

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>144-FINANCIAL INSTITUTIONS</b>					
/1100/	ADMINISTRATION				
1	00142000.	STATEMENT OF ECONOMIC INTEREST	Renewal	EVT+3	DEST
<b>155-PUBLIC SERVICE COMMISSION</b>					
/002/	ADMINISTRATIVE SERVICES-RECORDS				
2	00027000.	FOCUS ON ENERGY	Renewal	EVT+6	DEST
<b>255-PUBLIC INSTRUCTION</b>					
/001/	OFFICE OF THE STATE SUPERINTENDENT				
3	00262000.	EXTERNAL COMMUNICATIONS	New	EVT+5	SHSW
		<b>Description revised.</b>			
4	00263000.	INTERNAL COMMUNICATIONS	New	EVT+3	DEST
5	00264000.	PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATIONS	New	EVT+5	DEST
		<b>Description revised and retention changed.</b>			
/100/	LIBRARIES AND TECHNOLOGY				
6	00260000.	WISCONSIN PUBLIC LIBRARY AND PUBLIC LIBRARY SYSTEM ANNUAL REPORTS	New	EVT+10	SHSW
<b>285K-UW STEVENS POINT</b>					
7	00154000.	DISABILITY SERVICE RECORDS	Renewal	EVT+7	DEST
8	00157000.	SMALL BUSINESS DEVELOPMENT CENTER CLIENT FILES	Renewal	EVT+10	DEST
<b>285W-UW SYSTEM ADMINISTRATION</b>					
9	UWSTA100	BEHAVIORAL INCIDENT REPORTS - NOT RESULTING IN STUDENT AGREEMENT WITH CONDITIONS OR EXPULSION	New	EVT+7	DEST
10	UWSTA101	BEHAVIORAL INCIDENT REPORTS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	New	EVT+10	DEST
11	UWSTA102	BEHAVIORAL INCIDENT REPORTS RESULTING IN EXPULSION	New	EVT+30	DEST
12	UWSTA103	BEHAVIORAL DISCIPLINARY ACTION RECORDS - NOT RESULTING IN STUDENT AGREEMENT WITH CONDITIONS OR EXPULSION	New	EVT+7	DEST
13	UWSTA104	BEHAVIORAL DISCIPLINARY ACTION RECORDS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	New	EVT+10	DEST
14	UWSTA105	BEHAVIORAL DISCIPLINARY ACTION RECORDS RESULTING IN EXPULSION	New	EVT+30	DEST

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15	UWSTA106	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES - NOT RESULTING IN STUDENT AGREEMENT WITH CONDITIONS OR EXPULSION	New	EVT+7	DEST
16	UWSTA107	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	New	EVT+10	DEST
17	UWSTA108	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES RESULTING IN EXPULSION	New	EVT+30	DEST
18	UWSTA200	DISABILITY SERVICE STUDENT CASE FILES	New	EVT+7	DEST
19	UWSTA201	DISABILITY SERVICE STUDENT CASE FILES - NOT PURSUED	New	EVT+2	DEST
20	UWSTA300	CHILD CARE CENTER CHILD FILES	New	EVT+3	DEST
21	UWSTA301	CHILD CARE CENTER CHILD FILES - NOT ENROLLED	New	EVT+1	DEST
22	UWSTA302	ATTENDANCE RECORDS	New	EVT+3	DEST
23	UWSTA303	CHILD CARE CENTER SCHEDULING	New	EVT+3 MO	DEST
24	UWSTA304	CHILD CARE CENTER CHILD HEALTH RECORDS	New	EVT+3	DEST
25	UWSTA305	MENUS FOR MEALS AND SNACKS	New	EVT+3 MO	DEST
26	UWSTA306	CHILD AND ADULT CARE FOOD PROGRAM (CACFP) RECORDS	New	EVT+5	DEST
		<b>Pll response revised.</b>			
27	UWSTA307	REPORTING AND DOCUMENTATION RECORDS FOR WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES (DCF)	New	EVT+1	DEST
28	UWSTA308	STAFF RECORDS	New	EVT+8	DEST
29	UWSTA309	STAFF DEVELOPMENT AND TRAINING RECORDS	New	EVT+8	DEST
30	UWSTA400	STUDENT GOVERNMENT ADMINISTRATIVE FILES	New	EVT+5	UW TRANS
31	UWSTA401	STUDENT GOVERNMENT LEGISLATIVE AND DELIBERATIVE RECORDS	New	EVT+10	UW TRANS
32	UWSTA402	STUDENT COURT JUDICIAL RECORDS - NOT RESULTING IN STUDENT AGREEMENT WITH CONDITIONS OR EXPULSION	New	EVT+8	UW TRANS
		<b>Event revised.</b>			
33	UWSTA403	STUDENT COURT JUDICIAL RECORDS RESULTING IN EXPULSION	New	EVT+30	UW TRANS
34	UWSTA404	STUDENT COURT JUDICIAL RECORDS RESULTING IN STUDENT AGREEMENTS WITH CONDITIONS	New	EVT+10	UW TRANS
35	UWSTA405	SEGREGATED FEE DOCUMENTATION	New	FIS+6	UW TRANS
36	UWSTA406	STUDENT GOVERNMENT PURCHASE REQUESTS	New	EVT+1	UW TRANS
37	UWSTA407	MEMBERSHIP LISTS	New	EVT+6	UW TRANS
38	UWSTA408	ORGANIZATION OFFICER AND ADVISER LISTINGS	New	EVT+6	UW TRANS
39	UWSTA409	STUDENT ORGANIZATION RECOGNITION FILES	New	EVT+6	UW TRANS
40	UWSTA500	RECREATION RECORDS	New	EVT+1	DEST
41	UWSTA501	STUDENT TRIP FILES	New	EVT+3	DEST

