

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

<b>115-AGRICULTURE, TRADE &amp; CONSUMER PROTECTION</b>			
/200/	<i>ANIMAL HEALTH</i>		
<b>1</b>	00264000.	ANIMAL HEALTH FLOCK SELECTING AND TESTING REPORT	Amended
<b>2</b>	00291000.	LIVESTOCK PREMISES RELIGIOUS EXCEPTIONS	Amended
<b>3</b>	00292000.	LIVESTOCK PREMISES REGISTRATION	Renewal
<b>4</b>	00350000.	VETERINARY EXAMINING BOARD DISCIPLINARY AND FORMAL HEARING CASE FILES	Amended
/700/	<i>ARM - PLANT DISEASE</i>		
<b>5</b>	00145000.	COOPERATIVE AGRICULTURE PEST SURVEY (CAPS)	Amended
<b>6</b>	00150000.	PLANT PEST & BIOLOGICAL PERMITS	Amended
<b>7</b>	00332000.	REGULATORY PROGRAM COMPLIANCE AGREEMENT RECORDS	Amended
<b>8</b>	00333000.	POTATO ROT NEMATODE (PRN) QUARANTINE RECORDS	Amended
<b>9</b>	00336000.	SPONGY MOTH ENVIRONMENTAL ASSESSMENTS	Amended
/730/	<i>ARM - SEED TEST</i>		
<b>10</b>	00153000.	PLANT INDUSTRY INSPECTION REPORTS	Amended
/731/	<i>ARM - SPEC INSP</i>		
<b>11</b>	00152000.	PLANT INDUSTRY BUREAU CERTIFICATE AND LICENSES	Amended
/734/	<i>ARM - AG IMPACT</i>		
<b>12</b>	00177000.	AGRICULTURAL IMPACT STATEMENT PROGRAM RECORDS	Amended

<b>144-FINANCIAL INSTITUTIONS</b>			
/3500/	<i>NOTARY &amp; TRADEMARKS</i>		
<b>13</b>	00146000.	FOUR YEAR NOTARY APPLICATIONS, OATHS AND BOND FORMS	Amended
<b>14</b>	00147000.	PERMANENT NOTARY COMMISSION APPLICATION	Amended
/5100/	<i>COLLEGE SAVINGS PROGRAMS</i>		
<b>15</b>	00322000.	GENERAL CORRESPONDENCE - 529 PROGRAM	Amended

<b>145-COMMISSIONER OF INSURANCE</b>			
/100/	<i>COMMISSIONER</i>		
<b>16</b>	00075000.	LEGISLATIVE DOCUMENTS	Amended
<b>17</b>	00076000.	NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS (NAIC) RECORDS	Amended
<b>18</b>	00077000.	WISCONSIN INSURANCE REPORT	Amended
/200/	<i>LOCAL GOVERNMENT PROPERTY INSURANCE FUND</i>		
<b>19</b>	00106000.	LOSS RECORDS	Amended
/310/	<i>MARKET REGULATION</i>		
<b>20</b>	00047000.	RATE FILINGS	Amended

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285A-UW MADISON					
21	A0001963.	WISCONSIN 4-H ADULT VOLUNTEER RECORDS	New	EVT+7	DEST

370-NATURAL RESOURCES					
/014/	<i>PARKS &amp; RECREATION</i>				
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
29	01157000.	DISABLED VETERAN FREE PASS	Amended	EVT+5	DEST
30	01225000.	VOLUNTEER TIME TRACKING RECORDS	New	EVT+5	DEST
31	01226000.	GIFTS AND DONATIONS CASE FILES	New	EVT+5	DEST
32	01227000.	GIFTS AND DONATIONS	New	EVT+49	DEST
/034/	<i>SCIENCE SERVICES</i>				
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

