

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
255-PUBLIC INSTRUCTION					
/500/	LEARNING SUPPORT				
1	00133000.	PUPIL NONDISCRIMINATION INVESTIGATION	Amendment	EVT+7	DEST
2	00265000.	PUPIL NONDISCRIMINATION REPORTS AND EVALUATIONS	Amendment	EVT+2	DEST
285A-UW MADISON					
/042560/	DOSL - MCBURNEY CENTER				
3	01640000.	MCBURNEY'S FLOYD CLIENT SERVICE RECORDS	Amendment	CR+7	DEST
4	01932000.	ACCOMMODATION RECORDS FOR STUDENTS APPROVED FOR MCBURNEY SERVICES	New	EVT+7	DEST
5	01933000.	ACCOMMODATION RECORDS FOR STUDENTS NOT APPROVED FOR MCBURNEY SERVICES	New	EVT+2 MO	DEST
6	01934000.	DISABILITY DOCUMENTATION WITH NO ACCOMPANYING STUDENT APPLICATION	New	EVT+1	DEST
7	01935000.	ACCOMMODATION ADMINISTRATIVE RECORDS	New	EVT+1	DEST
8	01936000.	COURSE NOTES	New	EVT+1	DEST
285F-UW OSHKOSH					
9	00093000.	NURSING PROGRAM STUDENT AND FACULTY HEALTH RECORDS	Amendment	EVT+7	DEST
370-NATURAL RESOURCES					
/045/	AIR MANAGEMENT				
10	01177000.	WIS. STAT. 285.81(4) CHALLENGE AND JUDICIAL REVIEW DOCUMENTS	Amendment	EVT+10	DEST
11	01178000.	AIR MANAGEMENT COMPLAINTS	Amendment	EVT+10	DEST
12	01179000.	AIR MANAGEMENT COMPLIANCE DEMONSTRATION	Amendment	EVT+10	DEST
13	01181000.	AIR MANAGEMENT APPLICABILITY DETERMINATION	Amendment	EVT+10	DEST
14	01183000.	AIR MANAGEMENT INSPECTION DOCUMENTS	Amendment	EVT+20	DEST
15	01185000.	ENFORCEMENT (AIR FILES)	Amendment	EVT+10	DEST
16	01187000.	ENVIRONMENTAL PROTECTION AGENCY (EPA) COMPLIANCE AND ENFORCEMENT	Amendment	EVT+10	DEST
17	01189000.	PREVENTION OF SIGNIFICANT DETERIORATION (PSD) SOURCE OBLIGATION RECORDS	Amendment	EVT+15	DEST
18	01190000.	ANNUAL WIS. ADMIN. CODE CH NR 438 INVENTORIES	Amendment	EVT+20	DEST
19	01193000.	REFRIGERANT RECOVERY PROGRAM - INITIAL APPLICATION AND DETERMINATION	New	EVT+5	DEST
20	01194000.	REFRIGERANT RECOVERY PROGRAM - REVISION AND/OR RENEWAL APPLICATION AND DETERMINATION	New	EVT+5	DEST
21	01195000.	BUREAU OF AIR MANAGEMENT PUBLIC INFORMATION	New	EVT+3	DEST

