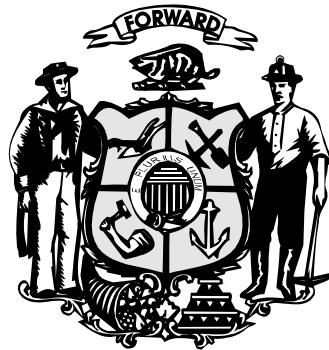


General Records Schedule

County and Related Records

Approved by the Public Records Board:

March 20, 2023



Expiration: March 20, 2033

For use by all units of Wisconsin Government at the County level

I. Introduction

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the County General Records Schedule (County GRS) upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all county governments and provides assurance of accountability to the public. This schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in county governments. Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)). This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

II. Applicability

The County GRS is intended to serve as guidance for records that are created or received by Wisconsin county governments, but must first be formally adopted for use before it can be applied. Adopting the schedule does not require county governments to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the County GRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges, text messages, and other types of electronic records and information systems maintained by agencies. Counties must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

III. Purpose

Record schedules are intended to SIMPLIFY the records management responsibilities of records creators. It is the intention of the County GRS to streamline records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for counties to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all counties; and
- Promoting the cost-effective records management.

IV. Implementation

County governments ARE NOT required to adopt the schedule for use and this schedule does not replace the option to create and adopt records schedules through the creation of ordinances. See Additional Options section below for more information.

To adopt the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).
- Counties should enact an ordinance adopting the County GRS as their official schedule. Any previously approved ordinances for records that are covered under the County GRS should be superseded.

Records not covered by the County GRS:

Records created by counties that are not listed in this schedule should be retained in accordance with Wis. Stat. § 19.21(5), which generally sets the minimum retention at 7 years, unless otherwise set by another statute or a different retention is approved by the PRB. Counties may retain any previous PRB approved schedules for records not covered by the County Schedule. See Section V for information regarding final disposition of records not scheduled in the County GRS.

Additional Options:

- County governments may adopt the PRB approved General Records Schedules to supplement the County GRS. See Section IX for more information.
- Specific schedules may also be set by Records Disposition Authorizations (RDAs). Please consult the PRB webpage on [Information for Counties and Municipalities](#) for more information and instructions.

- Counties that choose not to adopt the County GRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(5)(c). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

V. Final Disposition

Wis. Stat. § 19.21(5)(d)(1) requires that county governments must notify the Wisconsin Historical Society at least 60-days prior to the destruction of all public records for inclusion in the state archives. The Society has the ability to waive the notification period for a records series in instances when the historical value is low. The WHS Notification field in the County GRS indicates if notification is required for a particular series.

- **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(5)(d)(1). Waived may be destroyed without giving notification once they pass the required retention period.
- **Notify:** Counties are required to send written notification to the Wisconsin Historical Society before destruction. See [Notifying the Wisconsin Historical Society](#) for information on this process
- **N/A:** indicates that the retention is permanent.

Counties may destroy public records ONLY after they have passed their required retention period. Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related public records request has been received and not fulfilled, or statutorily required time periods have not expired.

Destroying obsolete records: Waived records or records declined for transfer to the Wisconsin Historical Society should be disposed of in a manner that ensures they are completely destroyed. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information
- **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

Transferring Records to Wisconsin Historical Society: Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete county records may not be transferred to local historical societies

or other repositories because the statutes do not specify that other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Counties are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the county is unable to maintain these records.

VI. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VIII. Revision History

See the “Revision History” section for a listing of changes to this GRS.

IX. Additional Schedules

County governments have the option of adopting [General Records Schedules](#) to augment the County GRS. These additional schedules have been approved by the PRB for state agency use, but may also be adopted by local units of government. Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Circuit Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records. Courts are required to give 60-day notification to the Wisconsin Historical Society prior to destroying obsolete records.

