Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	**(* see Legend on last page)**		
115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
/200/	*ANIMAL HEALTH*				
1	00264000.	ANIMAL HEALTH FLOCK SELECTING AND TESTING REPORT	Amended	EVT+5	DEST
		Disposition changed.			
2	00291000.	LIVESTOCK PREMISES RELIGIOUS EXCEPTIONS	Amended	EVT+20	DEST
		Description, retention and confidential citation changed.			
3	00292000.	LIVESTOCK PREMISES REGISTRATION	Amended	EVT+20	DEST
		Status and description changed.			
4	00350000.	VETERINARY EXAMINING BOARD DISCIPLINARY AND FORMAL HEARING CASE FILES	Amended	EVT+10	DEST
/700/	*ARM - PLANT DISEASE*				
5	00145000.	COOPERATIVE AGRICULTURE PEST SURVEY (CAPS)	Amended	CR+3	DEST
6	00150000.	PLANT PEST & BIOLOGICAL PERMITS	Amended	EVT+3	DEST
7	00332000.	REGULATORY PROGRAM COMPLIANCE AGREEMENT RECORDS	Amended	EVT+5	DEST
8	00333000.	POTATO ROT NEMATODE (PRN) QUARANTINE RECORDS	Amended	EVT+5	DEST
9	00336000.	SPONGY MOTH ENVIRONMENTAL ASSESSMENTS	Amended	EVT+4	DEST
/730/	*ARM - SEED TEST*				
10	00153000.	PLANT INDUSTRY INSPECTION REPORTS	Amended	CR+5	DEST
/731/	*ARM - SPEC INSP*				
11	00152000.	PLANT INDUSTRY BUREAU CERTIFICATE AND LICENSES	Amended	CR+3	DEST
/734/	*ARM - AG IMPACT*				
12	00177000.	AGRICULTURAL IMPACT STATEMENT PROGRAM RECORDS	Amended	CR+10	DEST
144-FINANCIAL INSTITUTIONS					
/3500/	*NOTARY & TRADEMARKS*				
13	00146000.	FOUR YEAR NOTARY APPLICATIONS, OATHS AND BOND FORMS	Amended	EVT+5	DEST
14	00147000.	PERMANENT NOTARY COMMISSION APPLICATION	Amended	EVT+75	DEST
/5100/	*COLLEGE SAVINGS PROGRAMS*				
15	00322000.	GENERAL CORRESPONDENCE - 529 PROGRAM	Amended	EVT+6	DEST
		Withdrawn by agency.			
145-COMMISSIONER OF INSURANCE					
/100/	*COMMISSIONER*				
16	00075000.	LEGISLATIVE DOCUMENTS	Amended	EVT+8	SHSW
17	00076000.	NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS (NAIC) RECORDS	Amended	EVT+3	DEST
18	00077000.	WISCONSIN INSURANCE REPORT	Amended	PERM	PERM

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Index #	RDA #	RDA Title	**(* see Legend on last page)**		
200/	*LOCAL GOVERNMENT PROPERTY INSURANCE FUND*				
19	00106000.	LOSS RECORDS	Amended	FIS+6	DEST
/310/	*MARKET REGULATION*				
20	00047000.	RATE FILINGS	Amended	EVT+10	DEST
285A-UW MADISON					
21	A0001963.	WISCONSIN 4-H ADULT VOLUNTEER RECORDS	New	EVT+7	DEST
370-NATURAL RESOURCES					
/014/	*PARKS & RECREATION*				
22	00014000.	CONCESSION AGREEMENTS	Amended	EVT+5	DEST
23	00140000.	HISTORY CASE FILES	Amended	EVT+5	SHSW
24	00187000.	ICE AGE TRAIL CASE FILE	Amended	PERM	PERM
25	00189000.	ICE AGE NATIONAL SCIENTIFIC RESERVE CASE FILE	Amended	PERM	PERM
26	00206000.	VISITATION, CAMPING AND OTHER RESERVATION AND SALES SUMMARY	Amended	PERM	PERM
27	00810000.	STATE PROPERTY INFORMATION LOG	Amended	CR+5	DEST
28	00816000.	VISITOR ACCIDENT REPORTS	Amended	EVT+5	DEST
		Description changed.			
29	01157000.	DISABLED VETERAN FREE PASS	Amended	EVT+5	DEST
30	01225000.	VOLUNTEER TIME TRACKING RECORDS	New	EVT+5	DEST
		Description and event changed.			
31	01226000.	PROSPECTIVE GIFT AND DONATION CASE FILES	New	EVT+5	DEST
		Description and title changed.			
32	01227000.	ACCEPTED GIFT AND DONATION CASE FILES	New	EVT+49	DEST
		Description and title changed.			
/034/	*SCIENCE SERVICES*				
33	00001000.	RESEARCH PROJECT FILES AND DATA	Amended	EVT+25	DEST
34	00673000.	COMPLETED SOCIOLOGICAL SURVEY INSTRUMENTS	Amended	EVT+1	DEST
35	00675000.	CONSULTING REPORT RECORDS	Amended	EVT+25	DEST