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395-TRANSPORTATION						
	<i>PAVEMENT MANAGEMENT PROGRAM</i>					
22	00291000.	REGION PAVEMENT DESIGN REPORT (PDR)	Amendment	EVT+6	DEST	
23	00291A00.	REGION PDR SUPPORTING DOCUMENTATION	Amendment	EVT+6	DEST	
24	00292000.	STATEWIDE ANNUAL PAVEMENT DESIGN REPORT REVIEW	Amendment	EVT+5	DEST	
25	00294000.	PAVEMENT RESEARCH RECORDS	Amendment	EVT+25	DEST	
26	00294A00.	PAVEMENT RESEARCH / STUDY ROUTINE SUPPORTING DOCUMENTATION	Amendment	EVT	DEST	
27	00296000.	PAVEMENT LAYER AND BASE INVENTORY MASTER DATA	Amendment	EVT+10	DEST	
28	00297000.	PAVEMENT PERFORMANCE INVENTORY - BASE DATA RECORDS	Amendment	EVT+10	DEST	
29	00298000.	PAVEMENT INFORMATION FILES (PIF) MASTER PERFORMANCE DATA	Amendment	P	PERM	
30	00298A00.	PIF REGULAR OUTPUT REPORTS	Amendment	EVT+20	DEST	
31	00299000.	PAVEMENT PERFORMANCE ANALYSIS (PMDSS) REPORT DATA	Amendment	EVT+10	DEST	
<i>/081/</i>	<i>DTIM - HIGHWAY PROGRAM DEVELOPMENT</i>					
32	00185A00.	PHOTOLOG IMAGE MASTER FILES - ALL MEDIA	Amendment	CR+50	SHSW	
33	00187000.	PHOTOLOG INDEX RECORDS	Amendment	CR+50	SHSW	
34	00187A00.	SYSTEM GENERATED PHOTOLOG IMAGE SUPPORT FILES	Amendment	CR+50	SHSW	
<i>/084/</i>	<i>AUDIT AND CONTRACT ADMINISTRATION</i>					
35	00334000.	CONSULTANT INDIRECT COST (OVERHEAD) AUDIT FILES	Amendment	EVT+3	DEST	
36	00335000.	CONSULTANT INDIRECT COST AUDIT REPORTS	Amendment	EVT+3	DEST	
37	00338000.	AUDIT DATA	Amendment	EVT+10	DEST	

410-CORRECTIONS						
38	00073000.	NON SEX OFFENDER CASE FILE	Amendment	EVT+7	DEST	
39	00073A00.	NON SEX OFFENDER REPORT FORM (DOC-8)	Amendment	EVT+0	DEST	
40	00133000.	COMMUNITY CORRECTIONS EMPLOYMENT PROGRAM (CCEP) PAYROLL	Amendment	EVT+7	DEST	
41	00184000.	SEX OFFENDER CASE FILE	New	EVT+60	DEST	
42	00184A00.	SEX OFFENDER REPORT FORM (DOC-8)	New	EVT+0	DEST	
43	00186000.	SEX OFFENDER CASE FILE (DECEASED)	New	EVT+7	DEST	
44	00190000.	FOOD MANAGEMENT COST, MENU, NUTRITION, AND MEAL PATTERNS INPUT AND OUTPUT	Amendment	CR+3	DEST	
45	00228000.	MENTAL HEALTH RECORDS FOR SEX OFFENDERS	Amendment	EVT+60	DEST	
46	00229000.	MENTAL HEALTH RECORDS FOR NON SEX OFFENDERS	Amendment	EVT+7	DEST	
47	00247000.	PRE-SENTENCE INVESTIGATION (PSI) - NOT SENTENCED TO DOC	New	EVT+2	DEST	
48	00248000.	SEX OFFENDER REGISTRANT FILE	New	EVT+60	DEST	

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49	00249000.	SEX OFFENDER REGISTRANT FILE (DECEASED)	New	EVT+7	DEST
50	00250000.	MENTAL HEALTH RECORDS FOR SEX OFFENDERS (DECEASED)	New	EVT+7	DEST
		<i>FOOD MANAGEMENT PROGRAM</i>			
51	00084000.	MENUS - INSTITUTION, FACILITIES, AND SCHOOLS	Amendment	CR+3	DEST
52	00085000.	FOOD MANAGEMENT CORRESPONDENCE FILE	Amendment	CR+3	DEST
53	00159000.	OFFENDER / INMATE / JUVENILE DIET RECORDS	Amendment	EVT+3	DEST
54	00183000.	FOOD SERVICE STAFFING RECORDS	Amendment	CR+3	DEST
55	00191000.	FEDERAL AND STATE FOOD PROGRAM RECORDS	Amendment	CR+3	DEST
56	00191A00.	FEDERAL AND STATE FOOD PROGRAM INPUTS AND OUTPUTS	Amendment	CR+3	DEST
57	00195000.	LOGS BOOKS - FOOD SERVICES	Amendment	CR+3	DEST
58	00196000.	INVENTORY - SHARPS, DISHWARE AND UTENSILS	Amendment	CR+0/6	DEST
59	00198000.	SAFETY, SANITATION, AND SECURITY INSPECTIONS, CHECKLISTS OR LOGS	Amendment	EVT+3	DEST
435-HEALTH SERVICES					
60	00297000.	CLIENT FILES	Amendment	EVT+7	DEST
/225/		<i>DCTS - FACILITIES</i>			
61	00750A00.	CLIENT INCIDENT REPORT DATA	Amendment	EVT+10	DEST
62	01035000.	AUDIT / SURVEY / REVIEW RECORDS	Amendment	EVT+3	DEST
/707/		<i>DMS -CHILDRENS SERVICES</i>			
63	01126000.	CHILDREN'S LONG-TERM SUPPORT (CLTS) WAIVER PROGRAM RECORD REVIEWS	New	EVT+7	DEST
437-CHILDREN & FAMILIES					
64	00278000.	FINANCIAL FILES	Amendment	FIS+7	DEST
65	00284000.	NOTICES TO CUSTOMERS	Amendment	EVT+1	DEST
66	00330000.	ADMINISTRATIVE SUBJECT FILES - NON-APPOINTED STAFF	Amendment	CR+7	SHSW
/300/		<i>MILWAUKEE CHILD PROTECTIVE SERVICES, DIVISION OF</i>			
67	00401000.	KINSHIP CARE FILES	Amendment	EVT+15	DEST
/315/		<i>SAFETY AND PERMANENCE, DIVISION OF</i>			
68	01087000.	ELECTRONIC WISCONSIN STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM (EWISACWIS)	Amendment	P	PERM
/525/		<i>REGIONAL OPERATIONS: MANAGEMENT SERVICES, DIVISION OF</i>			
69	00269000.	CIVIL RIGHTS COMPLIANCE	Amendment	CR+7	SHSW