395-TRANSPORTATION					
/017/	<i>DBM - FINANCIAL MANAGEMENT</i>				
36	01115000.	ASSET MANAGEMENT SUPPORTING DOCUMENTATION	New	EVT+7	DEST
37	01116000.	UPDATED ITEMIZED ASSET INVENTORY LISTS	New	EVT+1 MO	DEST
/405/	<i>OPFI - RESEARCH &amp; LIBRARY SERVICES</i>				
38	00377000.	PROJECT IDEA GENERATION RECORDS	Amended	EVT+3	DEST
39	00378000.	RESEARCH IDEA SELECTION RECORDS	Amended	EVT+3	DEST
40	00379000.	PROJECT SOLICITATION AND SELECTION RECORDS	Amended	EVT+3	DEST
41	00382000.	RESEARCH PROJECT FILES	Amended	EVT+5	DEST
42	00383000.	RESEARCH PROJECTS FINAL REPORTS	Amended	EVT+5	DEST
43	00384000.	POOL FUNDS LEAD STATE PROJECTS RECORDS	Amended	EVT+5	DEST
44	00387000.	POOL FUNDS PROJECTS RELATED RECORDS - CONTRIBUTING STATE	Amended	EVT+5	DEST

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<b>45</b>	00388000.	TECHNOLOGY TRANSFER ACTIVITIES RECORDS	Amended	EVT+5	DEST
<b>46</b>	00389000.	RESEARCH PROGRAM ADMINISTRATIVE PROCEDURES & PROGRAM MANAGEMENT & RELATED RECORDS	Amended	EVT+5	DEST
<b>47</b>	00394000.	STATE PLANNING & RESEARCH (SPR) ANNUAL WORK PROGRAM - PART B FILES	Amended	EVT+5	DEST
<b>48</b>	01121000.	TRANSPORTATION RESEARCH PROGRAM OVERSIGHT COMMITTEES AND TEAMS RECORDS	New	EVT+5	DEST
<b>410-CORRECTIONS</b>					
<b>49</b>	00001000.	OFFENDER HEALTH CARE RECORDS	Amended	EVT+11	DEST
<b>435-HEALTH SERVICES</b>					
<i>/108/</i>	<i>DPH - COMMUNICABLE DISEASE</i>				
<b>50</b>	01134000.	VACCINE STORAGE AND TRANSPORT RECORDS	New	EVT+3	DEST
<b>485-VETERANS AFFAIRS</b>					
<b>51</b>	00099000.	QUALITY ASSURANCE SERIES	Amended	EVT+2	DEST
<b>490-WI HOUSING &amp; ECONOMIC DEV AUTHORITY</b>					
<i>/002/</i>	<i>LEGAL</i>				
<b>52</b>	00108000.	CONFIDENTIAL LEGAL MATTERS	Amended	EVT+3	DEST
<b>505-ADMINISTRATION</b>					
<b>53</b>	00947000.	CORONAVIRUS RELIEF AND RECOVERY PROGRAM DEVELOPMENT, ADMINISTRATION, AND ANNOUNCEMENTS	New	EVT+5	DEST
<b>54</b>	00948000.	CORONAVIRUS RELIEF AND RECOVERY PROGRAM APPLICATIONS, AGREEMENTS, AND CONTRACTS	New	EVT+5	DEST
<b>536-INVESTMENT BOARD</b>					
<b>55</b>	00051000.	QUARTERLY PORTFOLIO REPORTS	Renewal	EVT+7	DEST
<i>/130/</i>	<i>LEGAL</i>				
<b>56</b>	00016000.	COMPLIANCE CERTIFICATIONS	Amended	CR+5	DEST
<b>57</b>	00052000.	DEPARTMENT OF TREASURY FORMS	Amended	EVT+5	DEST
<b>58</b>	00074000.	CLASS ACTION MONITORING REPORTS	Amended	EVT+10	DEST
<b>59</b>	00076000.	SECURITIES AND EXCHANGE COMMISSION FILINGS	Amended	EVT+5	DEST
<b>60</b>	00089000.	TAX STATUS CERTIFICATION (IRS FORM 6166)	Amended	EVT+7	DEST

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/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	DEST

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
80	00002000	OTHER INCIDENT RECORDS	New	EVT+7	DEST
81	00003000	TRAFFIC ACCIDENT RECORDS	New	EVT+7	DEST

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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
85	00007000	MUNICIPAL CITATIONS	New	EVT+1	DEST
86	00008000	PARKING CITATIONS	New	EVT+1	DEST
87	00009000	RADAR / LIDAR CERTIFICATION RECORDS	New	EVT+3	DEST
88	00010000	INTERNAL INVESTIGATION REPORTS	New	EVT+1	DEST
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
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
105	11-0022	CLASSIFICATION FILE	Renewal	EVT+10	DEST
106	11-0023	COLLECTIVE BARGAINING & LABOR CONTRACT CASE FILES	Renewal	EVT+10	TRANS OTHER

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

**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