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|----------------|--|--|----------------------|------------------------------|---------------------------------------|--|--|
| General | | | | | | | |
| CNTY0100 | Citations | County citations including zoning, park and recreation, code enforcement. | No | No | EVT+2 years and destroy. | Event is date citation issued. | Waived |
| CNTY0101 | Claims | Claims made, general liability and property, injury reports non-employee, includes documents supporting such claims, including livestock claims for damages by dogs to domestic animals. | Yes | No | EVT+7 years and destroy confidential. | Event is date claim is closed. | Waived |
| CNTY0102 | Code of Ethics | County code of ethics. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0103 | Indexes | Inventory of a particular record series needed to identify and/or locate individual records, files, or cases. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Notify if it indexes a series that is transferred to WHS |
| CNTY0104 | Public Assistance - Divestment & Asset Allocation (Medicaid) | Fraud, intentional program violation, overpayment, and quality control review. | Yes | No | EVT+3 years and destroy confidential. | Event is date issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier. | Waived |
| CNTY0105 | Surveys | Customer, constituent and employee surveys, this does not relate to land surveys performed by a land surveyor. | No | No | EVT+3 years and destroy. | Event is date survey is closed. | Waived |
| Airport | | | | | | | |
| CNTY0150 | Aircraft - Wildlife Incidents | Reports filed with FCC regarding wildlife air strikes, this is a voluntary report by the pilot, not necessarily the airport. | No | No | EVT+1 year and destroy. | Event is the date the report is sent to National Wildlife Database – the record keeper is at the federal level. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|----------------------|---|--|----------------------|---|--|---|------------------|
| CNTY0151 | Airport Improvement Program (AIP) | Reports to Wis DOT regarding plans to improve airport, this is done yearly. | No | No | EVT+1 year and destroy. | Event is the date superseded. | Waived |
| CNTY0152 | Airport Licensure | Special radio frequency assigned by FAA. | No | No | EVT+1 year and destroy. | Event is the date superseded. | Waived |
| CNTY0153 | Airport Protection Plans and Specifications | Certification manual, logs, inspection records, airport layout, specifications and standards plan for items such as buffers and runways, etc. | No | No | EVT+7 years and destroy. | Event is the date superseded. | Waived |
| CNTY0154 | Operating and Financial Reports / Summaries | Day to day operational documents of the airport and airport management. | No | No | EVT+7 years and destroy. | Event is date audit is completed. | Waived |
| Child Support | | | | | | | |
| CNTY0200 | Administrative Cost Claims | Includes supporting documentation, costs, revenues, expenditures. | No | No | EVT+3 years and destroy. | Event is date of submission of last expenditure report. | Waived |
| CNTY0201 | Case Records | Child support, divorce, misdemeanor and felony non-support, paternity post and pre-judgment (dismissed) & pre-judgment not pursued, and Intergovernmental. May include child support & paternity records, including warrants and capias. | Yes | Yes Wis. Stat. §§ 19.36(1) 49.83, 49.22, 769.312, and 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654 | EVT+7 years and destroy confidential. | Event is date the case is closed. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|------------|--|--|----------------------|---|---------------------------------------|-----------------------------------|------------------|
| CNTY0202 | Internal Revenue Service (IRS) Records | IRS records lists and client logs. | Yes | Yes Wis. Stat. § 19.36(1) 45 C.F.R. § 303.2, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654 | EVT+5 years and destroy confidential. | Event is date the case is closed. | Waived |
| CNTY0203 | Intergovernmental Support Cases | Interstate cases, Uniform Interstate Family Support Act (UIFSA). | Yes | Yes Wis. Stat. §§ 19.36(1), 49.83, 49.22, 769.312, 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654 | EVT+7 years and destroy confidential. | Event is date the case is closed. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-----------------------------------|---|---|----------------------|---|--|--|--|
| Coroner – Medical Examiner | | | | | | | |
| CNTY0251 | Case Files | Case documents, including homicide or suspicious death investigation case files. Case files, slides, slide reports, x-rays, photos, digital photos, DNA cards. Autopsy documents, body exams, cremation documents, investigative reports, toxicology reports. | Yes | Yes HIPAA Privacy Rule 50 Years after death per US Health & Human Services (HHS) | EVT+75 years and transfer to Wisconsin Historical Society. | Event is date case is closed or when appeal time has expired, whichever is longer. | Notify (homicide or suspicious death cases only) |
| CNTY0252 | Disposal Log | Medication disposal documents, and evidence of property disposal documents. | Yes | No | EVT+10 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY0253 | Tissue Stock Jars | Tissue stock jars. Specimen used for further exam, can only be used for disease, etc. | Yes | No | EVT+3 years and destroy confidential. | Event is the end of current year. | Waived |
| Corporation Counsel | | | | | | | |
| CNTY0300 | Case files, litigation | Claims and lawsuits filed against the County; case summaries submitted by outside legal counsel. | No | No | EVT+3 years and destroy. | Event is date case is closed or when appeal time has expired, whichever is longer. | Waived |
| CNTY0301 | Case files, non-litigation | Public communications sent to the county, determinations and supporting documentation. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0302 | CHIPS (Child in Need of Protective Services) Juvenile Records | Records provided from Human Services and law enforcement used for case preparation. | Yes | Yes Wis. Stat. § 48.78 | EVT+7 years and destroy confidential. | Event is the date of child's 18 th birthday. | Waived |
| CNTY0303 | CHIPS (Child in Need of Protective Services) Petitions | Legal documents filed with the Court or used for case preparation to prosecute CHIPS cases. | Yes | Yes Wis. Stat. § 48.78 | EVT+7 years and destroy confidential. | Event is the date of child's 18 th birthday. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------|---------------------------------------|---|-----------------------------|-------------------------------------|--|--|-------------------------|
| CNTY0304 | Dismissals - 51.45 | Prevention and control of alcoholism and drug dependences dismissal documentation. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0305 | Guardianship and Protective Placement | Legal documents filed with the Court or used for case preparation to prosecute guardianships and protective placements. | Yes | Yes Wis. Stat. chs. 54 and 55 | EVT+7 years and destroy confidential. | Event is date of termination of guardianship or protective placement. | Waived |
| CNTY0306 | Lawsuits and Habeas Corpus | Documents pertaining to, and from, the county. | No | No | EVT+3 years and destroy. | Event is the date case is closed or when appeal time has expired, whichever is longer. | Waived |
| CNTY0307 | Legal Fees, Outside Counsel | Billing statements from retained outside legal counsel. | No | No | EVT+7 years and destroy. | Event is date of last activity or case closed, whichever is longer. | Waived |
| CNTY0308 | Legal Memoranda | Comprehensive and organized written document that summarizes and analyzes relevant laws based on legal research. | No | No | Permanent | N/A | N/A |
| CNTY0309 | Legal Opinions | Interoffice communications seeking or issuing a legal opinion. | No | Yes Wis. Stat. § 905.03 | EVT+7 years and destroy. | Event is date of issuance of legal opinion. | N/A |
| CNTY0310 | Liability Claim Files | Notice of claim filed by claimant and communications between insurance company and county employees related to the claim. | No | No | EVT+7 years and destroy. | Event is the date claim is closed or final payment is made. | Waived |
| CNTY0311 | Mental Commitment Cases | Legal documents filed with the Court or used for case preparation to prosecute mental health commitments. | Yes | Yes Wis. Stat. ch 51 | EVT+3 years and destroy confidential. | Event is the date case is closed. | Waived |
| CNTY0312 | Ordinance Enforcement Files | Enforcement letters or citations sent or issued to correct a pending violation of a county ordinance or state law. | No | No | EVT+3 years and destroy. | Event is the date violation corrected. | Waived |
| CNTY0313 | Real Estate Closing Files | Sale of county owned property. | No | No | EVT+7 years and destroy. | Event is the date of sale. | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|---------------------|--|--|----------------------|------------------------------|--|---|------------------|
| CNTY0314 | Termination of Parental Rights (TPRs) | Legal documents filed with the Court or used for case preparation to prosecute TPR cases. | Yes | Yes Wis. Stat. § 48.78 | EVT+45 days and destroy confidential. | Event is the date of child's 19 th birthday. | Waived |
| CNTY0315 | Truancy Referrals | Referrals received from law enforcement or Human Services. | Yes | Yes Wis. Stat. § 938.78 | EVT+1 year and destroy confidential. | Event is the date of child's 18 th birthday. | Waived |
| County Clerk | | | | | | | |
| CNTY0350 | Annual Directories of Public Officials | Annual printed directories of public officials having jurisdiction within the county, prepared and published by the county clerk. | No | No | EVT+1 year and transfer to Wisconsin Historical Society. | Event is the date of publication. | Notify |
| CNTY0351 | Aid to Immigration Societies | Aid for the purpose of inducing immigration to the state. Appropriations, disbursements, statements from the immigration society and itemized bills. | No | No | EVT+7 years and destroy. | Event is the date of disbursement. | Waived |
| CNTY0352 | Appointments | Governor appointments, elected officials, county board of supervisors, committee appointments, county park commissioners, appointment of Clerk of Courts for juvenile matters. | No | No | EVT+7 years and destroy. | Event is the date appointment ends. | Waived |
| CNTY0353 | Consolidation of Counties | Order for referendum or special election to consolidate counties. | No | No | EVT+7 years and destroy. | Event is the date of the order. | Waived |
| CNTY0354 | Farmland Preservation Records | Detachment and preservation of farmland. Judgments, agreements and applications. | No | No | EVT+7 years and destroy. | Event is the date of creation. | Waived |
| CNTY0355 | Forest Products | Notice of cutting forest products. Notices to town chairpersons regarding harvesting of raw forest products. | No | No | EVT+7 years and destroy. | Event is the date of the notice. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|------------------------------------|-------------------------------------|---|-----------------------------|-------------------------------------|---|---|-------------------------|
| CNTY0356 | Mosquito Control | District records for mosquito control. Records pertaining to mosquito control districts. | No | No | EVT+7 years and destroy. | Event is the date of creation. | Waived |
| CNTY0357 | Municipal Judgments | Municipal collection of judgments. Receipts and reports from municipal clerks paid to county treasurer. Names of municipal judges, amount of monies collected, date of collection, defendant name, cause of action and date of the summons and judgment. | No | No | EVT+7 years and destroy. | Event is the date the funds are received by the treasurer. | Waived |
| CNTY0358 | Oaths of Office | County officers oaths and bonds. | No | No | EVT+7 years and destroy. | Event is the date of the oath and/or bond. | Waived |
| CNTY0359 | Removal and Resignation from Office | Removals and resignations from public office. Testimony and proceedings of removal from office and resignations of public officers. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date of removal or resignation. | Notify |
| CNTY0360 | School Tuition Claims | Tuition claims for nonresident pupils or adults for which services were provided during the preceding year. | No | No | EVT+7 years and destroy. | Event is the end of the school year. | Waived |
| CNTY0361 | Veterans Burials | Records of financial assistance and care of veteran's burials. Soldiers' grave records including care of and financial assistance for burials. | Yes | No | EVT+7 years and destroy confidential. | Event is the date of assistance. | Waived |
| County Clerk – County Board | | | | | | | |
| CNTY0400 | County Board Ordinances | County Board approved ordinances. May include county zoning ordinance, petition for amendments, agricultural use. | No | No | EVT+6 years and transfer to Wisconsin Historical Society. | Event is the date of publication of the same in the official proceedings of the board, Wis. Stat. § 59.42(4)(b)1. | Notify |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--|-------------------------------------|--|----------------------|------------------------------|---|--|------------------|
| CNTY0401 | Proceedings | County Board proceedings, committee proceedings, original papers and reports, official publications, publication fees. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date of the proceeding. | Notify |
| CNTY0402 | County Board Resolutions | County Board approved resolutions. | No | No | EVT+6 years and transfer to Wisconsin Historical Society. | Event is the date of publication of the same in the official proceedings of the board. | Notify |
| CNTY0403 | Statistical Reports | Statistical reports of the county clerk to the county board. | No | No | EVT+2 years and destroy. | Event is the date the report given to county board. | Waived |
| Elections – Retentions in this section based on Wis. Stat. § 7.23 | | | | | | | |
| CNTY0450 | Federal Election Records | Federal election records other than registration cards. Applications for absentee ballots, all other election materials and supplies, ballots, certified lists of all candidates, election notices, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes. | No | No | EVT+22 months and destroy. | Event is the date of election unless contested, then by court order. | Waived |
| CNTY0451 | State and Local Election Records | Applications for absentee ballots, all other election materials and supplies, certified lists of all candidates, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes, nomination papers for political party and county offices. | No | No | EVT+90 days and destroy. | Event is the date of election. | Waived |
| CNTY0452 | Ballots State and Local | State and local ballots. | No | No | EVT+30 days and destroy. | Event is the date of election. | Waived |
| CNTY0453 | Ineligible Voter Registration Cards | Registration cards from electors whose registrations are changed to ineligible status. | No | No | EVT+4 years and destroy. | Event is the date voter status updated to ineligible. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------|--------------------------------------|--|-----------------------------|-------------------------------------|---|--|-------------------------|
| CNTY0454 | Certificate of Election | Election certifications may include reports, statements, determinations. | No | No | EVT+7 years and destroy. | Event is the date of election. | Waived |
| CNTY0455 | Detachable Recording Units | Detachable recording units. Memory card/sticks for voting machines. | No | No | EVT+14 days for primary and 21 days after any other election and destroy. | Event is the date data is transferred to a disk or other recording medium. | Waived |
| CNTY0456 | Election Notices | Election notices, types A-E and special elections. Proof of publication and correspondence. | No | No | EVT+1 year and destroy. | Event is the date of election unless contested, then by court order. | Waived |
| CNTY0457 | Official Canvasses | Official canvasses. | No | No | EVT+10 years and destroy. | Event is the date of election canvass relates to. | Waived |
| CNTY0458 | Recount Fee Record | Recount application and record of recount fees. | No | No | EVT+7 years and destroy. | Event is the date of recount. | Waived |
| CNTY0459 | Registration and Poll Lists | Registration and poll lists for non-partisan elections. | No | No | EVT + 2 years and destroy. | Event is the date of election. | Waived |
| License | | | | | | | |
| CNTY0500 | Automobile Registration Lists | Automobile Registration Lists. Fleet list of county vehicles. | No | No | EVT+7 years and destroy. | Event is the date issued. | Waived |
| CNTY0501 | Dog License | Dog license reports, fee reports, records, tags, municipal records sold and issued. | No | No | EVT+3 years and destroy. | Event is the year issued. | Waived |
| CNTY0502 | Marriage License Application records | Marriage License documentation. Marriage license applications, records, and papers pertaining to the application, examination and test documentation, consents of parent or guardian and orders of the court waiving waiting period. | Yes | No | EVT+10 years and destroy confidential. | Event is the date of application. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------------------|---|---|----------------------|------------------------------|---|--|------------------|
| Public Lands and Roads | | | | | | | |
| CNTY0550 | Airport Land | County Airport Records funded with State or Federal funds. Acquisition of airport land, orders and maps, protests of proposed zoning amendments in airport affected area. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date the funding is received. | Notify |
| CNTY0551 | Relocation Orders and Award of Compensation | Relocation orders for public infrastructure and award of compensation pursuant to the relocation orders. | No | No | EVT+7 years and destroy. | Event is the date of relocation order. | Waived |
| CNTY0552 | Commendation | Commendation proceedings including county parks and parkways. Commendation proceedings, assessments of benefits, damages made, notice of appeals, publication of final proceedings as a class 2 notice. | No | No | EVT+7 years and destroy. | Event is the date of final determination. | Waived |
| CNTY0553 | County Forest Land records | County forest lands and road aids. Easements, entry and withdrawals of county forest lands, county forest road aids, maps. | No | No | EVT+7 years and destroy. | Event is the date funding received. | Waived |
| CNTY0554 | County Highways | County Highway documents. May include acquisition of land, orders, maps, construction, statements, findings, determinations, and declaration regarding controlled areas, highway jurisdiction maps. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date received by the clerk. | Notify |
| CNTY0555 | County Land | Notices to town assessors setting out lands owned by the county and lands sold by the county. | No | No | EVT+3 years and destroy. | Event is the date sent. | Waived |
| CNTY0556 | District Protection | Public inland lake protection and rehabilitations districts. Special assessment reports from commissioners of district, petitions, objections. | No | No | EVT+7 years and destroy. | Event is the date received. | Waived |
| CNTY0557 | Drainage District | Drainage district, transfer to other jurisdiction. Petitions and resolutions to transfer to other jurisdiction. | No | No | EVT+7 years and destroy. | Event is the date received. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-----------------------------|---|---|-----------------------------|-------------------------------------|---|---|-------------------------|
| CNTY0558 | Municipal Power and Water Districts | Records of municipal power and water districts. Resolutions of organization, public service commission reports, petitions, referendum results. | No | No | EVT+7 years and destroy. | Event is the date received. | Waived |
| CNTY0559 | Roads and Highways | State trunk highways, county roads, town road maps, adoption of grades and alterations, petitions for immediate repair to culvert or bridge, appropriations, appeals to county board. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date received. | Notify |
| Emergency Management | | | | | | | |
| CNTY0600 | Claims Arising During State of Emergency | FEMA claims arising during a state of emergency. | No | No | EVT+121 days and destroy. | Event is the end of current year. | Waived |
| CNTY0601 | Declaration of Emergency | Proclamation, Resolution and/or Ordinance. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0602 | Emergency Preparedness Plan | Comprehensive emergency management plan, preparedness plan, continuity plans, emergency operations plan, etc. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0603 | Local Emergency Planning Committee | A listing of current committee members. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0604 | Local Emergency Response Team - Reimbursement Claim | Hazmat claims sent to the responsible party. The local Emergency Management would then turn pay the responding agency. | No | No | EVT+5 years and destroy. | Event is the date of the reimbursement. Must give Wisconsin Emergency Management (WEM) 60-days written notice before any such record may be destroyed per Wis. Adm. Code § WEM 6.09. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|---|--|---|----------------------|------------------------------|-----------------------------------|---|------------------|
| CNTY0605 | Mutual Assistance - State of Emergency | A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS). | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| Emergency Medical Services Program | | | | | | | |
| CNTY0651 | Emergency Medical Services Program | Personnel certification, licensure and/or training documentation. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0652 | Emergency Medical Services Program Plan(s) | Regulations, policies, resource management, training, priorities for transportation, facilities improvements, communication under the National Highway Traffic Safety Administration, public information and education, etc. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0653 | Mutual Assistance - State of Emergency | A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS). | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| Community Development | | | | | | | |
| CNTY0700 | HUD Disaster Recovery Initiative Fund Files | HUD funding documents, application, finances, intake form, social security, tax returns. | No | No | EVT+7 years and destroy. | Event is date of last payout and audit. | Waived |
| Senior Services | | | | | | | |
| CNTY0750 | Adult Day Care Records | Reports provided by third parties regarding the day care of adults. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0751 | Area Agency on Aging Reports - includes nutritional meal program summary | Monthly records of Congregate, HDM, Family Care, NOAA, Respite Care, and Shelf Stable meals, Nutrition Education, Volunteer-in-Kind hours provided. Data entered into WellSky/SAMS and rosters and reports generated monthly. | Yes | Yes Wis Stat. § 59.52 | EVT+7 years and destroy. | Event is the end of current year. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------|--|---|-----------------------------|---|--|---------------------------------------|-------------------------|
| CNTY0752 | Benefit Specialist Client Files | Data entered into DSH WellSky/SAMS database. | Yes | Yes Wis Stats. §§ 46.81 & 59.52 & HSS 245.03 | EVT+7 years and destroy. | Event is the date the file is closed. | Waived |
| CNTY0753 | Benefit Specialist Report | Data entered into DHS WellSky/SAMS database. | Yes | Yes Wis Stat. § 46.81 | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY0754 | Client Assessments for Home Delivered Meals and Supportive Services | HDM client initial shorter assessment form, and in-home assessor full assessment form, to determine initial and ongoing eligibility for HDM. | Yes | Yes Wis. Stat. § 59.52 | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0755 | Client Files - includes complaints, HDM assessments and pre-authorizations | MCO Family Care preauthorization forms. File of client correspondence: compliments, complaints, reminders of program guidelines, Notice of discontinuation of meals if Not following guidelines. | Yes | Yes Wis. Stat. § 59.52 | EVT+7 years and destroy. | Event is the date the file is closed. | Waived |
| CNTY0756 | Client Nutrition Site Changes, site counts and daily meal counts | Meal Cancellation Logs maintained at each nutrition site and mailed weekly to program supervisor. Weekly reports mailed to supervisor and maintained with monthly records. | No | No | EVT+4 years and destroy. | Event is the end of current year. | Waived |
| CNTY0757 | Client Donation Statements | Suggested donation for HDM meals in previous month. May include Monthly donation statements produced from WellSky/SAMS, printed, and mailed to HDM designee; Family Care claims produced by supervisor and accounting supervisor and mailed to appropriate MCO. | Yes | Yes Wis. Stat. § 59.52 | EVT+3 years and destroy. | Event is the end of current year. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------|--|---|-----------------------------|-------------------------------------|--|-----------------------------------|-------------------------|
| CNTY0758 | Complaint Grievance File | Rights and grievances. | Yes | Yes Wis Stat. § 59.52 | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0759 | Congregate Participant Logs Book | Daily log of in-person diners, and their signature, for each nutrition site offering congregate meals. Mailed to supervisor weekly and maintained with weekly & monthly record. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0760 | Congregate Registration Forms | BADR & GWAAR provided Congregate Registration form for initial eligibility and required annual completion. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0761 | Contracts Not Related to Purchasing | Vendor's Certificate of Liability. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0762 | Elder Abuse Reports | Documents related to elder abuse. | Yes | Yes Wis. Stat. § 46.90 | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0763 | Home Delivered and Congregate Meals, volunteer - in-kind hours | Volunteer in-kind hours for congregate and home delivered meal hours at each nutrition site. Includes volunteer mileage reports. | Yes | Yes Wis. Stat. § 46.85 | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0764 | Home Delivered Meals, client charge log (roster), and daily vendor order sheet | HDM route sheets, Respite Care Wednesday meals at Lake Mills, monthly roster that records daily meals for each client, and weekly vendor order sheet. | Yes | Yes Wis. Stat. § 59.52 | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0765 | Information & Assistance (I & A) Files (EOY) | Data entered into WellSky/SAMS. Number of monthly contacts maintained includes ID applications, receipts, and reconciliation books. | Yes | Yes Wis. Stat. § 59.52 | EVT+7 years and destroy. | Event is the date of audit. | Waived |
| CNTY0766 | Nutrition Program Records | Nutrition Program Records are maintained by the month and year in supervisor's office. | Yes | Yes Wis. Stat. § 59.52 | EVT+3 years and destroy. | Event is the end of current year. | Waived |

