEALTH INSTITUTES CORE TREATMENT	Amendment	EVT+25	SHSW
54	00683D00.	CASE RECORDS - CENTERS FOR DEVELOPMENTALLY DISABLED	Amendment	EVT+8	DEST
55	00683H00.	CASE RECORDS - HISTORICAL	Amendment	EVT+50	SHSW
/405/	<i>DMS - FISCAL MANAGEMENT</i>				
56	00370000.	WISCONSIN MEDICAID STATE PLAN	Amendment	EVT+10	SHSW
/406/	<i>DMS - DISABILITY DETERMINATION</i>				
57	01124000.	PRO CONSULTATIVE EXAMINATION VENDOR FILES	New	EVT+7	DEST
/502/	<i>DCTS - COMMUNITY FORENSICS</i>				
58	01095000.	CONDITIONAL RELEASE AND OPERATING AVENUES TO REENTRY SUCCESS (OARS) - FACE SHEET / DEMOGRAPHIC INFORMATION	Amendment	EVT+20	DEST
59	01096000.	CONDITIONAL RELEASE / OPENING AVENUES REENTRY SUCCESS (OARS) CASE MANAGEMENT RECORDS	Renewal	EVT+7	DEST
/520/	<i>DCTS - PREVENTION TREATMENT AND RECOVERY</i>				
60	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>				
61	00197000.	ADOPTION ASSISTANCE FISCAL RECORDS	Amendment	EVT+6	DEST
62	00685C00.	FOSTER / ADOPTIVE HOME LICENSING FILES - STATEWIDE	Amendment	EVT+20	DEST
/309/	<i>ADOPTION SEARCH: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF</i>				
63	00100000.	ADOPTION SEARCH APPLICANT FILES	New	P	PERM
64	00500A00.	ADOPTION CASE RECORDS	Amendment	P	PERM

