

Agency Name and #				
Division #	Division Name		Request *	Retention
Index #	RDA #	RDA Title	Disposition *	

(* see Legend on last page)

144-FINANCIAL INSTITUTIONS				
/6100/	<i>SECURITIES REGULATION</i>			
1	00114000.	BROKER DEALER & AGENT APPLICATIONS	Renewal	EVT+10 DEST
		Event revised.		
2	00115000.	BROKER DEALER & INVESTMENT ADVISORS FIELD EXAMS	Renewal	EVT+10 DEST
		Event revised.		
3	00116000.	INVESTMENT ADVISER AND REPRESENTATIVE APPLICATIONS	Renewal	EVT+10 DEST
		Event revised.		
4	00117000.	FRANCHISE REGISTRATION APPLICATIONS	Renewal	EVT+3 DEST
5	00117E00.	FRANCHISE ORDER OF EXEMPTION FILINGS	Renewal	EVT+25 DEST
6	00118000.	SECURITIES EXEMPTION NOTICES & EXEMPTION ORDER REQUESTS	Renewal	EVT+6 DEST
		Event revised.		
7	00119000.	SECURITIES REGISTRATION APPLICATIONS	Renewal	EVT+6 DEST
8	00122000.	CIVIL ACTION FILES	Renewal	EVT+10 DEST
		RDA revised and split in to two RDAs. New RDA # is 122A.		
	00122A00	FILINGS UNDER FEDERAL CAFA OF 2005	Pending	EVT+6 DEST
9	00123000.	ADMINISTRATIVE ORDERS	Renewal	PERM PERM
10	00126000.	CORPORATE TAKEOVER OWNERSHIP INFORMATION FILINGS	Renewal	EVT+25 DEST
11	00127000.	CORPORATE TAKEOVER - REGISTRATION FILING	Renewal	EVT+10 DEST
12	00129000.	SECURITIES & FRANCHISE INTERPRETIVE OPINIONS	Renewal	PERM PERM
13	00130000.	FEDERAL COVERED SECURITY NOTICE FILINGS	Renewal	EVT+6 DEST
		Event revised.		

255-PUBLIC INSTRUCTION				
/001/	<i>OFFICE OF STATE SUPERINTENDENT</i>			
14	00019000.	CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT	Amendment	EVT+8 SHSW
		Description revised.		
15	00021000.	GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT	Amendment	EVT+8 SHSW
		Description revised.		

285A-UW MADISON				
/171600/	<i>SCHOOL OF EDUCATION - COUNSELING PSYCHOLOGY</i>			
16	17001942.	PRACTICUM AND INTERNSHIP / EXTERNSHIP RECORDS	New	EVT+30 DEST
		Description revised.		

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/451050/	<i>LAW SCHOOL-REMINGTON CENTER</i>				
17	45001763.	STATE PUBLIC DEFENDER APPOINTED APPELLATE, FEDERAL AND / OR OTHER REMINGTON CENTER CASE FILES - CLASS C FELONIES	Amendment	EVT+50	DEST
		Description and event revised.			
18	45001764.	STATE PUBLIC DEFENDER APPOINTED APPELLATE, FEDERAL AND / OR OTHER REMINGTON CENTER CASE FILES - CLASS A, B FELONIES	Amendment	EVT+75	DEST
		Event revised.			
19	45001937.	STATE PUBLIC DEFENDER APPOINTED APPELLATE, FEDERAL AND / OR OTHER REMINGTON CENTER CASE FILES - CLASS D FELONIES	New	EVT+25	DEST
		Description and event revised.			
20	45001938.	STATE PUBLIC DEFENDER APPOINTED APPELLATE, FEDERAL AND / OR OTHER REMINGTON CENTER CASE FILES - CLASS E FELONIES	New	EVT+15	DEST
		Event revised.			
21	45001939.	STATE PUBLIC DEFENDER APPOINTED APPELLATE, FEDERAL AND / OR OTHER REMINGTON CENTER CASE FILES - CLASS F AND LOWER INCLUDING MISDEMEANORS	New	EVT+10	DEST
		Event revised.			
22	45001940.	APPLICATIONS THAT WERE NOT ACCEPTED BY REMINGTON CENTER	New	EVT+1	DEST
/451052/	<i>LAW SCHOOL - ECONOMIC JUSTICE INSTITUTE</i>				
23	45001941.	CASE FILES	New	EVT+15	DEST
		Description and confidential citation note revised.			