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|------------|--|---|----------------------|------------------------------|-----------------------------------|-----------------------------------|------------------|
| CNTY0767 | Nutrition Site, quality control sheets | Temperature logs (food & refrigerator/freezer), test trays completed, annual nutrition site inspection. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0768 | Nutrition Site, registrations | Senior Site Managers receive a carbon copy of the initial short-form HDM assessment and are maintained with other nutrition site documents. | Yes | Yes Wis. Stat. § 59.52 | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY0769 | Senior Center Listing | Web site updated regularly for Senior Center Nutrition Program changes. BADR/GWAAR SharePoint site lists each nutrition program, services, and hours of operation as updated by supervisor. | No | No | EVT+5 years and destroy. | Event is the end of current year. | Waived |
| CNTY0770 | Statistics, operational and cost | Statistics for some programs are generated from WellSky/SAMS. Operational costs -Fiscal | No | No | EVT+5 years and destroy. | Event is the end of current year. | Waived |
| CNTY0771 | Support Group and Doctors List | Informal Doctors list use by staff only-for internal use only. | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY0772 | Taxi Program Analysis | Taxi Program Analysis data. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0773 | Taxi Vouchers | Work Force Development. | Yes | Yes Wis. Stat. § 85.21 | EVT+3 years and destroy. | Event is the date audited. | Waived |
| CNTY0774 | Transit Data, Historical, specialized | Historical Specialized Transit Data. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0775 | Transportation Contracts | Contracts with local Transportation Providers. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY0776 | Volunteer Acknowledgement of Confidentiality, application forms, driver agreements | Senior Dining Program volunteer application. | Yes | Yes Wis. Stat. § 59.52 | EVT+3 years and destroy. | Event is the date terminated. | Waived |
| CNTY0777 | Volunteer Card File | Volunteer contact information for annual volunteer recognition invitations. | Yes | Yes Wis. Stat. § 46.85 | EVT+7 years and destroy. | Event is the end of current year. | Waived |

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|----------------------------------|---|---|----------------------|---|---------------------------------------|--|------------------|
| Facilities | | | | | | | |
| CNTY0800 | Maps - Original Drawings | County Construction and remodeling plans. | No | No | EVT+10 years and destroy. | Event is the date superseded. | Waived |
| CNTY0801 | Condemned Homes on County Property - Burning of | Records pertaining to properties the county has condemned and now owns, burning and demolition permits and inventories. | No | No | EVT+49 years and destroy. | Event is the date the building is removed. | Waived |
| Health | | | | | | | |
| CNTY0850 | Medicare Cost Report | Documents related to Medicare reimbursements. | No | No | EVT+7 years and destroy. | Event is the end of the current year. | Waived |
| CNTY0851 | W.I.C. Case Files | Customer records, lead screening specifically for WIC and reports sent to state. | Yes | Yes Wis. Stat. § 19.36(1) 7 C.F.R. § 246.25 | EVT+3 years and destroy confidential. | Event is the end of fiscal year. | Waived |
| Client and/or Family Care | | | | | | | |
| CNTY0901 | Client Listing | This is a report showing how many people were serviced and the type of services provided. | Yes | Yes HIPAA | EVT+1 month and destroy confidential. | Event is the end of current year. | Waived |
| CNTY0902 | Client Record / Patient Care: Adult | Records pertaining to adult care, care coordination records, family care, health check well child adult, blood pressure reports, home care record, immunization records. | Yes | Yes HIPAA | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY0903 | Client Record / Patient Care: Minor | Records pertaining to childcare, child long term support, care coordination, autism records, family care records, well child check, home care record, immunization records. | Yes | Yes HIPAA | EVT+5 years and destroy confidential. | Date Minor reaches 18 years of age. | Waived |
| CNTY0904 | Health Fair Records | This is a report showing how many people were serviced at fair events and the type of services provided, the record itself is part of the client file. | Yes | Yes HIPAA | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------------------------|---|--|----------------------|------------------------------|---|---|------------------|
| Communicable Disease Records | | | | | | | |
| CNTY0950 | Clinic Record, STD Clinic | Records pertaining to STD testing. | Yes | Yes HIPAA | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY0951 | Immunization Administration Record | Record of vaccine administration to children and adults. | Yes | Yes HIPAA | Permanent Wis. Stat. § 19.36(1) 42 U.S.C. 300aa-25 (Supp. 1987) National Childhood Injury Act of 1986, Section 2125 PHS Act | N/A | N/A |
| CNTY0952 | Referral Listing | List of possible resources to refer a client to. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY0953 | Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult | Immunization form signed authorizing the immunization of an adult. | Yes | Yes HIPAA | EVT+10 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY0954 | Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor | Immunization form signed authorizing the immunization of a minor. | Yes | Yes HIPAA | EVT+10 years and destroy confidential. | Event is the date of child's 18 th birthday. | Waived |
| Community Education | | | | | | | |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--|---|---|----------------------|--|---|---|------------------|
| CNTY1000 | Curriculum | Educational materials, evaluations, program materials. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the end of current year. | Notify |
| Environmental Health Records | | | | | | | |
| CNTY1050 | Health Hazard Investigations | Any investigation into a complaint as it relates to the County Human Health Hazard Ordinance. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1051 | Licensed Establishments Inspection Reports | Any inspection done by a sanitarian through either a complaint or regular inspection. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1052 | Water Sample Reports | These are well water tests done for households with a pregnant person. Samples are tested at the Wisconsin State Lab of Hygiene. This also includes sampling of pools and hot tubs in hotels and other recreational facilities, it also includes public swimming water. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| Adolescent & Family Services / Juvenile | | | | | | | |
| CNTY1100 | Adolescent & Family Services Census Sheets | Census sheets. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY1102 | Adolescent & Family Services Client Records | Client index card files, client listing, client logs. | Yes | Yes Wis. Stats. §§ 48.396 and 938.396 | EVT+7 years and destroy confidential. | Event is the date of child's 19 th birthday. | Waived |
| CNTY1103 | Original Offense Report | Documentation regarding client offense reports. | No | No | EVT+2 years and destroy. | Event is the end of current year. | Waived |
| CNTY1104 | Permission Slips (Residents) | Resident permission slips. | No | No | EVT+2 years and destroy. | Event is the end of current year. | Waived |