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Division #	Division Name				
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445-WORKFORCE DEVELOPMENT					
/150/	<i>OFFICE OF THE SECRETARY</i>				
65	00041000.	LEGAL COUNSEL OPINIONS	Renewal	CR+20	SHSW
66	00042000.	LEGAL COUNSEL CASE FILES	Amendment	EVT+10	DEST
67	00483000.	CLIENT CONSULTATION RECORDS	Renewal	EVT+6	DEST
/620/	<i>UNEMPLOYMENT INSURANCE</i>				
68	00065A00.	UNEMPLOYMENT INSURANCE (UI) PROGRAM INTEGRITY HISTORY AND NON-REFERRED PROSECUTION CASE FILE RECORDS	Amendment	EVT+6	DEST
69	00065B00.	UNEMPLOYMENT INSURANCE (UI) REFERRED PROSECUTION CASE FILES	New	EVT+25	DEST
70	00182000.	TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS	Amendment	EVT+6	DEST
71	00185000.	INTERSTATE BENEFIT AND COMBINED WAGE RECORDS	Renewal	EVT+4	DEST
72	00223000.	BENEFIT CLAIMANT HISTORY AND ADJUDICATION / HELP CENTER RECORDS	Amendment	EVT+6	DEST
73	00236B00.	UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER	Amendment	EVT+4	DEST
74	00336000.	UNEMPLOYMENT INSURANCE BENEFITS CLAIMANT RECORD	Renewal	EVT+6	DEST
75	00336A00.	INITIAL CLAIMS - INCOMPLETE	Renewal	CR+28 DAYS	DEST
76	00336C00.	WEEKLY BENEFIT CLAIMS	Amendment	EVT+3 WKS	DEST
77	00336D00.	INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS	Amendment	EVT+3	DEST
78	00336E00.	UNEMPLOYMENT INSURANCE (UI) HANDBOOKS - EMPLOYER AND CLAIMANT	Renewal	EVT+7	DEST
79	00379000.	CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM	Amendment	EVT	DEST
80	00379A00.	ADJUDICATION SCHEDULING APPLICATION RECORDS	Renewal	CR+9 MOS	DEST
81	00389000.	COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT	Renewal	EVT+6	DEST
82	00475000.	BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS	Amendment	EVT	DEST
/701/	<i>DET ADMINISTRATOR'S OFFICE - WI FAST FORWARD</i>				
83	00469000.	GPA RELEASE, GPAS, APPLICANT AND GRANTEE FILES	Renewal	EVT+4	DEST
84	00470000.	INQUIRY FILES	Renewal	EVT+4	DEST
85	00501000.	EMPLOYER PARTICIPANTS	New	EVT+3 MOS	DEST
86	00502000.	COLLEGE STUDENT PARTICIPANTS	New	EVT+3 MOS	DEST
87	00503000.	CAREER SERVICE ADVISORS	New	EVT+3 MOS	DEST
/770/	<i>APPRENTICESHIP STANDARDS</i>				
88	00410000.	APPRENTICE APPLICATIONS AND CONTRACTS	Amendment	EVT+60	DEST
89	00410A00.	CANCELLED APPRENTICE APPLICATIONS AND CONTRACTS	Amendment	EVT+10	DEST
90	00411000.	APPRENTICESHIP SPONSORS	Renewal	EVT+10	DEST
91	00412000.	APPRENTICESHIP COMMITTEES	Renewal	EVT+10	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
92	00412A00.	OFFICIAL COMMITTEE BOOKS	Renewal	EVT+10	SHSW
93	00415000.	EXCEPTIONS OR MODIFICATIONS RELATING TO EMPLOYMENT OF APPRENTICES	Renewal	EVT+6	DEST
94	00484000.	APPRENTICE COMPLETION AWARD PROGRAM	Renewal	CR+10	DEST
95	00485000.	COMPLAINTS AND APPEALS	Renewal	EVT+6	DEST
<i>/800/</i>	<i>WORKER'S COMPENSATION</i>		Renewal		
96	00127000.	WORKER'S COMPENSATION (WC) CLAIM FILES FOLDERS	Renewal	EVT+12	DEST
97	00127B00.	WORKER'S COMPENSATION CLAIM RECORDS - INTEGRATED CLAIM MANAGEMENT SYSTEM (ICMS)	Renewal	EVT+12	DEST
98	00127C00.	PURGED WORKER'S COMPENSATION CLAIM RECORDS - PRGSKEL	Renewal	EVT+12	DEST
99	00127F00.	WORKER'S COMPENSATION CLAIM DOCUMENTS - IMAGED	Renewal	EVT+12	DEST
100	00127G00.	WORKER'S COMPENSATION LITIGATED CLAIM DOCUMENTS - TO BE IMAGED	New	EVT+3	DEST
101	00132000.	WC 2ND INJURIES AND CHILDREN'S ADDITIONAL DEATH BENEFIT FUND	Renewal	EVT+7	DEST
102	00135000.	NOT REPORT MATTERS - INQUIRIES OR POTENTIAL CLAIMS FILE	Renewal	EVT+2	DEST
103	00401000.	WORKER'S COMPENSATION INTERLOCUTORY FINDINGS, ORDERS, AND AWARDS	Renewal	EVT+80	DEST
104	00472000.	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) CORRESPONDENCE RELATED TO WORKER'S COMPENSATION CLAIMS	Renewal	EVT+80	DEST
105	00491000.	WORKER'S COMPENSATION VOCATIONAL REHABILITATION SPECIALIST FILES RELATED TO INJURED WORKERS	Renewal	EVT+6	DEST
106	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>				
107	00062000.	YOUTH AT RISK FOR SEX TRAFFICKING (YRST) RECORDS	New	EVT+7	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

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
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
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	DEST
119	00075000.	LOCAL GOVERNMENT INSURANCE ALLOCATION AND DOCUMENTATION	Amendment	FIS+6	DEST
120	00089000.	PROPOSALS AND CONTRACTS - INCOME CONTINUATION INSURANCE PROGRAM	Amendment	EVT+10	DEST
121	00105000.	INCOME CONTINUATION INSURANCE AND LONG-TERM DISABILITY INSURANCE CLAIM FILES	Amendment	EVT+7	DEST
566-REVENUE					
<i>/4000/</i>	<i>RESEARCH & POLICY</i>				
122	00468000.	INCOME TAX SAMPLE, MODEL, AND AGGREGATED STATISTICS	Amendment	CR+5	DEST
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 - 170 RDAs	New		

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/	<i>DANE COUNTY</i>				
	<i>DISTRICT ATTORNEY</i>				
125	CTFOCD01	CRIMINAL TRAFFIC / FORFEITURE / CASE DECLINED / CRIMINAL MISDEMEANORS - OR OTHER ADULT RELATED CASES	New	EVT+3	DEST
126	DACF0001.	FELONY CASES - PUNISHABLE BY LIFE IMPRISONMENT	Amendment	EVT+50	DEST
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
129	DADP0001.	DEFERRED PROSECUTION CASE FILES	Amendment	EVT+6	DEST
130	DAHS0001.	DISTRICT ATTORNEY ADULT CASE FILES - HISTORICALLY SIGNIFICANT	New	EVT+50	DEST
131	DAJV0001.	JUVENILE CASES	Amendment	EVT+7	DEST
132	DAOT0001.	OTHER DISTRICT ATTORNEY RECORDS	New	EVT+6	DEST
/067/	<i>WAUKESHA COUNTY</i>				
	<i>ADMINISTRATION INFORMATION TECHNOLOGY</i>				
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
	<i>HEALTH AND HUMAN SERVICES</i>				
136	O5054	PAYMENT GUARANTOR	New	EVT+10	DEST
	<i>PARKS AND LAND USE</i>				
137	T2030	PLANNING AND ZONING RECORDS OF MUNICIPALITIES REMOVED FROM JURISDICTION	New	EVT+7	TRANS OTHER
138	T2031	FILE LOGS	New	PERM	PERM
139	T2032	PARK AND PLANNING COMMISSION - MISCELLANEOUS DECISION FILES	New	PERM	PERM