395-TRANSPORTATION					
	<i>OUTDOOR ADVERTISING PROGRAM RECORDS</i>				
24	00009000.	OUTDOOR ADVERTISING SIGN PERMIT FILES	Amendment	PERM	PERM
25	00009A00.	REGION OUTDOOR ADVERTISING CONFORMING SIGN FILES	Amendment	EVT+5	DEST
		Event revised.			
26	00270000.	OUTDOOR ADVERTISING NONCONFORMING SIGN FILES	Amendment	EVT+20	DEST
		Event revised.			
27	00271000.	HISTORIC OUTDOOR ADVERTISING SIGN INVENTORY RECORDS, PERMIT LOG BOOKS, CARD CATALOGS 1960'S - 2001	Amendment	PERM	PERM
		Description revised.			
28	00272000.	OUTDOOR ADVERTISING PROGRAM ENFORCEMENT ACTIONS, HEARINGS AND APPEALS FILES	Amendment	EVT+10	DEST

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29	00273000.	OUTDOOR ADVERTISING ANNUAL FEE BILLING CORRESPONDENCE	Amendment	EVT+5	DEST
30	00274000.	OUTDOOR ADVERTISING PROGRAM MASTER INVENTORY DATA	Amendment	PERM	PERM
31	00276000.	OUTDOOR ADVERTISING PROGRAM PUBLIC INFORMATION AND GUIDANCE MATERIALS	Amendment	EVT+2	DEST
32	00277000.	OUTDOOR ADVERTISING PROGRAM POLICY MANUALS, HANDBOOKS AND GUIDANCE DOCUMENTS	Amendment	EVT+20	SHSW
		<i>GEOTECHNICAL PROGRAM</i>			
33	00279000.	AIRPORT SUBSURFACE INVESTIGATIONS AND REPORTS	Amendment	PERM	PERM
34	00280000.	INCLINOMETER INVESTIGATIONS AND REPORTS	Amendment	PERM	PERM
35	00281000.	PILE DRIVING INVESTIGATIONS AND REPORTS	Amendment	EVT+3 MO	DEST
		Event, retention, and description revised.			
36	00282000.	GEOLOGIC AND GEOPHYSICAL INVESTIGATIONS & REPORTS	Amendment	PERM	PERM
37	00284000.	SALT STUDY & GROUNDWATER STUDIES, INVESTIGATIONS AND REPORTS	Amendment	PERM	PERM
38	00286000.	HIGH VOLUME WASTE REUSE STUDIES	Amendment	PERM	PERM
39	00287000.	FOUNDATION AND SOILS GUIDELINES, DIRECTIVES & POLICIES	Amendment	EVT+5	DEST
40	00288000.	GEOTECHNICAL ENGINEERING PROJECT LIST	Amendment	PERM	PERM
41	00406000.	BORING LOGS NOT DRAWN	Amendment	EVT+50	DEST
42	00991000.	SITE-SPECIFIC GEOTECHNICAL INVESTIGATIONS, REPORTS, AND REVIEWS	New	PERM	PERM
43	00992000.	NON-SITE SPECIFIC GEOTECHNICAL INVESTIGATIONS, REPORTS, AND REVIEWS	New	PERM	PERM
44	00993000.	GEOTECHNICAL ENGINEERING UNIT PROJECT WORK STATUS TRACKING LOG	New	EVT+3 MO	DEST
		Event, retention, and description revised.			
/038/		<i>LOCAL ROADS & FINANCE</i>			
45	00549000.	LRIP REJECTED PROJECT APPLICATIONS	Amendment	EVT+6 MOS	DEST
46	00550000.	PROGRAM ENTITLEMENT CALCULATIONS	Amendment	EVT+8	DEST
47	00552000.	LRIP PROGRAM REPORTS	Amendment	EVT+4	SHSW
48	00554000.	LRIP INTERNAL OPERATING PROCEDURES AND MANUALS	Amendment	EVT	DEST
49	00555000.	LRIP PROGRAM BIENNIAL GUIDELINES AND REQUIREMENTS INFORMATION PACKETS	Amendment	EVT+8	DEST
50	00556000.	LRIP DISCRETIONARY PROJECT SELECTION RECORDS, CORRESPONDENCES AND PUBLIC ANNOUNCEMENTS	Amendment	EVT+8	SHSW
51	00558000.	LRIP INFORMATION MANAGEMENT SYSTEM PROJECT DETAIL DATA AND PROJECT SUMMARY DATA	Amendment	EVT+8	DEST
52	00662000.	LRIP APPROVED PROJECT FILES	Amendment	EVT+8	DEST