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|-------------------------------|--|--|----------------------|--|--|---|------------------|
| CNTY1105 | Resident Juvenile Case Files, secure | Documents pertaining to juvenile residents in a secured facility. | Yes | Yes Wis. Stats. §§ 48.396 and 938.396 | EVT+10 years and destroy confidential. | Event is the date case is closed. | Waived |
| CNTY1106 | Resident Juvenile Case Files, shelter care | Documents pertaining to juvenile residents in a sheltered care. | Yes | No | EVT+7 years and destroy confidential. | Event is the date case is closed. | Waived |
| CNTY1107 | Resident Medical Treatment Records | Medical treatment of clients under the care of a residential care center. | Yes | Yes HIPAA | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY1108 | Resident Medication Log | A listing of medications given to residents of a care center. | Yes | No | EVT+1 month and destroy confidential. | Event is the date superseded. | Waived |
| CNTY1109 | Shelter Care Secure Admission Register | Records pertaining to clients served at secured care facilities. | Yes | No | Permanent | N/A | N/A |
| CNTY1110 | Unit Log (Male & Female) | Listing of residents at a residential care facility. | No | No | EVT+2 years and destroy confidential. | Event is the end of current year. | Waived |
| Intake Shared Services | | | | | | | |
| CNTY1150 | Child Abuse and Neglect / Child Welfare Client Records | Child Protective Services (CPS) case records, Child Welfare (CW) case records, intake & shared services client records, intake access contact listing. | Yes | Yes Wis. Stat. § 48.396 | EVT+7 years and destroy confidential. | Event is the date the case is closed. | Waived |
| CNTY1151 | Kinship Care Client Records | CPS case records, YJ case records, Kinship Care records. | Yes | Yes Wis. Stat. § 48.396 | EVT+7 years and destroy confidential. | Event is the date of child's 18 th birthday. | Waived |
| Long Term Care | | | | | | | |
| CNTY1200 | Long Term Care Client Listing | Client listing, client log. | Yes | Yes | EVT+1 month and destroy confidential. | Event is the date superseded. | Waived |

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|---|--|--|----------------------|--|---------------------------------------|---------------------------------------|------------------|
| CNTY1201 | Long Term Care Client Records - Developmentally Disabled | Client records and reports pertaining to the care of long-term clients. | Yes | Yes Wis. Stat. § 48.396 | EVT+7 years and destroy confidential. | Event is the date case is closed. | Waived |
| Mental Health AODA / Clinical Services | | | | | | | |
| CNTY1250 | Clinical Services Division Client Records | Outpatient Integrated Behavioral Health Clinic: Assessment documents, treatment planning, consent paperwork, progress Notes, discharge paperwork, releases of information, collateral documents, PPS, HIPAA and Clinical Reviews | Yes | Yes Wis. Admin. Code chs. DHS 75 and 92 | EVT+7 years and destroy confidential. | Event is the end of the current year. | Waived |
| CNTY1251 | Community Support Program (CSP) Admissions, Referrals, and Discharge Logs | In-depth assessments, discharge and opening records and referrals. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and 92.12 | EVT+7 years and destroy confidential. | Event is the date of discharge. | Waived |
| CNTY1252 | Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit | The Client Review Notes, supervision log for review at the state audit. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12 | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY1253 | Community Support Program (CSP) Client Review Log | Client review logs. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12 | Permanent | N/A | N/A |
| CNTY1254 | Community Support Program (CSP) Client Waiting Lists | Waiting list are compiled for the year and retained through state reporting. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12 | EVT+1 month and destroy confidential. | Event is the date superseded. | Waived |

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|------------|--|--|----------------------|--|--|-----------------------------------|------------------|
| CNTY1255 | Community Support Program (CSP) Statistics | Statistics compiled in the annual report are retained permanently. | No | No | Permanent Statistics can be needed for funding and grants and CSP is a long-term program. | N/A | N/A |
| CNTY1256 | Complaint Investigations | Complaint Investigations against staff. | No | No | EVT+7 years and destroy. | Event is the date of settlement | Waived |
| CNTY1257 | Court Commitment Tracking Sheets | Documents pertaining to court commitments of a client. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12 | EVT+1 month and destroy confidential. | Event is the date superseded. | Waived |
| CNTY1258 | Day Treatment and Group Home Waiting Lists | A listing of clients waiting to receive treatment and or placement in a group home. | Yes | Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12 | EVT+1 month destroy confidential. | Event is the date superseded. | Waived |
| CNTY1259 | Day Treatment Attendance Sheets | Client attendance sheet. | No | No | EVT+1 month and destroy. | Event is the end of current year | Waived |
| CNTY1260 | Day Treatment Statistics | Reports pertaining to the treatment of clients for statistical purposes and reimbursement. | No | No | EVT+2 years and destroy. | Event is the end of current year. | Waived |
| CNTY1261 | Disease Indexing | An index of diseases treated. | No | No | Permanent | N/A | N/A |
| CNTY1262 | Employee Blood Born Pathogen Records | Employee blood born pathogen records. | Yes | Yes | EVT+30 years and destroy confidential. | Event is the date terminated. | Waived |
| CNTY1263 | Hospital Census Sheets / Demographic | Hospital census sheets and demographic records. | No | No | EVT+10 year and destroy. | Event is the end of current year. | Waived |

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|-----------------------------|--|--|-------------------------------------|---|--|---|-----------------------------|
| CNTY1264 | Medical Staff Credential Files With Disciplinary Action | Medical staff credential files with disciplinary action. | Yes | Yes | Permanent | N/A | N/A |
| CNTY1265 | Medical Staff Credential Files Without Disciplinary Action | Medical staff credential files without disciplinary action. | No | No | EVT+7 years and destroy. | Event is the date terminated. | Waived |
| CNTY1266 | Nursing Schedules | Work schedules. | No | No | EVT+5 years and destroy. | Event is the end of current year. | Waived |
| CNTY1267 | OBRA Screening (Omnibus Budget Reconciliation Act) | OBRA Screening (Omnibus Budget Reconciliation Act). | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY1268 | Patient Treatment Survey | Surveys received from clients. | No | No | EVT+1 year and destroy. | Event is the date the survey is complete. | Waived |
| CNTY1269 | Payee Client Files | Payment information for client. | No | No | EVT+2 years and destroy. | Event is the end of current year. | Waived |
| CNTY1270 | Petty Cash Vouchers | Vouchers used for small items to assist clients. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY1271 | Physician's Registry | A registry of all attending physicians. | No | No | Permanent | N/A | N/A |
| CNTY1272 | Quality Assurance | Actions taken to ensure process are efficient and client needs are met. | No | No | EVT+1 year and destroy. | Event is the date the survey is complete. | Waived |
| CNTY1273 | Supervision Log | Logs and documentation for monitoring staff. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1274 | Survey's - Title XIX | Survey of treatment for state medical assistance programs. | No | No | EVT+15 years and destroy. | Event is the end of current year. | Waived |
| Environmental Health | | | | | | | |
| CNTY1300 | Animal Bite Files | Any animal bite that is associated with a possible rabies bite is documented in a state-owned system Wisconsin Electronic Disease Surveillance System. | No | No | EVT+10 years and destroy. | Event is the end of current year. | Waived |

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|-------------------|--|--|-----------------------------|-------------------------------------|--|--|-------------------------|
| CNTY1301 | Animal Bite Log | Logs are kept for all animal bites that result in a Rabies test. This log is just for our own documentation purposes and the data is entered into the state-owned system Wisconsin Electronic Disease Surveillance System. | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY1302 | Environmental Department Audit | Agent of the State Program Evaluations from Department of Agriculture, Trade, and Consumer Protection. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY1303 | Food & Liquor License Establishments | Documentation for food serving establishments in the County with a license. | No | No | EVT+7 years and destroy. | Event is the Event is the end of current year. | Waived |
| CNTY1304 | Food Borne Illness / Establishment Complaint Files | Complaints from the public regarding food borne illnesses that may be associated with an establishment as required by the DATCP Inspection Program. | No | No | EVT+7 years and destroy. | Event is the date the complaint is filed. | Waived |
| CNTY1305 | Food Sample Reimbursement Documentation | Any documentation related to cost associated with food samples provided and tested during a foodborne outbreak. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1306 | Hotel / Motel Inspections | All inspection results associated with Hotels and Motels in the County as part of the DATCP Inspection Program. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1307 | Inspections for Peddler's Permits | Inspection reports & permits for hand-to-hand goods being sold. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1308 | Lead Inspections (Poisonous & Non-Poisonous) | Lead inspections of homes where children reside who have elevated blood lead levels Noted in children. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1309 | Public Campgrounds | List and possible inspection information associated with campgrounds as part of the DATCP Inspection Program. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1310 | Recreational Educational Camps | List and possible inspection information associated with recreational campgrounds as part of the DATCP Inspection Program. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1311 | Reimbursement Reports | Reports for reimbursement through the DATCP Inspection Program. | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |