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

MUNICIPALITIES					
/013251/	CITY OF MADISON				
140	GS000068.	RECORDINGS FOR MEETING MINUTES	New	EVT+90 DAYS	DEST
/014292/	CITY OF WAUPUN				
	POLICE DEPARTMENT				
141	1	ORDINANCE VIOLATION CITATIONS	New	CY+7	DEST
142	2	UNIFORM TRAFFIC CITATIONS	New	CY+7	DEST
143	3	ACCIDENT REPORTS	New	CY+7	DEST
144	4	WORK SCHEDULES / TIME CARDS / OVERTIME SLIPS	New	CY+7	DEST
145	5	INCIDENT REPORTS	New	CY+7	DEST
146	6	WARNING VIOLATIONS	New	CY+7	DEST
147	7	GRANT REPORTS AND RECEIPTS	New	CY+7	DEST
148	8	PAYMENT RECEIPT BOOKS	New	CY+7	DEST
149	9	USE OF FORCE REPORTS	New	CY+7	DEST
150	10	EMPLOYMENT APPLICATION PACKETS	New	CY+7	DEST
151	11	PARKING CITATIONS / PERMITS AND COLLECTIONS RECEIPTS	New	CY+7	DEST
152	12	CITIZEN COMPLAINT INVESTIGATION REPORTS	New	CY+7	DEST
153	13	ARREST LOGS OR CARDS	New	CY+7	DEST
154	14	ARREST / OFFENDER FINGERPRINT CARDS AND MUG SHOTS	New	CY+7	DEST
155	15	PHOTOGRAPHS OF INCIDENT SCENES AND SUBJECTS	New	CY+7	DEST
156	16	SEX OFFENDER CHECK IN FORMS	New	CY+7	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+121 DAYS	DEST
160	20	SQUAD VIDEO RECORDINGS	New	CR+5	DEST
161	21	SQUAD VIDEO RECORDINGS	New	CR+5	DEST
162	22	SQUAD VIDEO RECORDINGS	New	CR+1	DEST
/041251/	CITY OF MILWAUKEE				
/111/	OFFICE OF THE MAYOR				
163	18-0044	INTERNSHIP APPLICATIONS--UNSUCCESSFUL	New	EVT+3	DEST
164	18-0045	INTERN FILES	New	EVT+7	DEST
165	18-0046	MAYORAL APPOINTMENT APPLICATIONS - NOT APPOINTED	New	EVT+1	DEST
166	18-0047	EVENT PHOTOS	New	EVT+1	DEST
/133/	COMMON COUNCIL / CITY CLERK				
167	18-0033	TELECOMMUNICATIONS LOGS SLIPS	New	EVT+6 MOS	DEST