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410-CORRECTIONS					
53	00133000.	COMMUNITY CORRECTIONS EMPLOYMENT PROGRAM (CCEP) PAYROLL	Amendment	EVT+7	DEST
435-HEALTH SERVICES					
/104/	DPH - COMMUNITY HEALTH PROMOTION				
54	00187A00.	TERMINATED WIC (WOMEN, INFANTS AND CHILDREN) VENDOR AND INFANT FORMULA SUPPLIER FILES	Amendment	EVT+4	DEST
/225/	DCTS - FACILITIES				
55	00750A00.	CLIENT INCIDENT REPORTS	Amendment	EVT+10	DEST
56	00940A00.	PATIENT / CLIENT GRIEVANCE RECORDS STAGE 1 AND 2	Amendment	EVT+7	DEST
455-JUSTICE					
57	00064000.	FORENSIC ANALYSES FILES	New	EVT+6 MOS	DEST
485-VETERANS AFFAIRS					
58	00068000.	DENTAL SERVICES RECORDS	Amendment	EVT+5	DEST
59	00080000.	CONTINGENCY KITS (NON-CONTROLLED DRUGS)	Amendment	CR+5	DEST
60	00082000.	PRESCRIPTION RECORDS	Amendment	EVT+5	DEST
		Retention changed.			
61	00102000.	MEMBER INCIDENT REPORTS	Amendment	EVT+7	DEST
62	00103000.	NURSING ASSIGNMENT WORKLOADS	Amendment	CR+6	DEST
63	00107000.	REFERENCE LABORATORY SEND OUT LOG	Amendment	CR+2	DEST
64	00112000.	OCCUPATIONAL AND PHYSICAL THERAPY REPORTS	Amendment	CR+2	DEST
65	00145000.	PHARMACY RECORDS MEDICARE PART D	Amendment	CR+10	DEST
/002/	VETERANS BENEFITS - GRANTS				
66	00033000.	VETERANS TRUST FUND GRANTS	Amendment	EVT+6	DEST
		Description revised.			
521-ETHICS COMMISSION					
/521/	ETHICS COMMISSION				
67	00007000.	SETTLEMENT AGREEMENTS	New	EVT+6	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.

MADISON, CITY OF					
/34/	<i>INFORMATION TECHNOLOGY</i>				
68	IT000023.	IT SERVICE REQUESTS - MINOR	New	FIS+3	DEST
69	IT000024.	IT SERVICE REQUESTS - MAJOR	New	FIS+7	DEST
/72/	<i>FIRE</i>				
70	FD000022.	ACADEMY AND TRAINING COURSE FILES	New	FIS+20	DEST
/82/	<i>PARKING UTILITY</i>				
71	TEP00003.	PARKING PAYMENT AUTHORIZATIONS	New	EVT+90 DAYS	DEST
/86/	<i>WATER UTILITY</i>				
72	WU000001.	CUSTOMER ACH AUTHORIZATIONS	New	EVT+2	DEST
MILWAUKEE, CITY OF					
/131/	<i>COMMON COUNCIL/CITY CLERK</i>				
73	19-0051	MEETING TRANSCRIPTS - CLOSED CAPTIONING	New	EVT+6 MOS	TRANS OTHER
/155/	<i>DEPARTMENT OF ADMINISTRATION (DOA)</i>				
74	09-0042	IT PROJECT FILES	Amended	EVT+1	DEST
75	09-0050	USER ACCESS REQUEST FORMS	Renewal	EVT+2	DEST
76	19-0052	IT MANAGEMENT REPORTS AND METRICS	New	EVT + 4	DEST
77	19-0053	PERFORMANCE MEASURES	New	EVT + 6	DEST
78	19-0054	SYSTEM SPECIFICATIONS AND QUALITY CONTROL FILES	New	EVT + 4	DEST
79	19-0056	OPERATING SYSTEM/HARDWARE MIGRATION PLANS	New	EVT + 3	DEST
80	19-0057	OPERATIONAL AND OTHER AUTOMATED LOGS	New	EVT+0	DEST
		Description revised.			
		Held by Board - NOT APPROVED			
81	19-0058	COMPUTER SECURITY, INCIDENT, AND INVESTIGATION REPORTS	New	EVT + 5	DEST
82	19-0059	REQUEST IT SUPPORT (RITS) TICKETS AND RELATED RECORDS	New	EVT+0	DEST
		Description revised.			

