

Agency Name and #			Request *	Retention	Disposition *
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115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
<i>/304/</i>	<i>MKTG - INTL / NAH</i>				
1	00020000.	EXPORT EDUCATION INFORMATION	Amended	EVT+3	DEST
2	00027000.	MARKET DEVELOPMENT SERVICE INFORMATION	Amended	EVT+5	SHSW
3	00028000.	NATIONAL PROMOTION INFORMATION	Amended	FIS+3	DEST
4	00030000.	ALICE IN DAIRYLAND PROGRAM INFORMATION	Amended	EVT+5	SHSW
5	00031000.	COUNTY FAIRS & AG SOCIETIES STATE AID PROGRAM FILES	Amended	FIS+3	DEST

144-FINANCIAL INSTITUTIONS					
<i>/3600/</i>	<i>CHARITABLE ORGANIZATIONS</i>				
6	00161000.	REGISTRANT FILES	Amended	EVT+10	DEST
7	00163000.	REGISTRANT ANNUAL FINANCIAL REPORTS	Amended	EVT+10	DEST
8	00164000.	DENIED OR WITHDRAWN CREDENTIALING APPLICATIONS	Amended	EVT+10	DEST
9	00165000.	CREDENTIALING SURETY BONDS, DEPOSITS IN LIEU OF SURETY BONDS AND LETTER OF CREDIT	Amended	EVT+10	DEST
10	00166000.	LITIGATION & INVESTIGATION FILES - NON-REGISTERED PARTIES	Amended	EVT+7	DEST
		Description changed.			
11	00168000.	CREDENTIALING COMPLAINTS AND INQUIRIES	Amended	EVT+7	DEST

165-SAFETY & PROFESSIONAL SERVICES					
<i>/250/</i>	<i>PROFESSIONAL CREDENTIAL PROCESSING (DPCP)</i>				
12	00275000.	CUSTOMER SERVICE CENTER RECORDS	New	EVT+45 DAYS	DEST
		Description and event changed.			

285A-UW MADISON					
13	A0002010.	COURT RECORD DATA PROJECT	New	EVT+100	DEST

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285P-UW HOSPITALS & CLINICS					
/3034001/		UWH - RADIOLOGY			
14	00063B00.	DIAGNOSTIC X-RAYS - PEDIATRIC	Renewal	EVT+7	DEST

370-NATURAL RESOURCES					
/042/					
15	01149000.	GREAT LAKES BASIN WATER DIVERSIONS	Amended	EVT+3	DEST
/045/		AIR MANAGEMENT			
16	00300000.	AIR MANAGEMENT MONITORING SITE OPERATIONAL FORMS AND DATA	Amended	EVT+6	DEST
17	00301000.	SITE OPERATIONAL DOCUMENTS	Amended	EVT+6	DEST
18	00302000.	MONITORING SITE HISTORICAL RECORDS	Amended	EVT+10	DEST
19	00305000.	CENTRALIZED DATA SYSTEM MONITORING DATA - RAW DATA	Amended	EVT+6 MOS	DEST
20	00306000.	CENTRALIZED DATA SYSTEM MONITORING DATA - QUALITY ASSURED DATA	Amended	EVT+10	DEST
21	00307000.	CENTRALIZED DATA SYSTEM RAW DAILY DATA REPORTS	Amended	EVT+3	DEST
22	00308000.	CENTRALIZED DATA SYSTEM DATA CERTIFICATION REPORTS	Amended	EVT+6	DEST
/090/		CUSTOMER AND OUTREACH SERVICES			
23	00574000.	RECREATIONAL VEHICLE REGISTRATION APPLICATIONS: BOAT	Amended	EVT+9	DEST
24	00574E00.	RECREATIONAL VEHICLE REGISTRATION APPLICATIONS: NON-BOAT	New	EVT+6	DEST
/118/		FACILITIES AND LANDS (ENGINEERING)			
25	00780000.	MASTER PLAN CASE FILE - OFFICIAL FACILITIES & LAND (LF) RECORD	Renewal	PERM	PERM
26	00781000.	PROPERTY FEASIBILITY STUDIES	Renewal	PERM	PERM

435-HEALTH SERVICES					
27	01164000.	HEALTH AND RESIDENTIAL CARE FACILITIES - SURVEY RECORDS	New	EVT+7	DEST
28	01165000.	HEALTH AND RESIDENTIAL CARE FACILITIES - FEDERAL PROVIDER CERTIFICATION FILES	New	EVT+4	DEST
/103/		DPH - HEALTH INFORMATICS			
29	01166000.	ORGAN AND TISSUE DONOR DATA	New	EVT+1 MO	DEST

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/104/	DPH - COMMUNITY HEALTH PROMOTION				
30	01144000.	VOLUNTEER HEALTH CARE PROGRAM (VHCP)	Amended	EVT+6	DEST
/105/	DPH - OFFICE OF PREPAREDNESS AND EMERGENCY HEALTH CARE				
31	01167000.	AMBULANCE RUN DATA	New	EVT+19	DEST
		Retention changed.			