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485-VETERANS AFFAIRS					
70	00069000.	COMMANDANT ADMINISTRATIVE RECORDS	Amendment	CR+6	DEST
71	00070000.	VETERANS HOMES - SPECIAL FUNCTIONS	Amendment	CR+2	DEST
72	00071000.	DIETARY WORK PRODUCTION	Amendment	CR+2	DEST
73	00073000.	MENUS AND THERAPEUTIC DIETS	Amendment	CR+2	DEST
74	00077000.	MEMBER PHARMACY RECORD	Amendment	EVT+6	DEST
75	00078000.	PHARMACY PHYSICAL INVENTORY	Amendment	CR+5	DEST
76	00081000.	PROOF OF USE FOR CONTROLLED SUBSTANCES	Amendment	CR+6	DEST
77	00083000.	NURSING STATION REVIEWS	Amendment	CR+2	DEST
78	00092A00.	CLINICAL X-RAYS	Amendment	EVT+6	DEST
79	00117000.	INCIDENT REPORTS	Amendment	EVT+6	DEST
80	00130000.	NURSING DAILY RECORD	Amendment	CR+2	DEST
81	00133000.	ADMISSION AND DISCHARGE RECORDS FOR DECEASED AND DISCHARGED MEMBERS	Amendment	EVT+6	SHSW
82	00134000.	KEY ISSUANCE AGREEMENT RECORDS	Amendment	EVT+2	DEST
83	00141000.	TEMPERATURE AND SANITATION RECORDS	Amendment	CR+2	DEST

566-REVENUE					
<i>/2600/</i>	<i>OTAS</i>				
84	00287000.	TAX INCREMENTAL FINANCE (TIF) - TERMINATED / DISSOLVED FILES	Amendment	EVT+7	DEST

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COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MUNICIPALITIES						
/013251/	CITY OF MADISON					
85	GS000069.	GPS RELATED VEHICLE TRACKING INFORMATION		New	CR+.3	DEST
/11/	MONONA TERRACE					
86	MT000001.	CAMPAIGN TILES		Renewal	P	PERM
/34/	INFORMATION TECHNOLOGY					
87	IT000030.	SOCIAL MEDIA ACCOUNTS		New	EVT+3	DEST
88	IT000031.	PUBLIC COMMENTS - DELETED		New	FIS+3	DEST
/38/	HUMAN RESOURCES					
89	HR000004.	BACKGROUND CHECKS - HIRED		Amendment	EVT+8	DEST
90	HR000018.	BACKGROUND CHECKS - NOT HIRED		New	FIS+3	DEST
/50/	METRO					
91	ME000003.	FEDERAL TRANSPORTATION GRANTS		New	EVT+5	DEST
/71/	POLICE					
92	PD000810.	AUTOMATED VEHICLE LOCATOR		New	CR+180 DAYS	DEST
/72/	FIRE					
93	FD000003.	PREVENTION INSPECTIONS		Amendment	EVT+7	DEST
94	FD000008.	PATIENT REFUSAL FORMS		Amendment	FIS+6	PERM
95	FD000023.	PROMOTIONAL PROCESS		New	EVT+15	DEST
96	FD000025.	INTERNAL INVESTIGATIONS		New	EVT+40	DEST
97	FD000026.	INVESTIGATION CASE FILES		New	P	PERM
98	FD000027.	SPECIALIZED TRAINING NON-MFD EMPLOYEES		New	FIS+7	PERM
/92/	EMPLOYEE ASSISTANCE PROGRAM					
99	EA000001.	EAP CASE FILES		New	EVT+5	DEST
100	EA000002.	EAP OPERATIONS MANUALS		New	EVT+3	DEST
101	EA000003.	EAP UTILIZATION REPORTS		New	FIS+10	DEST