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Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
168	18-0034	COMMITTEE FILES	New	EVT+3	TRANS OTHER
169	18-0035	EXTERNAL CORRESPONDENCE FILES	New	CR+3	TRANS OTHER
170	18-0036	DEVELOPMENT FILES	New	EVT+7	TRANS OTHER
171	18-0037	PUBLIC RELATIONS FILES	New	CR+3	TRANS OTHER
172	18-0038	SERVICE REQUEST FILES	New	EVT+2	DEST
173	18-0039	SURVEY RESPONSE INSTRUMENTS	New	EVT+6 MOS	DEST
/151/	<i>ADMINISTRATION - BUDGET</i>				
174	74-0014	STUDY FILES	Amendment	CR+7	TRANS OTHER
175	87-0028	DEPARTMENTAL CORRESPONDENCE	Amendment	CR+3	TRANS OTHER
/159/	<i>ADMINISTRATION - OSBD</i>				
176	16-0045	OSBD REVOLVING LOAN FILES	New	FIS+6	DEST
177	16-0046	OSBD CERTIFICATION FILES	New	FIS+10	DEST
178	95-0136	SBE PARTICIPATION FORMS	Amendment	CR+5	DEST
/180/	<i>BOARD OF ZONING APPEALS</i>				
179	12-0029	BOZA ADMINISTRATIVE SUBJECT FILES	Amendment	FIS+7	TRANS OTHER
180	18-0027	VIDEO RECORDINGS OF BOZA MEETINGS	New	CR+4	DEST
181	72-0002	APPEALS CASES AND DECISIONS	Amendment	EVT+4	TRANS OTHER
/328/	<i>MILWAUKEE FIRE DEPARTMENT</i>				
182	18-0028	RECORDINGS OF MFD CALLS FOR SERVICE	New	CR+120 DAYS	DEST
183	18-0029	RECORDINGS OF MFD RADIO TRANSMISSIONS	New	CR+120 DAYS	DEST
184	18-0030	CAD INCIDENT DATA - MFD RESPONSE	New	CR+7	TRANS OTHER
185	18-0031	CAD DATA FOR CALLS DISPATCHED TO PRIVATE AMBULANCE PROVIDERS	New	CR+7	DEST
186	18-0032	NFIRS REPORTS SUBMITTED TO FEMA	New	CR+7	DEST
187	18-0048	COMMUNITY RISK REDUCTION	New	CR+5	DEST
188	18-0058	TEMPORARY NOTICES	New	CR+1	DEST
189	18-0059	NUMBERED NOTICES	New	CR+5	TRANS OTHER
190	90-0061	FIRE DEPARTMENT INTERNAL MEMORANDA	Amendment	CR+2	DEST
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
191	18-0040	CALENDARS--CITY EMPLOYEES	New	CR+1	DEST
192	18-0041	CALENDARS--ELECTED OFFICIALS AND DEPARTMENT HEADS	New	EVT+3	TRANS OTHER
193	18-0042	SUBJECT FILES--CITY DEPARTMENTS AND ELECTED OFFICIALS	New	CR+7	TRANS OTHER
194	18-0043	TRANSITORY CORRESPONDENCE	New	EVT	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
/046211/	CITY OF CEDARBURG				
	POLICE DEPARTMENT				
195	1	UNIFORM TRAFFIC CITATIONS	New	CY+7	DEST
196	2	MUNICIPAL SUMMONS AND CITATIONS	New	CY+7	DEST
197	3	MOTOR VEHICLE CRASH REPORTS	New	CY+7	DEST
198	4	EMPLOYMENT APPLICATIONS	New	CY+7	DEST
199	5	FINGERPRINT CARDS AND MUG SHOTS	New	CY+7	DEST
200	6	TELEPHONE RECORDINGS	New	CY+6 MOS	DEST
201	7	MEMOS, POLICY & PROCEDURES, DIRECTIVES	New	CY+6	DEST
202	8	SQUAD VIDEO RECORDINGS	New	CY+5 MOS	DEST
203	9	BODY CAMERA RECORDINGS	New	CY+120 DAYS	DEST
204	10	INTERVIEW RECORDINGS (AUDIO OR VIDEO)	New	CY+7	DEST
205	11	CITIZEN COMPLAINTS AGAINST DEPARTMENT	New	CY+10	DEST
206	12	OFFENSE, INCIDENT, ARREST CASE FILE REPORTS	New	CY+10	DEST
207	13	PARKING CITATIONS AND CITATION LOGS	New	CY+3	DEST
208	14	BICYCLE REGISTRATIONS	New	CY+10	DEST
209	15	PAYROLL, TIMECARDS, OVERTIME RECORDS	New	CY+7	DEST
210	16	DAILY WORK SCHEDULES	New	CY+10	DEST
211	17	EMPLOYEE TRAINING RECORDS	New	EVT+30	DEST
212	18	CASH REGISTER RECEIPT ROLLS	New	CY+7	DEST
213	19	EVIDENCE RECORDS & PHOTOGRAPHS	New	CY+10	DEST
214	20	EMPLOYEE PERSONNEL FILES	New	EVT+30	DEST
215	21	EVIDENCE / PROPERTY INVENTORY DATA	New	CY+10	DEST
216	22	OPEN RECORDS / PUBLIC RECORD REQUESTS	New	CY+10	DEST
217	23	PURCHASE ORDERS, RECEIPTS, BILL PAYABLES, SQUAD REPAIRS RECORDS & BILLS	New	EVT	DEST
218	24	RADIO RECORDSINGS	New	CY+6 MOS	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 #				
Division #	Division Name		Request *	Retention
Index #	RDA #	RDA Title	(* see Legend on last page)	

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