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|-----------------------|---|---|-------------------------------------|---|---|--|-------------------------|
| CNTY1312 | Restaurant & Retail Consumer Complaints | All Complaints related to restaurants and retail consumers. | No | No | EVT+10 years and destroy. | Event is the end of current year. | Waived |
| CNTY1313 | Retail Food Establishment Inspections | Any inspection of a school food services and its findings through the DATCP Inspection Program. | No | No | EVT+10 years and destroy. | Event is the end of current year. | Waived |
| CNTY1314 | School Inspection Files | Any inspection of a retail food establishment and its findings through the DATCP Inspection Program. | No | No | EVT+10 years and destroy. | Event is the end of current year. | Waived |
| CNTY1315 | Swimming Pool Inspections | All inspection findings of swimming pools. | No | No | EVT + 3 years and destroy. | Event is the end of current year. | Waived |
| CNTY1316 | Temperature Log, Refrigerator & Incubator | Daily log of vaccine freezer and refrigerator in accordance with the state Vaccines for Children Program. | No | No | EVT+10 years and destroy. | Event is the end of current year. | Waived |
| CNTY1317 | Well Inspection Lab Note Log | Logs of well inspections completed. Notes, logs and surveys. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| Human Services | | | | | | | |
| CNTY1400 | Ch. 49 case records & other materials of all public assistance kept as required | Public assistance and children and family services records not listed elsewhere. | No | No | EVT+3 years and transfer to Wisconsin Historical Society. | If no payments have been made for at least 3 years and a face sheet and financial record or payments for each aid account are preserved in accordance with rules adopted by Dept. of Health Services, set out below. | Notify |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|------------|---|--|----------------------|--|--|--|------------------|
| CNTY1401 | Open Public Assistance Case Records | (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN. | Yes | Yes Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives | EVT+6 years and transfer to Wisconsin Historical Society. | (1) Most recent 6-year period (2) & (3) Date case is closed. | Notify |
| CNTY1402 | Closed Public Assistance Cases & Denied Cases | (1) records specified in CNTY401 (1) above (2) Most recent data form, records specified in CNTY401 (2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in CNTY401 (3) above. | Yes | Yes Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives | (1) EVT+3 years (2) EVT+6 years (3) EVT+3 years: and transfer to Wisconsin Historical Society. | (1) & (2) EVT = Date case is closed (3) EVT = Date of Denial. | Notify |
| CNTY1403 | Fraud Unfounded | Records pertaining to unfounded claims for public assistance. | No | No | EVT+3 years and destroy. | Event is date of determination decision. | Waived |
| CNTY1404 | Fraud Founded - referred to D.A. | Records pertaining to fraudulent claims for public assistance to be prosecuted. | Yes | Yes Wis. Stat. § 56.10 | EVT+7 years and destroy confidential. | Event is date of determination decision. | Waived |
| CNTY1405 | Fraud Founded - other | Records pertaining to fraudulent claims for public assistance to be monitored. | Yes | Yes Wis. Stat. § 56.10 | EVT+5 years and destroy confidential. | Event is date of determination decision. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|----------------------------------|--|--|----------------------|------------------------------|---------------------------------------|---|------------------|
| Social Services Case File | | | | | | | |
| CNTY1450 | State Required & County Developed Case Documentation | Initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility and activity. | Yes | Yes | EVT+3 years and destroy confidential. | Event is the date case is closed. | Waived |
| CNTY1451 | Social Service Records for Cases Opened for Services | Applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer and other agencies which do not result in case opening. | Yes | No | EVT+1 year and destroy confidential. | Event is date of Final action or determination. | Waived |
| CNTY1452 | Protective Payee | Records regarding appointment by the Court to receive and disburse funds on behalf of another to protect that person's financial resources. | Yes | Yes Wis. Stat. § 56.10 | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |
| Child-Placing Agency | | | | | | | |
| CNTY1500 | Register | Identifying information about children accepted for service or placement. | Yes | Yes Wis. Stat. § 56.10 | Permanent | N/A | N/A |
| CNTY1501 | Individual Case Records | Individual Case Records for each child served & his / her family. | Yes | Yes Wis. Stat. § 56.10 | EVT+7 years and destroy confidential. | Event is the date case is closed. | Waived |
| CNTY1502 | Individual Foster Home Records | Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements. | No | Yes Wis. Stat. § 56.10 | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1503 | Individual Records of Studied Adoptive Applicants | Individual Records of Studied Adoptive Applicants. | Yes | Yes Wis. Stat. § 56.10 | EVT+7 years and destroy confidential. | Event is the end of current year. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--------------------------|---|---|----------------------|-------------------------------|---|---|------------------|
| CNTY1504 | Licensing & Certification Records for In-Home & Family Day Care | Adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate. | No | No | EVT+2 years and destroy. | Event is the date license or certificate is no longer active. | Waived |
| CNTY1505 | Licensing & Certification Records for above types of facilities where license or certificate was not approved | Licensing & Certification Records for above types of facilities where license or certificate was not approved. | No | No | EVT+1 year and destroy. | Event is the date of final action or determination. | Waived |
| CNTY1506 | Adoption Records | County agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in DCF 53. | Yes | Yes Wis. Stat. § 48.93(1d) | Permanent Wis. Admin. Code § DCF 53.07(1) | N/A | N/A |
| Land Conservation | | | | | | | |
| CNTY1550 | Agriculture Land Preservation Plan | Plan that defines the County's agricultural preservation policies and guidelines for growth, development, and land preservation. | No | No | EVT+1 month and transfer to Wisconsin Historical Society. | Event is the date superseded. | Notify |
| CNTY1551 | Cost Sharing | Cost-share contracts with landowners to install conservation practices. | Yes | No | EVT+3 years and destroy confidential. | Event is the date of termination or expiration of all contracts signed that year. | Waived |
| CNTY1552 | Land & Water Conservation Designs | Detailed design drawings of land & water conservation designs engineering plans for conservation practices. | No | No | Permanent | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|---------------------------|--|--|----------------------|------------------------------|--|--|------------------|
| CNTY1553 | Farm Conservation Plans | Conservation plans that layout tillage and crop rotations to meet tolerable soil loss. | No | No | Permanent 120-GM, 408-98, SCS/CRS(29)(31)(a) | N/A | N/A |
| CNTY1554 | Land and Water Resource Management Plan (LWRM) | 10-year plans developed by LWCD and approved by County Board and WI Department of Agriculture, Trade, and Consumer Protection. | No | No | Permanent | N/A | N/A |
| CNTY1555 | Non-Metallic Mining | Nonmetallic mining reclamation permits and plans. | No | No | Permanent | N/A | N/A |
| Parks and Land Use | | | | | | | |
| CNTY1600 | Annual Registration Tags | Park registration forms and tags. | No | No | EVT+3 years and destroy. | Event is the date the tag is issued. | Waived |
| CNTY1601 | Annual Work Plans | Internal work plans for the year. | No | No | EVT+5 years and destroy. | Event is the end of current year. | Waived |
| CNTY1602 | Culverts, Dams and Bridges | Includes permits, orders, maintenance, and inspection. | No | No | EVT+1 year and destroy. | Event is the date no longer operated and maintained. | Waived |
| CNTY1603 | Facility Reservations | Facilities reservations and rentals: shelter, garden, and room rentals. | No | No | EVT+7 years and destroy | Event is the date of reservation. | Waived |
| CNTY1604 | History of Park | Documentation of history of parks, land acquisition abstracts, photographs, albums, etc. | No | No | Permanent Used for internal knowledge and future planning | N/A | N/A |
| CNTY1605 | Internal Logs | Employee daily logs, patrol records, check out sheets, maintenance checks. | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY1606 | Lifeguard Log | Log of lifeguard activities. | No | No | EVT+2 years and destroy. | Event is the end of current year. | Waived |
| CNTY1607 | Playground Audits | Playground audits, inspections, manufacturer documentation, lawsuits can happen after the equipment is removed. | No | No | Permanent National Park & Recreation Association recommendation | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|------------------------------------|---------------------------------|--|----------------------|------------------------------|---|--|------------------|
| CNTY1608 | Program Registrations | Volunteer waivers, program registrations. | No | No | EVT+7 years and destroy. | Event is the date of last reservation. | Waived |
| Recycling & Clean Sweep | | | | | | | |
| CNTY1650 | Recycling & Clean Sweep Records | Reports pertaining to clean sweep and recycling of electronics, appliances, monitors, televisions, etc. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| CNTY1651 | Landfill Records | Records pertaining to landfill agreements and plans. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| Surveyor | | | | | | | |
| CNTY1700 | PLSS Monument Records | Public Land Survey System (PLSS) monument records, section corner monuments and town monument certifications. May include field notes, bearings, distances, government land corner records, section corner monument locations, town monument certifications. | No | No | Permanent Ch.A-E 7 Wis. Adm. Code 59.75, 60.84 | N/A | N/A |
| CNTY1701 | Plat of Surveys | Property survey maps known as plat of surveys. | No | No | Permanent Ch.A-E 7 Wis. Adm. Code | N/A | N/A |
| Zoning and Land Use | | | | | | | |
| CNTY1750 | County Comprehensive Plan | County comprehensive plan and amendments. | No | No | EVT+49 years and destroy. | Event is the date superseded. | Notify |
| CNTY1751 | Board of Adjustment Files | Board of Adjustment Case files, decisions, supporting documents, logs. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| CNTY1752 | Land Use Petitions | Documentation for conditional use permits, rezones, variances and ordinance amendment documentation. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| CNTY1753 | Drainage District Records | Files pertaining to drainage districts. May include circuit court orders, requests to DATCP for approvals of construction plans, DATCP decisions on construction plans, inspection reports, annual reports, minutes of the Drain Board. | No | No | Permanent Wis. Stat. § 88.19(4)(b) | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-------------------|---|---|---------------------------------|---|---|---------------------------------------|-------------------------|
| CNTY1754 | Erosion and Storm Water Permits | Erosion or storm water permits associated with developments. | No | No | Permanent | N/A | N/A |
| CNTY1755 | Flood Hazard Inquiries, Determinations | Flood maps, inspection documents, determinations, permits. | No | No | EVT+49 years and transfer to Wisconsin Historical Society. | Event is the end of the current year. | Notify |
| CNTY1756 | Sanitary Permits and Inspection Reports | Permits and inspection reports for sanitary septic systems. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| CNTY1757 | Subdivision Records | Documents pertaining to the creation and development of a subdivision plat, plans, grading, erosion control, soil tests, storm water. | No | No | EVT+49 years and transfer to Wisconsin Historical Society. | Event is the end of the current year. | Notify |
| CNTY1758 | Violation Files | Violation complaints. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Notify |
| CNTY1759 | Zoning Permits | Applications, approved or rejected permits, inspections, supporting documents, site plans. | No | No | EVT+49 years and destroy. | Event is the end of the current year. | Waived |
| CNTY1760 | Zoning Map | County zoning maps. | No | No | EVT + 100 years and transfer to Wisconsin Historical Society. | Event is until superseded. | Notify |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--------------------------|------------------------------|--|----------------------|--|---|-------------------|------------------|
| Register of Deeds | | | | | | | |
| CNTY1800 | Recorded Real Estate Records | Instruments and writings authorized by law to be recorded in the office of Register of Deeds. These include all documents that pertain to real property, with a recorded document number and/or volume and page. Includes annexations, articles of incorporation, certified survey maps, condominium instruments, deeds, federal tax liens, grantor grantee indexes, judgements, land patents, lis pendens, marital property agreements, mineral claims, mortgages, municipal boundaries, name changes, oaths of office, plats, power of attorneys, satisfactions, all recorded documents. | Yes | May contain confidential information. Wis. Stat. § 786.37(4) | Permanent Wis. Stat. §§ 59.43(1c)(d) & 59.52(4)(a)(20) | N/A | N/A |
| CNTY1801 | Military Records | Grand Army documents. Discharge certificates, documents of any post. | Yes | Yes Wis. Stat. §§ 45.04 and 45.05 | Permanent Wis. Stat. §§ 59.43(1c)(j) and 59.52(4)(a)(20) | N/A | N/A |
| CNTY1802 | Vital Records | Vital Records of birth, marriage, death, domestic partnership, termination of domestic partnership, vital records indexes. | Yes | Yes The majority of recorded documents are public record with some exceptions Wis. Stat. § 69.20 | Permanent Wis. Stat. §§ 59.43(1)(h), 69.01(15)(a), and 69.21 | N/A | N/A |
| CNTY1803 | Indexes | Tract, grantor, grantee, vitals, all other indexes to permanent records. | Yes | Yes Wis. Stat. § 45.04, 69.20, and 786.34(4) | Permanent Wis. Stat. § 59.43(1c)(d) | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--|--|---|----------------------|---|---|---|------------------|
| CNTY1804 | Applications | Vital record applications. Includes birth, marriage, divorce, death, domestic partnership, domestic partnership terminations. | Yes | Yes Wis. Stat. § 69.20, 69.01(26)(b) | EVT+2 years and destroy. | Event is the end of current year. | Waived |
| CNTY1805 | Notice of Removal | Notice of Removal of a human corpse. | Yes | Yes Wis. Stat. § 69.20, 69.01(26)(b) | EVT+1 day and destroy. | Event is the date the record entered into the State Vital Records Information System. | Waived |
| Sheriff – Identification Bureau | | | | | | | |
| CNTY1850 | Bureau of Identification Sheets | Criminal records, background, physical description, information on charges, court disposition. | Yes | No | Permanent | N/A | N/A |
| CNTY1851 | Civil Process | Civil Process Worksheets, correspondence. | Yes | Yes Wis. Stat. § 19.35(1)(a) | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY1852 | Death Investigation Negatives, Sensitive in Nature | Pictures, negatives and digital of death investigations. | Yes | Yes Wis. Stat. § 19.35(1)(a) | Permanent | N/A | N/A |
| CNTY1853 | Evidence, Major Cases | Physical evidence of case investigations. | Yes | Yes Wis. Stat. § 165.83(2) | EVT+1 year and destroy. | Event is the date of final appeal. | Waived |
| CNTY1854 | Execution | Records of the steps executed in the test, whether they passed or failed, includes execution logs. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1855 | Fingerprint Records | Fingerprints that have been taken; fingerprint cards are housed at the Automated Fingerprint Identification System (AFIS) at the Department of Justice. | Yes | Yes Wis. Stat. § 165.83(2) | Permanent Needed for possible future investigations. | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--------------------------------|--------------------------------|--|----------------------|------------------------------|-----------------------------------|---|------------------|
| CNTY1863 | Foreclosure's, Sheriff's Sales | Records pertaining to the foreclosure on real estate property for non-payment of a lien. | No | No | EVT+7 years and destroy. | Event is the date of sale of property. | Waived |
| CNTY1856 | Injunctions | Protection orders. | No | No | EVT+7 years and destroy. | Event is the date of expiration. | Waived |
| CNTY1857 | Mug Shots | Images of a suspect's face for official purposes. | No | No | Permanent | N/A | N/A |
| CNTY1858 | Proof of Service | Documents regarding serving a person legal papers, documents for proof of service to the defendant. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1859 | Property Inventory Audit | Documentation, maintained in Evidence Room, final report and audit of property seized during an investigation. | No | No | EVT+20 years and destroy. | Event is the date of disposition of property. | Waived |
| CNTY1860 | Restraining Orders | Records pertaining to the court order to prohibit and individual from carrying out a particular action. | No | No | EVT+7 years and destroy. | Event is date closed. | Waived |
| CNTY1861 | Traffic Accident Photos | Photographs taken at an accident scene used to support findings. | No | No | EVT+6 years and destroy. | Event is date of final appeal. | Waived |
| CNTY1862 | Transport Records | Fiscal reports pertaining to transportation of inmates. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| Sheriff – Jail Division | | | | | | | |
| CNTY1901 | Block Check Records | Verification of staff walk through jail block and pods. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |
| CNTY1902 | Booking Records | Personally identifiable information, medical information, and reason for booking. | Yes | No | Permanent Wis. Stat. § 19.35 | N/A | N/A |
| CNTY1903 | Canteen Records | Record of commissary orders. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY1904 | Cash-Records | Inmate account files. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |
| CNTY1905 | Daily Bond | Accounting functions that handle inmate financials. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |