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102	EA000004.	EAP FACILITATOR FILES	New	EVT+1	DEST
/034006/	TOWN OF ANTIGO				
103	1	FIRE INCIDENT REPORTS	New	FIS+7	DEST
104	2	FIRE INSPECTIONS	New	FIS+7	DEST
105	3	FIRE TRAINING	New	FIS+7	DEST
106	4	EMS TRAINING	New	FIS+7	DEST
/041251/	CITY OF MILWAUKEE				
/211/	COMPTROLLER'S OFFICE				
107	08-0007	CITY EMPLOYEE JUDGEMENT RECORDS	Renewal	EVT+7	DEST
108	19-0043	CONTRACTS - COMPTROLLER EXECUTION	New	EVT+6	TRANS OTHER
/230/	ASSESSOR'S OFFICE				
109	19-0045	MASTER PROPERTY RECORD (MPROP)	New	FIS+5	TRANS OTHER
110	62-0049	TAX ASSESSOR PLAT BOOKS	Amendment	EVT+0	TRANS OTHER
111	88-0092	PROPERTY RECORD FILES	Amendment	P	PERM
/240/	OFFICE OF THE COMPTROLLER				
112	19-0044	DEBT ISSUANCE TRANSCRIPT OF PROCEEDINGS	New	EVT+7	DEST
/287/	EMPLOYEE'S RETIREMENT SYSTEM				
113	64-0298	ERS LEGAL OPINIONS	Amendment	EVT+3 MO	TRANS OTHER
/381/	MILWAUKEE HEALTH DEPARTMENT - VITAL STATISTICS				
114	09-0001	FETAL INFANT MORTALITY REPORTS (FIMR)	Renewal	EVT+1	TRANS OTHER
115	96-0011	CUMULATIVE STATISTICS - BIRTHS, DEATHS, MARRIAGES, INFECTIONS, STDS	Amendment	CR+1	TRANS OTHER
/382/	MILWAUKEE HEALTH DEPARTMENT - HOME ENVIRONMENTAL HEALTH				
116	01-0022	PRIMARY PREVENTION RECORDS - HUD (HOUSING AND URBAN DEVELOPMENT) GRANT	Amendment	EVT+15	TRANS OTHER
117	01-0023	CITATION BOOKS - LEAD PROGRAM	Amendment	FIS+7	DEST
118	02-0026	EPA (ENVIRONMENTAL PROTECTION AGENCY) PROJECT / STUDY	Amendment	FIS+15	DEST
119	08-0004	LEAD ABATEMENT PERMIT AND DOCUMENTATION	Amendment	EVT+7	DEST
120	08-E004	LEAD ABATEMENT PERMIT DATA	Amendment	EVT+1 MO	DEST
121	09-0035	HOUSING REHABILITATION FILES - HUD (HOUSING AND URBAN DEVELOPMENT) - FUNDED	Amendment	EVT+7	DEST
122	09-0066	LEAD SAFE PRACTICES MONITORED REHAB PROJECTS	Amendment	EVT+15	DEST
123	19-0038	EPA PROJECT / STUDY FINAL REPORT	New	EVT+1	TRANS OTHER
/383/	MILWAUKEE HEALTH DEPARTMENT - ENVIRONMENTAL HEALTH				
124	19-0005	ENVIRONMENTAL INVESTIGATION FILES	New	EVT+20	DEST