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/170/	<i>ELECTION COMMISSION</i>				
83	08-0008	ABSENTEE BALLOT POLL LIST	Amended	EVT+22 MOS	DEST
		Description revised.			
84	09-0011	ABSENTEE BALLOT APPLICATION (FEDERAL)	Amended	EVT+22 MOS	DEST
		Description revised.			
85	09-0012	ABSENTEE BALLOT APPLICATION (NON-FEDERAL)	Amended	EVT+90 DAYS	DEST
		Description revised.			
86	09-0017	AUTOMATIC ABSENTEE BALLOT APPLICATION	Amended	EVT+3 DAYS	DEST
87	09-0027	ELECTION MATERIALS/SUPPLIES (NON-FEDERAL ELECTION)	Amended	EVT+90 DAYS	DEST
		Description revised.			
88	09-0028	ELECTION MATERIALS/SUPPLIES (FEDERAL ELECTION)	Amended	EVT+22 MOS	DEST
		Description revised.			
89	09-0089	CANDIDATE NOMINATION PAPERS (NON-FEDERAL)	Amended	EVT+90 DAYS	DEST
		Description revised.			
90	19-0060	DETACHABLE RECORDING UNITS	New	EVT+21 DAYS	DEST
		Withdrawn by city.			
91	19-0061	ELECTION NOTICES	New	EVT + 1	DEST
92	19-0062	BALLOTS (FEDERAL)	New	EVT+22 MOS	DEST
		Description revised.			
93	19-0063	BALLOTS (NON-FEDERAL)	New	EVT+30 DAYS	DEST
		Description revised.			
94	19-0064	UNUSED BALLOTS	New	EVT+3 DAYS	DEST
		Description revised.			
/287/	<i>EMPLOYEE'S RETIREMENT SYSTEM (ERS)</i>				
95	73-0302	ACTUARY CENSUS REPORT	Amended	CR + 7	DEST
96	99-0122	CUSTODIAN STATEMENTS	Amended	FIS + 10	DEST
/381/	<i>MILWAUKEE HEALTH DEPARTMENT (MHD)-ADMINISTRATION</i>				
97	19-0041	COMMUNITY HEALTH ASSESSMENT - PRIMARY DATA	New	EVT + 5	DEST
		Withdrawn by city.			
98	19-0042	COMMUNITY HEALTH ASSESSMENT - REPORTS AND APPENDICES	New	EVT + 1	TRANS OTHER
/383/	<i>MILWAUKEE HEALTH DEPARTMENT (MHD)-ENVIRONMENTAL HEALTH</i>				
99	19-0004	ESTABLISHMENT FILES	New	CR + 50	DEST
		Event, retention, and description revised.			

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/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
100	12-0027	VOICE RECORDING SYSTEM RECORDS	Amended	CR+4 MOS	DEST
		Withdrawn by city.			
101	19-0019	FORM MASTERS	New	EVT + 2	DEST
102	19-0020	EXTERNAL COMPLAINTS - NON-POLICE	New	EVT + 2	DEST
103	19-0022	MEMORANDA OF UNDERSTANDING (MOU) AND SERVICE LEVEL AGREEMENTS (SLA)	New	EVT + 4	DEST
104	19-0024	ANNUAL REPORTS	New	EVT + 2	TRANS OTHER
105	19-0025	ROUTINE REPORTS	New	EVT + 3	DEST
106	19-0027	LEGAL CASE FILES - NON-CITY ATTORNEY	New	EVT + 7	DEST
107	19-0028	MONUMENTAL CASE FILES - NON-CITY ATTORNEY	New	EVT + 7	TRANS OTHER
108	19-0048	INTERNSHIP FILES	New	EVT + 5	DEST
		Confidential citations corrected.			
109	19-0066	PUBLIC NOTICES AND AFFIDAVITS OF PUBLICATION	New	EVT + 7	DEST
110	19-0067	CRITICAL INCIDENT MANAGEMENT PLANS	New	EVT + 3	DEST
111	19-0068	DISASTER RECOVERY RECORDS	New	EVT + 3	DEST
		Description revised and confidential citation corrected.			
112	19-0069	INTERNSHIP APPLICATIONS (UNSUCCESSFUL)	New	EVT + 2	DEST
		Confidential citations corrected.			
/950/	<i>DEFERRED COMPENSATION</i>				
113	97-0020	TPA (THIRD PARTY ADMINISTRATOR) CASH ACTIVITY REPORT	Amended	FIS + 7	DEST
114	97-0022	DEFERRED COMPENSATION MEETING MATERIALS	Amended	FIS + 7	TRANS OTHER
GREEN BAY METROPOLITAN SEWERAGE DISTRICT					
115	2	VENDORS CERTIFICATES OF LIABILITY INSURANCE	Amended	CR + 7	DEST
		Event revised.			
116	3	CUSTOMER AND REGULATOR CORRESPONDENCE	Amended	CR + 7	DEST
117	4	NON-CUSTOMER AND NON-REGULATOR CORRESPONDENCE	Amended	CR + 7	DEST
118	5	RECORD LOG OF AWARDS RECEIVED	Amended	CR + 20	DEST
119	6	DISCLOSURE OF RELATED PARTY TRANSACTIONS	Amended	CR + 7	DEST
120	7	REGISTER OF VISITORS	Amended	CR + 7	DEST
121	8	SEWER PLAN REQUESTS AND DOCUMENTATION	Amended	EVT + 25	DEST
		Description revised.			
122	9	CHAIN OF CUSTODY AND BENCHSHEETS	Amended	CR + 5	DEST