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Division #	Division Name		Request *	Retention	Disposition *
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395-TRANSPORTATION					
/017/	*DBM - FINANCIAL MANAGEMENT*				
36	01115000.	ASSET MANAGEMENT SUPPORTING DOCUMENTATION	New	EVT+7	DEST
		Withdrawn by agency.			
37	01116000.	UPDATED ITEMIZED ASSET INVENTORY LISTS	New	EVT+1 MO	DEST
		Withdrawn by agency.			
/405/	*OPFI - RESEARCH & LIBRARY SERVICES*				
38	00377000.	PROJECT IDEA GENERATION RECORDS	Amended	EVT+3	DEST
		Withdrawn by agency.			
39	00378000.	RESEARCH IDEA SELECTION RECORDS	Amended	EVT+3	DEST
		Withdrawn by agency.			
40	00379000.	PROJECT SOLICITATION AND SELECTION RECORDS	Amended	EVT+3	DEST
		Withdrawn by agency.			
41	00382000.	RESEARCH PROJECT FILES	Amended	EVT+5	DEST
		Withdrawn by agency.			
42	00383000.	RESEARCH PROJECTS FINAL REPORTS	Amended	EVT+5	DEST
		Withdrawn by agency.			
43	00384000.	POOL FUNDS LEAD STATE PROJECTS RECORDS	Amended	EVT+5	DEST
		Withdrawn by agency.			
44	00387000.	POOLED FUNDS RESEARCH RECORDS - CONTRIBUTING STATE	Amended	EVT+5	DEST
		Title and description changed.			
45	00388000.	TECHNOLOGY TRANSFER RECORDS	Amended	EVT+5	DEST
		Title and description changed.			
46	00389000.	RESEARCH PROGRAM ADMINISTRATIVE PROCEDURES & PROGRAM MANAGEMENT & RELATED RECORDS	Amended	EVT+5	DEST
		Withdrawn by agency.			
47	00394000.	STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART B FILES	Amended	EVT+5	DEST
48	01121000.	TRANSPORTATION RESEARCH PROGRAM OVERSIGHT COMMITTEES AND TEAMS RECORDS	New	EVT+5	DEST
		Description and event changed.			
410-CORRECTIONS					
49	00001000.	OFFENDER HEALTH CARE RECORDS	Amended	EVT+11	DEST

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Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	**(* see Legend on last page)**		
435-HEALTH SERVICES					
/108/	*DPH - COMMUNICABLE DISEASE*				
50	01134000.	VACCINE STORAGE AND TRANSPORT RECORDS	New	EVT+3	DEST
485-VETERANS AFFAIRS					
51	00099000.	QUALITY ASSURANCE SERIES	Amended	EVT+2	DEST
490-WI HOUSING & ECONOMIC DEV AUTHORITY					
/002/	*LEGAL*				
52	00108000.	CONFIDENTIAL LEGAL MATTERS	Amended	EVT+3	DEST
		Description and event changed.			
505-ADMINISTRATION					
53	00947000.	CORONAVIRUS RELIEF AND RECOVERY PROGRAM DEVELOPMENT, ADMINISTRATION, AND ANNOUNCEMENTS	New	EVT+5	DEST
54	00948000.	CORONAVIRUS RELIEF AND RECOVERY PROGRAM APPLICATIONS, AGREEMENTS, AND CONTRACTS	New	EVT+5	DEST
536-INVESTMENT BOARD					
55	00051000.	QUARTERLY PORTFOLIO REPORTS	Amended	EVT+7	DEST
		Status changed.			
/130/	*LEGAL*				
56	00016000.	COMPLIANCE CERTIFICATIONS	Amended	CR+5	DEST
57	00052000.	DEPARTMENT OF TREASURY FORMS	Amended	EVT+5	DEST
58	00074000.	CLASS ACTION MONITORING REPORTS	Amended	EVT+10	DEST
		Event changed.			
59	00076000.	SECURITIES AND EXCHANGE COMMISSION FILINGS	Amended	EVT+5	DEST
60	00089000.	TAX STATUS CERTIFICATION (IRS FORM 6166)	Amended	EVT+7	DEST
/250/	*CORP GOVERN*				
61	00012000.	PROXY VOTE ANALYSIS	Amended	EVT+5	DEST
62	00071000.	PROXY VOTE COMPANY COMMUNICATIONS	Amended	EVT+10	DEST
/410/	*DOMESTIC FI*				
63	00044000.	INTERNAL CREDIT REPORTS	Amended	EVT+7	SHSW
		Disposition changed.			