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/385/	MILWAUKEE HEALTH DEPARTMENT - LABORATORIES				
125	19-0008	CLIA (CLINICAL LABORATORY IMPROVEMENT AMENDMENTS) RECORDS	New	CR+2	DEST
126	19-0009	LOG BOOKS - TESTS SENT TO STATE LABS	New	FIS+2	DEST
127	19-0012	AIHA (AMERICAN INDUSTRIAL HYGIENE ASSOCIATION) RECORDS	New	CR+5	DEST
128	19-0014	SOIL TESTING GRANT FILES	New	EVT+6	DEST
/389/	MILWAUKEE HEALTH DEPARTMENT - VITAL STATISTICS				
129	95-0188	BIRTH CERTIFICATES	Renewal	P	PERM
130	95-0189	DEATH CERTIFICATES	Renewal	P	PERM
131	95-9201	DEATH CERTIFICATE INDICES	Renewal	P	PERM
132	95-9202	BIRTH CERTIFICATE INDICES	Renewal	P	PERM
133	96-0013	MORTUARY REPORTS	Renewal	CR+1 MO	TRANS OTHER
/900/	GLOBAL SCHEDULES				
134	08-0010	AUDIO RECORDINGS OF OFFICIAL MEETINGS	Amendment	EVT+90 DAYS	DEST
135	19-0003	DEPARTMENT EMPLOYEE HISTORY CARDS	New	EVT+2	TRANS OTHER
136	19-0010	VISITOR ACCESS LOGS	New	FIS+3	DEST
137	19-0015	GRANT FILES	New	EVT+4	DEST
138	19-0016	GRANT FILES - CITY ADMINISTERED	New	EVT+6	DEST
139	19-0017	GRANT PROPOSALS - REJECTED OR WITHDRAWN	New	EVT+3	DEST
140	19-0018	GRANT FINAL REPORTS	New	CR+3	TRANS OTHER
141	19-0021	CONTRACTS AND AGREEMENTS (NON-PURCHASING)	New	EVT+6	TRANS OTHER
142	19-0039	SAFETY DATA SHEETS	New	EVT+30	DEST
143	19-0040	EMPLOYEE EXPOSURE RECORDS	New	EVT+30	DEST
/052206/	CITY OF BURLINGTON				
144	1	FINGERPRINT CARDS	New	P	PERM
145	2	MUGSHOTS	New	P	PERM
146	3	DIGITAL AND PHOTOGRAPHIC EVIDENCE	New	FIS+10	DEST
147	4	CASH REGISTER RECEIPT ROLL	New	CR+7	DEST
148	5	STATE AND MUNICIPAL CITATIONS OR SUMMONSES	New	CR+7	DEST
149	6	CITIZEN COMPLAINTS	New	CR+7	DEST
150	7	EMPLOYEE FILES	New	CR+7	DEST
151	8	INTERVIEW RECORDINGS	New	CR+7	DEST
152	9	PAYROLL AND TIME WORKED RECORDS	New	CR+7	DEST
153	10	PURCHASE ORDERS, RECEIPTS / BILLS	New	CR+7	DEST
154	11	TRAINING RECORDS	New	CR+7	DEST

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155	12	VEHICLE ACCIDENT REPORTS	New	CR+7	DEST
156	13	MEMOS, POLICY & PROCEDURES, AND DIRECTIVES	New	FIS+5	DEST
157	14	OPEN RECORDS REQUESTS	New	FIS+5	DEST
158	15	BICYCLE REGISTRATIONS	New	FIS+2	DEST
159	16	DAILY WORK SCHEDULES	New	FIS+2	DEST
160	17	EMPLOYMENT APPLICATION PACKETS	New	FIS+2	DEST
161	18	PARKING CITATIONS AND CITATION LOG	New	FIS+2	DEST
162	19	BODY WORN CAMERA RECORDINGS	New	CR+120 DAYS	DEST
163	20	IN-CAR VIDEO RECORDINGS	New	CR+120 DAYS	DEST
164	21	SURVEILLANCE RECORDINGS	New	CR+120 DAYS	DEST
165	22	TELEPHONE RECORDINGS	New	CR+120 DAYS	DEST

Request and Disposition Legend

New: Submission has not been reviewed before
 Amendment: Submission has changes from previous version
 Renewal: Submission has no changes from previous version
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential
 SHSW: Transfer to Wisconsin Historical Society
 UW-TRANS: Transfer to UW Archives
 TRANS OTHER: Transfer as noted on submission
 PERM: Retain Permanently