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|-------------------------------------|------------------------------|--|---------------------------------|---|---|---|-------------------------|
| CNTY1906 | Daily Work Shift Roster/Logs | Tracking of personnel assignments, jailer logs. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |
| CNTY1907 | Daily Inmate Activity Record | Inmates' activity, counseling, or assistance provided, exercise log, disciplinary forms, verification sheets, court orders, visitor log. | No | No | EVT+8 years and transfer to Wisconsin Historical Society. | Event is the end of current year. | Notify |
| CNTY1908 | Huber Inmate Records | Daily inmate roster, incarceration files Huber revocation forms, employer information forms, employer job search. | No | No | EVT+8 years and destroy. | Event is the date of release of inmate. | Waived |
| CNTY1909 | Huber Worksheets | Block check sheets, visitor registration sheets, Huber rules forms. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |
| CNTY1910 | Inmate Medical Records | Medical care given during incarceration. | No | No | EVT+8 years and destroy. | Event is the date of release of inmate. | Waived |
| CNTY1911 | Jail Inmate Register | Listing of current inmates. | No | No | EVT+1 month and transfer to Wisconsin Historical Society. | Event is the date superseded. | Notify |
| CNTY1912 | Jail Kitchen Menu | Menu of food prepared for inmates. | No | No | EVT+1 Month and destroy | Event is the end of current year. | Waived |
| CNTY1913 | Monthly Equipment Check | Inspection of alarms and equipment, stun belts, restraint chair, fire, body scanner. | No | No | EVT+8 years and destroy. | Event is the end of current year. | Waived |
| Sheriff – Detective Division | | | | | | | |
| CNTY2001 | Field Interrogation | Field interrogation records, evidence records. | Yes | Yes Wis. Stat. § 19.35(1)(a) | EVT+8 years and destroy. | Event is the date case is closed. | Waived |
| CNTY2002 | Internal Investigation Files | Internal investigations of sheriff staff. | No | No | EVT+1 year and destroy. | Event is the date of death of person unless there is open activity on the case. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|----------------------------------|------------------------------------|---|----------------------|---|---------------------------------------|---|------------------|
| CNTY2003 | Juvenile Records | Records pertaining to juvenile investigations. | Yes | Yes Wis. Stat. §§ 48.396 and 938.396 | EVT+1 year and destroy. | Event is the date of child's 18 th birthday. | Waived |
| CNTY2004 | Polygraph Examinations and Reports | Documentation, maintained on the Computerized Voice Stress Analyzer (CVSA) device and attached to incident reports. | No | No | Permanent | N/A | N/A |
| Sheriff – Patrol Division | | | | | | | |
| CNTY2050 | False Alarm | Tracking of false alarm calls, including false alarm door opening calls. | No | No | EVT+1 year and destroy. | Event is the end of current year. | Waived |
| CNTY2051 | Intern Records | Records of people with internships through sheriff office. | Yes | No | EVT+5 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY2052 | School Surveys | School records, references the list of schools, which doors are locked, access, equipment, changes to floor layout. | No | Yes Wis. Stat. § 165.83(2) | EVT+5 years and destroy. | Event is the end of current year. | Waived |
| Sheriff – Dispatch Center | | | | | | | |
| CNTY2100 | Audio Tapes (e.g. 911) | Audio files of 911 calls, all incoming phone calls. | No | No | EVT+121 days and destroy. | Event is the end of current year. | Waived |
| CNTY2101 | Telecommunication's Radio | Recorded radio communications. | No | No | EVT+120 days and destroy. | Event is the end of current year. | Waived |
| Sheriff - Records | | | | | | | |
| CNTY2150 | Arrest Records | Record of persons who are arrested for criminal activity. | Yes | No | EVT+8 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY2151 | Citizen Complaints | Documentation maintained by Division Captain – complaints against a deputy. | Yes | Yes | Permanent Wis. Stat. § 165.85 | N/A | N/A |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|----------------------------|------------------------------------|--|---------------------------------|---|--|---|-------------------------|
| CNTY2152 | Incident Reports / Records | Record of all calls for sheriff services, officer reports. | Yes | No | Permanent Wis. Stat. §§ 19.35 and 938.396 | N/A | N/A |
| CNTY2153 | Laser / Radar Logs | Log used to certify laser and radar measurements. | No | No | EVT+8 years and destroy. | Event is date of end of use. | Waived |
| CNTY2154 | Orders to Produce (Writs) | Court order to bring offender into court. | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| Sheriff – Drug Unit | | | | | | | |
| CNTY2200 | Asset Forfeiture Log | Documentation maintained by Drug Task Force – started action to seized someone property, car, etc. | Yes | No | Permanent Wis. Stat. § 19.35 | N/A | N/A |
| CNTY2201 | Asset Forfeitures | Documentation maintained by Drug Task Force monetary asset forfeitures. | Yes | No | EVT+8 years and destroy confidential. | Event is the date given up for auction. | Waived |
| CNTY2202 | Confidential Informant Records | Confidential Informant files and logs – informant files. | Yes | Yes | Permanent Wis. Stat. § 19.35 | N/A | N/A |
| CNTY2203 | Evidence Destruction File | Record of evidence destroyed or disposed of. | No | No | EVT+8 years and destroy. | Event is the date of last appeal. | Waived |
| CNTY2204 | Intelligence Request Log | Requests from another agency. | Yes | Yes | EVT+15 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY2205 | Known Offender File (KOF) Lawsuits | Lawsuits related to KOF. | No | No | EVT+7 years and destroy. | Event is the date of last appeal. | Waived |
| CNTY2206 | Search Warrants | Search warrants issued through court system. | Yes | No | EVT+1 year and destroy confidential. | Event is the date search completed. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|--|--|---|----------------------|------------------------------|--|--|------------------|
| CNTY2207 | Warrant, Sex offence & Drug Activity Logbook | Documentation in RMS – warrants, sex offence, drug activity – activity surrounding the warrant. | Yes | No | Permanent Wis. Stat. § 19.35 | N/A | N/A |
| Sheriff – Court Services / Warrants | | | | | | | |
| CNTY2250 | Bailiff Activity Report | Bailiff activity reports, schedules, court security reports. | No | No | EVT+3 years and destroy. | Event is the end of current year. | Waived |
| CNTY2251 | Warrant Cards | Arrest warrant, bench warrant – maintained here in case person is detained, apprehended. | Yes | No | EVT+1 year and destroy confidential. | Event is the date of warrant cancellation. | Waived |
| CNTY2252 | Warrant Cancellations | Cancellation of warrants, warrant ledgers, cancelled extradition. | Yes | No | EVT+7 years and destroy confidential. | Event is the date of warrant cancellation. | Waived |
| CNTY2253 | Warrant, problems and complaints | Warrant problems, issues and complaints. | No | No | EVT+7 years and destroy. | Event is the end of current year. | Waived |
| CNTY2254 | Warrants | Warrants, cancelled - gold sheet warrants. | Yes | No | EVT+1 month and destroy confidential. | Event is the date satisfied. | Waived |
| Sheriff - Administration | | | | | | | |
| CNTY2301 | Contract Logs | Equipment, inter-agency, and MOUs. | Yes | No | EVT+1 year and destroy confidential. | Event is the end of contract year. | Waived |
| CNTY2302 | Conveyance Cards | Record of transporting inmate to another facility. | Yes | No | EVT+3 years and destroy confidential. | Event is the end of current year. | Waived |
| CNTY2303 | Department General Orders | Policy and procedure documents. | No | No | Permanent Wis. Stat. § 19.35 | N/A | N/A |
| CNTY2304 | Psychological Evaluations (Employee) | Documentation regarding evaluations on candidates applying for position as deputy, sheriff performance, or critical incident. | Yes | Yes | EVT+15 years and destroy confidential. | Event is the date of termination. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-----------------|--|--|----------------------|------------------------------|---|--|------------------|
| Taxes | | | | | | | |
| CNTY2350 | Apportionment of County Taxes | Record book of state and county taxes and special assessments to municipalities to be collected with annual taxes. | No | No | EVT+7 years and destroy. | Event is the date of tax year. | Waived |
| CNTY2351 | Assessments: certified special assessment roll | Record book of certified special assessment roll, includes curb and gutter, water, sewer assessments provide value to the property. Includes statement of new special assessments and payments. | No | No | EVT+7 years and destroy. | Event is the date of collection. | Waived |
| CNTY2352 | Assessments, real property | Value of the real property and value of improvement on the property for assessment valuation, includes sales assessments. | No | No | EVT+7 years and transfer to Wisconsin Historical Society. | Event is the date of collection. | Notify |
| CNTY2353 | Charge Backs | Illegal tax certificates charged back to local tax districts. | No | No | EVT+3 years and destroy. | Event is the end of year after charged back. | Waived |
| CNTY2354 | Discontinued tax key numbers (parcel identification numbers) | Parcel identification numbers that have been discontinued through combining parcels or re-platting of a parcel. The history of the parcel identification number is used to review discrepancies in legal disputes. | No | No | Permanent | N/A | N/A |
| CNTY2355 | Local Assessors | Reports detailing local assessor's work. Includes invoices, receipts. | No | No | EVT+7 years and destroy. | Event is the end of tax year. | Waived |
| CNTY2356 | Lottery cards, signed | Documentation of application for lottery credit to be applied to taxes. | No | No | EVT+4 years and destroy. | Event is the end of collection year. | Waived |
| CNTY2357 | Tax Apportionments | Notices of tax apportionments that are received from the secretary of state and copies of notices of tax apportionment that are sent to local taxing districts. | No | No | EVT+3 years and destroy. | Event is the end of tax year. | Waived |
| CNTY2358 | Tax deeds | Notices of application, certificates of non-occupancy, proofs of service, tax certificates in conjunction with taking of tax deed. | No | No | EVT+15 years and destroy. | End of Year tax deed issued. | Waived |