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123	10	REPORTS	Amended	EVT + 5	DEST
		Description revised.			
124	11	WHOLE EFFLUENT TOXICITY TESTING	Amended	CR + 10	DEST
125	12	SPILL PREVENTION, CONTROL, AND COUNTERMEASURES	New	CR + 20	DEST
126	13	STORAGE TANK INTERNAL / EXTERNAL INSPECTION REPORTS	New	EVT + 20	DEST
		Description revised.			
127	14	EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT TIER II ANNUAL REPORTS	New	CR + 7	DEST
128	15	TITLE V AIR PERMIT - GREEN BAY FACILITY	Amended	EVT + 10	DEST
		Description revised.			
129	16	AIR PERMIT - DE PERE FACILITY	New	EVT + 10	DEST
		Description revised.			
130	17	EXISTING INCINERATORS	Amended	EVT + 10	DEST
		Title and description revised.			
131	18	RESEARCH AND CORRESPONDENCE	New	CR + 30	DEST
132	19	PERMIT - WATER	Amended	EVT + 10	DEST
		Description revised.			
133	20	HAZARDOUS WASTE MANAGEMENT	Amended	EVT + 10	DEST
		Description revised.			
134	21	ADAPTIVE MANAGEMENT	New	EVT + 10	DEST
		Description revised.			
135	22	CHAIN OF CUSTODY AND BENCHSHEETS	New	FIS + 5	DEST
136	23	PROGRAM DEVELOPMENT DOCUMENTS/STUDIES	New	CR + 20	DEST
137	24	CUSTOMER BILLING CHALLENGES	Amended	CR + 7	DEST
		Description revised.			
138	25	CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE MANUAL	New	EVT + 3	DEST
139	26	PLAN DOCUMENTS / AGREEMENTS FOR BENEFIT PROGRAMS	Amended	EVT + 6	DEST
140	27	COMPLIANCE MAINTENANCE ANNUAL REPORT	Amended	CR + 10	DEST
141	28	DISCHARGE MONITORING REPORT	Amended	CR + 10	DEST
142	29	WISCONSIN DEPARTMENT OF NATURAL RESOURCES AUDIT REPORTS	New	CR + 10	DEST
143	30	SUPPORTING DATA	Amended	CR + 6	DEST
144	31	INSURANCE POLICIES	Amended	EVT + 10	DEST
		Description revised.			
145	32	INVESTMENT, RESERVE AND PROPERTY POLICIES	Renewal	EVT + 2	DEST

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146	33	PRETREATMENT DATA	Amended	FIS + 10	DEST
147	34	DEVELOPMENT DOCUMENTS	Amended	FIS + 20	DEST
148	35	PERMITS	Amended	CR + 10	DEST
149	36	HAULED WASTE PERMITS	Amended	EVT + 7	DEST
150	37	HAULED WASTE APPLICATIONS AND RENEWALS	New	EVT + 7	DEST
151	38	LOG OF OCCUPATIONAL INJURIES AND ILLNESSES	Renewal	CR + 5	DEST
152	39	RECORDS OF INJURIES & ILLNESSES	Renewal	EVT + 30	DEST
153	40	INTERNAL TRAINING QUIZZES & ROSTERS	New	EVT + 3	DEST
154	41	CONTINUOUS EMISSIONS MONITORING	Amended	EVT + 10	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

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