437-CHILDREN & FAMILIES					
32	00293000.	CASE RECORDS	Amended	EVT+3	DEST
/100/	OFFICE OF THE SECRETARY				
33	00212000.	OFFICE OF THE INSPECTOR GENERAL PROGRAM REVIEW FILES	Amended	EVT+7	DEST
/310/	CHILD WELFARE LICENSING: PERMANENCE AND OUT-OF-HOME CARE: SAFETY AND PERMANENCE, DIVISION OF				
34	00400000.	LICENSING FILES APPROVED FACILITIES	Amended	EVT+6	DEST
35	00400A00.	LICENSING FILES DENIED / REVOKED FACILITIES	Amended	EVT+10	DEST
36	00400C00.	LICENSING FILES UNLICENSED COMPLAINTS	Amended	EVT+6	DEST
/500/	ADMINISTRATOR'S OFFICE: MANAGEMENT SERVICES, DIVISION OF				
37	00352000.	DELINQUENT OVERPAYMENT COLLECTIONS	Amended	EVT+4	DEST

445-WORKFORCE DEVELOPMENT					
/160/	ASD ADMINISTRATORS OFFICE				
38	00488000.	PUBLICATION HISTORY FILE	Renewal	EVT+5	DEST

505-ADMINISTRATION					
/800/	FACILITIES MANAGEMENT				
39	00407000.	BACKGROUND CHECKS ON INDEPENDENT CONTRACTORS AND EMPLOYEES OF INDEPENDENT CONTRACTORS	Amended	EVT+6.5	DEST
		Description changed.			

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510-ELECTIONS COMMISSION					
40	00032000.	NATIONAL VOTER REGISTRATION ACT AND SIMILAR REGISTRATION RECORDS	New	EVT+2	DEST
41	00033000.	POLLING PLACE ACCESSIBILITY RECORDS	New	EVT+4	DEST
42	00034000.	VOTER FELON, FEDERAL FELON, AND FELON AUDIT RELATED RECORDS	New	EVT+6	DEST
43	00035000.	VOTER REGISTRATION CANCELLATION FORMS AND NOTICES OF REGISTRATION IN STATES OTHER THAN WISCONSIN	New	EVT+4	DEST

540-LIEUTENANT GOVERNOR					
44	00001000.	INVITATIONS	Amended	EVT+0	DEST
45	00003000.	PRESS RELEASES	Amended	EVT+0	SHSW
46	00007000.	LIEUTENANT GOVERNOR'S DAILY SCHEDULE & BRIEFING MATERIALS	Amended	EVT+3	SHSW
47	00015000.	POLICY FILES	Amended	EVT+0	SHSW
48	00016000.	CONSTITUENT CORRESPONDENCE	Amended	EVT+1	SHSW
49	00017000.	MISCELLANEOUS CORRESPONDENCE (NO RESPONSE)	Amended	EVT+2	DEST
50	00018000.	LIEUTENANT GOVERNOR'S GENERAL CORRESPONDENCE	Amended	EVT+2	SHSW
51	00019000.	REPORTS	Amended	EVT+0	SHSW
52	00020000.	STAFF ISSUE FILES	Amended	CR+1	DEST
53	00021000.	LEGAL CORRESPONDENCE	Amended	EVT+2	SHSW
54	00023000.	PHOTO ARCHIVES	Amended	EVT+0	SHSW

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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/	<i>MADISON, CITY OF</i>				
55	GS000001.	ACCOUNTS RECEIVABLE / ACCOUNTS PAYABLE	Amended	FIS+7	DEST
/02/	<i>ATTORNEY</i>				
56	AT000002.	BUILDING, HEALTH & FIRE CODE VIOLATIONS CONTESTED	Amended	EVT+5	DEST
		Confidential citation changed.			
57	AT000005.	CONTESTED TRAFFIC VIOLATIONS	Amended	EVT+5	DEST
		Confidential citation changed.			
/33/	<i>FINANCE</i>				
58	CP000012.	RISK MANAGEMENT LIABILITY CLAIMS AND INCIDENT REPORTS	Amended	EVT+30	DEST
59	CP000013.	INSURANCE POLICY - LIABILITY	Amended	EVT+75	DEST
60	CP000014.	UNDERWRITING AND LOSS RUNS	Amended	FIS+7	DEST
61	CP000018.	INSURANCE CERTIFICATES	Renewal	FIS+10	DEST
62	CP000020.	INSURANCE POLICY - PROPERTY	Amended	EVT+30	DEST
63	CP000021.	WORKER'S COMP CLAIM CASE FILES	Amended	EVT+30	DEST
64	CP000022.	PROPERTY INSURANCE CLAIMS	Amended	EVT+7	DEST
65	CP000023.	GARNISHMENTS	Amended	EVT+8	DEST
/34/	<i>INFORMATION TECHNOLOGY</i>				
66	IT000021.	RECORDS DISPOSITION AUTHORIZATIONS	Amended	EVT+20	DEST
67	IT000022.	RECORDS INVENTORY DISPOSITION	Amended	CR+25	DEST
/041251/	<i>MILWAUKEE</i>				
/155/	<i>DEPARTMENT OF ADMINISTRATION</i>				
68	23-0003	INCOMING TELEPHONE CALL RECORDS (NON-EMERGENCY)	Amended	CR+1 MO	DEST
		Description changed.			

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/360/	DEPARTMENT OF NEIGHBORHOOD SERVICES				
69	26-0001	RENT WITHHOLDING PROGRAM DOCUMENTATION	New	EVT+7	DEST
/661/	DEPARTMENT OF PUBLIC WORKS				
70	26-0003	COMPLIANCE REVIEW REPORTS	New	EVT+6	DEST
71	26-0004	CORRECTIVE ACTION PLANS	New	EVT+5	DEST
72	26-0005	ACCIDENT / INCIDENT REPORT, NO CLAIM	New	EVT+6	DEST
73	26-0006	ACCIDENT / INCIDENT EVENT LOG	New	EVT+11	DEST
/900/	CITYWIDE GLOBAL SCHEDULES				
74	26-0002	PUBLIC SERVICE REQUEST RECORDS - NON-EMERGENCY	New	EVT+2	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