| RDA Number | Record Series Title | Series Description | PII (See III. above) | Confidential (See IV. above) | Minimum Retention and Disposition | Event Description | WHS Notification |
|-----------------|------------------------------|---|----------------------|------------------------------|--|--|------------------|
| CNTY2359 | Taxes Levied | Detailed statement of all county taxes levied on taxable property, and the purposes for which the taxes were levied and expended. | No | No | EVT+7 years and destroy. | Event is date of the end of collection year. | Waived |
| CNTY2360 | Tax rolls, municipal | Property descriptions, assessments, parcel identification numbers, taxes, tax credits, special taxes, managed forest, etc. | No | No | EVT+15 years and destroy. | Event is date of the end of collection year. | Notify |
| Veterans | | | | | | | |
| CNTY2400 | Cemetery List | Cemetery records associated with veteran burials. May include sexton list, churches associated with the cemetery | No | No | EVT+1 month and destroy. | Event is the date superseded. | Waived |
| CNTY2401 | Grave Registration Files | Veteran grave site information. | Yes | No | Permanent | N/A | N/A |
| CNTY2402 | Veteran's Benefit Case Files | Financial records, pension cases, medical records, discharge papers, personal correspondence, statements for benefits. | Yes | Yes Wis. Stat. § 45.04(3) | EVT+2 years and destroy confidential. | Event is the death of veteran. | Waived |
| CNTY2403 | Veterans' Personnel Records | Deployment records, performance reports, service treatment records, all records pertaining to veteran's service to our country. | Yes | Yes Wis. Stat. § 45.04(3) | Permanent | N/A | N/A |
| CNTY2404 | Veterans' Relief Records | Short term temporary or one-time payment assistance to veterans or their qualifying dependents. | Yes | Yes Wis. Stat. § 45.04(3) | EVT+10 years and destroy confidential. | Event is the end of the current year. | Waived |