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Division #	Division Name		Request *	Retention	Disposition *
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765-035-LEG COUNCIL					
64	00008000.	LEGISLATOR FILES	Amended	PERM	PERM
65	00013000.	JOINT LEGISLATIVE COINCIL	New	PERM	PERM
66	00014000.	JOINT COMMITTEE ON EMPLOYMENT RELATIONS	New	PERM	PERM
67	00015000.	JOINT SURVEY COMMITTEE ON RETIREMENT AND RETIREMENT SYSTEMS RESEARCH COMMITTEE	New	PERM	PERM

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					
/020226/	*FOND DU LAC*				
68	FDLPD01	AGENCY ASSIST RECORDINGS	New	CR+215 DAYS	DEST
69	FDLPD02	CITY ORDINANCE / NON-CRIMINAL TRAFFIC ORDINANCE RECORDINGS	New	EVT+10	DEST
70	FDLPD03	CRASH INVESTIGATION WITH NO ENFORCEMENT ACTION RECORDINGS	New	CR+215 DAYS	DEST
71	FDLPD04	MAJOR CRIMES RECORDINGS	New	EVT+1	DEST
72	FDLPD05	EMERGENCY DETENTION RECORDINGS	New	CR+8	DEST
73	FDLPD06	NON-EVIDENTIARY RECORDINGS	New	CR+215 DAYS	DEST
74	FDLPD07	PROTECTED VIDEO RECORDINGS	New	PERM	PERM
75	FDLPD08	TEST RECORDINGS	New	CR+121 DAYS	DEST
76	FDLPD09	TRAFFIC - OWI / TRAFFIC CRIMINAL RECORDINGS	New	EVT+1	DEST
77	FDLPD10	TRAINING RECORDINGS	New	CR+121 DAYS	DEST
78	FDLPD11	TRAFFIC ACCIDENT PHOTOS	New	EVT+6	DEST
/028246/	*LAKE MILLS*				
79	00001000	MAJOR INCIDENT RECORDS	New	EVT+7	DEST
		Event changed.			
80	00002000	OTHER INCIDENT RECORDS	New	EVT+7	DEST
		Event changed.			
81	00003000	TRAFFIC ACCIDENT RECORDS	New	EVT+7	DEST
82	00004000	DISPATCH CALL FOR SERVICE LOGS	New	EVT+7	DEST
83	00005000	PROPERTY INVENTORY RECORDS	New	EVT+7	DEST
84	00006000	VIDEO / AUDIO RECORDS	New	EVT+121 DAYS	DEST
		Description and confidential citation changed.			

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85	00007000	MUNICIPAL CITATIONS	New	EVT+1	DEST
		Event changed.			
86	00008000	PARKING CITATIONS	New	EVT+1	DEST
		Event changed.			
87	00009000	RADAR / LIDAR CERTIFICATION RECORDS	New	EVT+3	DEST
		Event changed.			
88	00010000	INTERNAL INVESTIGATION REPORTS	New	EVT+1	DEST
		Event changed.			
89	00011000	SECONDARY DISSEMINATION RECORDS	New	EVT+3	DEST
90	00012000	TRAINING RECORDINGS	New	EVT+30	DEST
/030241/	*KENOSHA*				
91	KPD006	AUTOMATIC LICENSE PLATE READERS (ALPR) SURVEILLANCE PHOTOGRAPHS	New	EVT+1 MO	DEST
/041251/	*MILWAUKEE*				
/111/	*MAYOR'S OFFICE*				
92	00-0013	PROCLAMATIONS - REJECTED	Renewal	EVT+7	TRANS OTHER
		Description changed.			
93	88-0009	BOARDS AND COMMISSIONS - MEMBERS TERMINATED	Renewal	EVT+6	TRANS OTHER
94	93-0036	INVITATIONS AND MAYORAL RESPONSES	Renewal	EVT+1	TRANS OTHER
/221/	*OFFICE OF THE CITY TREASURER*				
95	69-0056	TAX DEED FORECLOSURE FILES	Amended	EVT+15	DEST
/300/	*MILWAUKEE POLICE DEPARTMENT - ALL*				
96	04-0026	OFFENSE REPORTS	Amended	CR+6YR 11 MO	DEST
97	85-0108	TELETYPE MESSAGES - RECEIVED	New	EVT+1	DEST
/332/	*MILWAUKEE POLICE DEPARTMENT - COMMUNICATIONS DEPT*				
98	82-0100	TELETYPE MESSAGES - COMMUNICATION DIVISION	Amended	EVT+7	DEST
/335/	*MILWAUKEE POLICE DEPARTMENT - IDENTIFICATION SECTION*				
99	23-0006	PHOTOGRAPGH TRANSMISSION FORMS	New	EVT+1 MO	DEST
/360/	*DEPARTMENT OF NEIGHBORHOOD SERVICES*				
100	23-0007	RESIDENTIAL PROPERTY PENDING FORECLOSURE FILES	New	EVT+2	DEST
/546/	*DEPARTMENT OF PUBLIC WORKS*				
101	23-0008	UTILITY COORDINATION FILES	New	CR+3 MOS	DEST
/900/	*CITYWIDE GLOBAL SCHEDULES*				
102	11-0019	ADA DISCRIMINATION FILES	Amended	EVT+8	DEST
103	11-0020	GRIEVANCE ARBITRATION DOCUMENTATIONS - DISCIPLINE	Renewal	EVT+7	DEST
104	11-0021	GRIEVANCE ARBITRATION DOCUMENTATIONS - CONTRACT INTERPRETATION	Renewal	EVT+3	DEST

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105	11-0022	CLASSIFICATION FILE	Renewal	EVT+10	DEST
106	11-0023	COLLECTIVE BARGAINING & LABOR CONTRACT CASE FILES	Renewal	EVT+10	TRANS OTHER
107	11-0024	EEO / AA PLANS	Renewal	FIS+4	TRANS OTHER
108	11-0025	EEO / ERD COMP[LAINT FILES	Renewal	EVT+7	DEST
109	11-0027	EMPLOYMENT APPLICATIONS / RESUMES - UNSOLICITED	Renewal	FIS+6 MO	DEST
110	11-0028	EXIT INTERVIEW RECORDS	Renewal	EVT+7	DEST
111	11-0029	HIRING DOCUMENTATION - NOT HIRED	Amended	EVT+4	DEST
112	11-0030	INVESTIGATION AND DISCIPLINARY FILES	Amended	EVT+7	DEST
113	11-0031	RECRUITMENT AND HIRING FILE - GENERAL	Amended	EVT+4	DEST
114	11-0033	LAYOFF PLANS	Renewal	EVT+7	TRANS OTHER
115	11-0034	LITIGATION FILES	Renewal	EVT+8	DEST
116	11-0035	PERSONNEL FILE	Amended	EVT+8	DEST
117	11-0036	PERSONNEL FILE - MEDICAL	Amended	EVT+8	DEST
		Confidential citation changed.			
118	11-0037	SAFETY RECORDS	Renewal	EVT+0	TRANS OTHER
119	11-0038	EMPLOYMENT BACKGROUND INVESTIGATION DOCUMENTATION - CANDIDATES HIRED	Renewal	EVT+7	DEST
120	13-0056	USCIS FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION	Renewal	EVT+3	DEST
121	19-0003	DEPARTMENT EMPLOYEE HISTORY CARDS	Renewal	EVT+0	TRANS OTHER
122	19-0040	EMPLOYEE EXPOSURE RECORDS	Renewal	EVT+30	DEST
123	19-0048	INTERNSHIP FILES	Renewal	EVT+5	DEST
124	19-0069	INTERNSHIP APPLICATION (UNSUCCESSFUL)	Renewal	EVT+2	DEST
125	22-0009	EMPLOYEE TRAINING ATTENDANCE RECORDS	New	EVT+5	DEST
126	22-0010	TRAINING RECORDS	New	EVT+1	DEST
127	23-0001	SECURITY / ACCESS LOGS - INCIDENT RELATED	New	EVT+1	DEST
		Description and event changed.			
128	23-0005	SECURITY / ACCESS LOGS - ROUTINE	New	EVT+3	DEST
		Description changed.			
129	76-0117	INJURY REPORTS: OSHA 300A, 301-EB-49, 300	Renewal	FIS+7	DEST

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Request and Disposition Legend
New: Submission has not been reviewed before
Amended: 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