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

| RDA Number | Record Series Title | Minimum Retention and Disposition | Rationale |
|-------------------|---|--|--|
| | Security Logs | EVT + 3 months and destroy | No longer created. |
| | Hospital Fiscal Survey | Permanent | No longer created. |
| | Agency Program Evaluation | EVT + 7 years and destroy | No longer created. |
| | Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081)] (Original to State Epidemiologist) | EVT + 7 years | Not County record. |
| | Hep. B / TB Case Records | EVT + 30 years and destroy confidential | Not County record. |
| | STD Report (4343) - Local Copy (Original to State Epidemiologist) | EVT + 7 | Not County record. |
| | Any record subject to audit, claim, or litigation | Until permission to destroy is obtained from Corporation Counsel | Applies to all records, not a record on its own. |
| | Reference Materials | Retain as long as administratively useful | Non-record. |
| | Tickler files, follow-up | | Too vague, may apply to many records. |
| | Department Files | EVT + 3 years and destroy | Too vague, may apply to many records. |
| | DNR License | EVT + 3 years and destroy | Not County record. |
| | Factors Database Program | Until superseded | Non-record. |
| | In-Patient Database | PERM | Non-record. |
| | Adoption Records | PERM | Not County record. |
| | Back-Ups | | Non-record. |
| | Guidebooks & Trail Information | Until Superseded | Non-record. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|----------------------|--|---|
| 3-20-2023 | Care Coordination: Adult | Supersede with Adult Client record series |
| 3-20-2023 | Child Long Term Support - Autism Records | Supersede with Child Client record series |
| 3-20-2023 | W.I.C. State Reports | Supersede with W.I.C. Case Files |
| 3-20-2023 | Clinic Record, blood pressure forms | Supersede with adult client record series |
| 3-20-2023 | Family Care Record: Adult | Supersede with adult client record series |
| 3-20-2023 | Family Care Record: Minor | Supersede with child client record series |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|---|---|
| 3-20-2023 | Health Check / Well Child: Adult | Supersede with adult client record series |
| 3-20-2023 | Health Check / Well Child: Minor | Supersede with child client record series |
| 3-20-2023 | Home Care Record | Supersede with adult or child client record series as appropriate |
| 3-20-2023 | Immunization Record: Adult | Supersede with adult client record series |
| 3-20-2023 | Immunization Record: Minor | Supersede with child client record series |
| 3-20-2023 | Agendas | Supersede with Administrative Records GRS. |
| 3-20-2023 | Audits | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Boiler Plate Forms | Supersede with Administrative Records GRS. |
| 3-20-2023 | Calendars | Supersede with Administrative Records GRS. |
| 3-20-2023 | Contracts and Agreements | Supersede with Facilities, Purchasing, and Risk GRSs. |
| 3-20-2023 | Correspondence – General Staff | Supersede with Administrative Records GRS. |
| 3-20-2023 | Correspondence - Senior Level or Elected Official | Supersede with Administrative Records GRS. |
| 3-20-2023 | Grants | Supersede with Administrative Records GRS. |
| 3-20-2023 | Internal Policies and Procedures | Supersede with Administrative Records GRS. |
| 3-20-2023 | Mailing Lists | Supersede with Administrative Records GRS. |
| 3-20-2023 | Memorandums of Understanding (MOU) & Service Level Agreements (SLA) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Minutes | Supersede with Administrative Records GRS. |
| 3-20-2023 | Open Records Requests and Responses | Supersede with Administrative Records GRS. |
| 3-20-2023 | Organizational Chart | Supersede with Administrative Records GRS. |
| 3-20-2023 | Organizational Planning | Supersede with Administrative Records GRS. |
| 3-20-2023 | Press/News Releases | Supersede with Administrative Records GRS. |
| 3-20-2023 | Records Retention Schedules | Supersede with Administrative Records GRS. |
| 3-20-2023 | Reports (Annual) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Reports (Monthly) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Strategic Plan | Supersede with Administrative Records GRS. |
| 3-20-2023 | Studies – Final Draft | Supersede with Administrative Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|---|--|
| 3-20-2023 | Court Records | Superseded by SRC 72 |
| 3-20-2023 | DA Records | Superseded by DA RDAs |
| 3-20-2023 | Annual Grant Application | Supersede with Administrative Records GRS. |
| 3-20-2023 | Audits, Community Block Grant | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Grant Awards | Supersede with Administrative Records GRS. |
| 3-20-2023 | Access Control List | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Blueprints | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Building, Facilities, & Grounds Data | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | County Construction Plans: Final As-Built Drawings | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | County Construction Plans: Final As-Built Drawings (Historically Significant) | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | County Construction Plans: Final As-Built Drawings | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Constructions Submittals | Supersede with Facilities and Fiscal GRS. |
| 3-20-2023 | Environmental Health & Safety Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Equipment, Systems & Vehicle Manuals | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Fixed Assets | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Incident Reports | Supersede with Risk and Related Records GRS. |
| 3-20-2023 | Inventories | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Maintenance Job Order Data Sheet | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Master Project Files | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Material Safety Data Sheets | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Monitoring and Surveillance Recordings (facility/non-evidentiary) | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Warranty Records | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Asbestos Files | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Cleaning Log | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Inspection Cleaning Reports | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Inspection Reports (Elevator, etc) | Supersede with Facilities and Related Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|---|--|
| 3-20-2023 | Key Number Listing | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Natural Gas Usage Manual | Supersede with Administrative Records GRS. |
| 3-20-2023 | Parks, substations & highway building survey reports / yearly | Supersede with Administrative Records GRS. |
| 3-20-2023 | Project Files | Supersede with Administrative Records GRS. |
| 3-20-2023 | Project Log | Supersede with Administrative Records GRS. |
| 3-20-2023 | Audit Reports | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Authorization/Approval for Purchasing Cards | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Credit Card Receipts or Information Received from Sales | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Accounts Payable | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Accounts Receivable | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Bank Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Balancing Report | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Chart of Accounts (Object Codes) | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Collection & Disbursement Reports | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Collection Case Files - Delinquent and Uncollectable Accounts | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Income Tax Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Checks | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Cancelled and Unpaid Check Report | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Forgery and Stop Payment Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Fund Transfers | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Deposit Tickets and Books | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Journal Entries and General Ledger | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Probate Fees Report | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Purchase Orders and Requisitions | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Vendor Information | Supersede with Purchasing & Procurement Records GRS. |
| 3-20-2023 | Wires, Bank | Supersede with Fiscal and Accounting Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|--|---|
| 3-20-2023 | Bonds | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Bonds – Cancelled | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Capital Accounting - Accounts Payable Records Special Federal Requirements | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Capital Accounting - Accounts Payable Records Projects Not Funded with Tax-Exempt Debt | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Capital Accounting - Project Budget Transactions (Allotments) | Supersede with Budget and Fiscal GRS. |
| 3-20-2023 | Budget | Supersede with Budget and Related Records GRS. |
| 3-20-2023 | Policies and Procedures Related to Budgeting | Supersede with Administrative Records GRS. |
| 3-20-2023 | Budget Documents/ Developments | Supersede with Budget and Related Records GRS. |
| 3-20-2023 | Accounts receivable client records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Bankruptcy Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | CARS (Community Aids Reporting System) Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | Cash Grant Vouchers | Supersede with Administrative Records GRS. |
| 3-20-2023 | Certification of Destruction (Records) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Daily Report Activities | Supersede with Administrative Records GRS. |
| 3-20-2023 | Daily Deposit Spreadsheets | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Employee Expense Accounts | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Fiscal Records, Billing, Budget | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Grant Reconciliation Working Papers | Supersede with Administrative Records GRS. |
| 3-20-2023 | Incident / Injury Reports | Supersede with Risk and Related Records GRS. |
| 3-20-2023 | Patient Billing Activity Logs | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Reconciliation Working papers | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Wisconsin Fund Grant Program Files | Supersede with Administrative Records GRS. |
| 3-20-2023 | Monthly Clinic Statistic Report | Supersede with Administrative Records GRS. |
| 3-20-2023 | Requests for Leave, employee | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Employee Training Log | Supersede with Human Resources and Related Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|--|---|
| 3-20-2023 | Employee Training Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Payee Financial and Billing Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Receipts | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Financial Reports | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Continuity of Operations (CCOP)/Continuity of Government (COG) Plans | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Emergency Planning Grants | Supersede with Administrative GRS. |
| 3-20-2023 | Hazardous Substance Information | Supersede with Administrative GRS. |
| 3-20-2023 | Worker's Compensation Claim | Supersede with Risk and Related Records GRS. |
| 3-20-2023 | Board and Commission Appointments/Confirmation (if required) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Message to the Board | Supersede with Administrative Records GRS. |
| 3-20-2023 | HUD Grantee Performance Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | Labor Standard Projects | Supersede with Administrative Records GRS. |
| 3-20-2023 | Sub Grantee Project Files - CDBG (Community Development Block Grant) | Supersede with Administrative Records GRS. |
| 3-20-2023 | Sub Grantee Project Files - Home | Supersede with Administrative Records GRS. |
| 3-20-2023 | Client Donation Deposits | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Contract Provider Billing Reports, invoices | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Day Care Client Billing | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Long Term Redesign Project | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Medicare Vans, weekly billings | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Program Monitor Evaluation (PME) Billing Reports, invoices | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Project Files, special events | Supersede with Administrative Records GRS. |
| 3-20-2023 | Reports, specialized transportation / other | Supersede with Administrative Records GRS. |
| 3-20-2023 | Senior Dining Supply Usage Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | Shared taxi Monthly Report | Supersede with Administrative Records GRS. |
| 3-20-2023 | Title XIX Billing Statements | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Volunteer Monthly Reports | Supersede with Administrative Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|---|---|
| 3-20-2023 | Radon Grants | Supersede with Administrative Records GRS. |
| 3-20-2023 | Drug & Alcohol Testing Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Fuel Usage Records | Supersede with Fleet and Related Records GRS. |
| 3-20-2023 | Machinery, time sheets | Supersede with Fleet and Related Records GRS. |
| 3-20-2023 | State Gas Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | Vehicle Maintenance Histories | Supersede with Fleet and Related Records GRS. |
| 3-20-2023 | Vehicle Usage Reports | Supersede with Fleet and Related Records GRS. |
| 3-20-2023 | Affidavit of organization & authority, successful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Affidavit of organization & authority, unsuccessful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Bid Tabulations | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Bidder's Proof of Responsibility, successful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Bidder's Proof of Responsibility, unsuccessful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Bids, successful | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Bids, unsuccessful | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Notice to Contractors, successful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Notice to Contractors, unsuccessful bidders | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Performance Bond | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Background Checks | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Department Training Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Directives & Policies | Supersede with Administrative Records GRS. |
| 3-20-2023 | EEO-4 Reports | Supersede with Human Resources and Related Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|--|---|
| 3-20-2023 | Injury Report Packets | Supersede with Risk and Related Records GRS. |
| 3-20-2023 | Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Performance Evaluations & Medical Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Personnel Files | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Personnel Grievances | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Personnel Job Descriptions | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Personnel Policy and Procedures Manual | Supersede with Administrative Records GRS. |
| 3-20-2023 | Personnel Recruitment | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Professional Affiliations / Associations | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Training | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Union Contracts & Grievance, Mediation & Arbitration Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Worker's Compensation Claims | Supersede with Risk and Related Records GRS. |
| 3-20-2023 | Accrued Paid Leave Credit | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Deferred Compensation Records | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Garnishment Records | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Payroll Records | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Retirement Records | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Time Cards | Supersede with Payroll and Related Records GRS. |
| 3-20-2023 | Withholdings | Supersede with Fiscal and Payroll GRS. |
| 3-20-2023 | Third Party Recovery Records | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | JOBS Participant Records | Supersede with Human Resources and Related Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|--|--|
| 3-20-2023 | Telephone Call Records | Supersede with Information Technology and Related Records GRS. |
| 3-20-2023 | Telecom Maintenance Work Order Files and Logs | Supersede with Information Technology and Related Records GRS. |
| 3-20-2023 | County Mining and Yard Waste Contracts | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Interdepartmental Agreements | Supersede with Administrative Records GRS. |
| 3-20-2023 | Land Conservation Grants | Supersede with Administrative Records GRS. |
| 3-20-2023 | Log, Chemical Applications | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Master Park Plan | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Plans / Construction Documents / Specifications / Drawings | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Safety Inspection Report | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Site Plans | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Study, departmental fee rates | Supersede with Administrative Records GRS. |
| 3-20-2023 | Volunteer Information | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | County Compost Facility Reports | Supersede with Administrative Records GRS. |
| 3-20-2023 | County Landfill Agreements | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Hazardous Waste Collection Grant Program Files | Supersede with Administrative Records GRS. |
| 3-20-2023 | Household Hazardous Waste (Clean Sweep) | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Recycling Grants | Supersede with Administrative Records GRS. |
| 3-20-2023 | Service Agreement (MRF) | Supersede with Administrative and Purchasing GRS. |
| 3-20-2023 | Solid Waste Management Plan | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Project, Redistricting, Reapportionment | Supersede with Administrative Records GRS. |
| 3-20-2023 | Planning and Zoning Committee Records | Supersede with Administrative Records GRS. |
| 3-20-2023 | Process, deposit receipts | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Account work sheets | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Bond Receipts | Supersede with Fiscal and Accounting Records GRS. |

Revision History

A listing of changes to this GRS.

| Revision Date | Record Series Title | Revision Made |
|---------------|---|---|
| 3-20-2023 | Contract Employee Files | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Fire Equipment & Inspection Report | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Jail billing | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Surveillance Recordings-Audio/Video | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Visitor Log | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Blueprints | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Contract Municipality Logs | Supersede with Purchasing and Procurement Records GRS. |
| 3-20-2023 | Money Transfer Log, Front Desk | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Petty Cash Vouchers | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Emergency Personnel Employee Records | Supersede with Human Resources and Related Records GRS. |
| 3-20-2023 | Tax Receipts | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Tax sales records, including sale of tax deeded lands | Supersede with Fiscal and Accounting Records GRS. |
| 3-20-2023 | Commemorative Event Information | Supersede with Administrative Records GRS. |
| 3-20-2023 | Grave Registration Files | Supersede with Facilities and Related Records GRS. |
| 3-20-2023 | Monthly Forms Tally Sheet | Supersede with Administrative Records GRS. |

Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

| RDA Number | Record Series Title | Description | Notes/Comments |
|------------|---------------------|-------------|----------------|
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