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42	UWSTA600	LIABILITY WAIVERS	New	EVT+1	DEST
43	UWSTA700	ON-CAMPUS FEE WAIVER FORM	New	EVT+5	DEST
<b>395-TRANSPORTATION</b>					
44	00263000.	LABOR COMPLIANCE CONTRACT PROJECT FILES	Amendment	EVT+6	DEST
45	00266000.	CONSTRUCTION CONTRACT EEO REVIEW REPORTS	Amendment	EVT+6	DEST
46	00267000.	CONTRACTOR LABOR COMPLIANCE REPORTS	Amendment	EVT+6	DEST
47	00268000.	WAGE COMPLAINT / INVESTIGATION OF LABOR VIOLATIONS	Amendment	EVT+6	DEST
48	00981000.	SUSPENSION AND DEBARMENT CASE FILES	New	EVT+20	DEST
49	00982000.	LABOR ISSUES SUSPENSION AND DEBARMENT COMMITTEE RECORDS	New	EVT+20	DEST
50	00983000.	LABOR COMPLIANCE STATEWIDE MEETINGS AND TRAINING RECORDS	New	EVT+10	DEST
51	00984000.	LABOR COMPLIANCE ANNUAL AND MID-YEAR ACCOMPLISHMENT REPORT	New	EVT+2	DEST
		<b>Withdrawn by agency.</b>			
/300/	<i>STATE PATROL</i>				
52	00535000.	FAA AND FCC LICENSE FILES	Amendment	EVT+1	DEST
53	00944000.	DISPATCH RECORDS	New	EVT+10	DEST
54	00945000.	RADIO COMMUNICATIONS TOWER RECORDS	New	EVT+10	DEST
		<b>Disposition changed.</b>			
55	00946000.	DIVISION OF STATE PATROL EMPLOYEE RECORDS	New	EVT+8	DEST
56	00947000.	DSP FLEET EQUIPMENT RECORDS	New	EVT+10	DEST
57	00948000.	PROPERTY / EVIDENCE RECORDS	New	EVT+75	DEST
58	00949000.	FIREARMS AND OTHER WEAPONS INVENTORY RECORDS	New	EVT+75	DEST
59	00950000.	DSP TROUBLE TICKETING AND SYSTEM CHANGE RECORDS	New	EVT+5	DEST
/825/	<i>DMV - VEHICLE RECORDS</i>				
60	00123000.	VEHICLE TITLE APPLICATIONS FILE -- PAPER APPLICATIONS	Amendment	EVT+90 DYS	DEST
		<b>Description revised.</b>			
61	00123C00.	VEHICLE TITLE APPLICATION FILE - DIGITAL IMAGES	Amendment	EVT+5	DEST
62	00128000.	VEHICLE TITLE APPLICATION SYSTEM DATA INDEX	Amendment	EVT+5	DEST
<b>435-HEALTH SERVICES</b>					
63	00683D00.	CASE RECORDS - INTELLECTUALLY DISABLED ADULTS	Amendment	EVT+8	DEST
64	00683J00.	CASE RECORDS - INTELLECTUALLY DISABLED MINORS	New	EVT+8	DEST
/110/	<i>DPH - POLICY AND PRACTICE ALIGNMENT</i>				
65	01125000.	J-1 VISA WAIVER APPLICATION MATERIAL	New	EVT+1 MO	DEST

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<b>445-WORKFORCE DEVELOPMENT</b>					
/000/	<i>EQUAL RIGHTS</i>				
<b>66</b>	00081000.	CIVIL RIGHTS DISCRIMINATION CASES AND CIVIL RIGHTS INFORMATION SYSTEM (CRIS)	Amendment	EVT+6	DEST
<b>67</b>	00081A00.	CIVIL RIGHTS DISCRIMINATION CASES APPEALED TO COURT	Amendment	EVT+6	SHSW
<b>68</b>	00106000.	WORK PERMIT OFFICE AND OFFICER FILES AND RELATED WORK PERMIT ON-LINE SYSTEM RECORDS	Amendment	EVT+2	DEST
<b>69</b>	00106A00.	WORK PERMIT MANAGEMENT INFORMATION REPORTS AND RELATED WORK PERMIT ON-LINE SYSTEM RECORDS	Amendment	CR+6	DEST
<b>70</b>	00106B00.	WORK PERMIT FILES AND RELATED WORK PERMIT ON-LINE SYSTEM RECORDS	Amendment	EVT	DEST
		<b>Event revised.</b>			
<b>71</b>	00106C00.	WORK PERMIT REVOCATIONS AND RELATED WORK PERMIT ON-LINE SYSTEM RECORDS	Amendment	EVT	DEST
<b>72</b>	00108000.	PRIVATE EMPLOYMENT AGENT FILES	Amendment	CR+6	DEST
<b>73</b>	00109000.	LABOR STANDARDS CASE FILES AND RELATED LABOR STANDARDS INFORMATION SYSTEM (LSIS) RECORDS	Amendment	EVT+4	DEST
<b>74</b>	00109A00.	LITIGATED LABOR STANDARDS CASE FILES AND RELATED LABOR STANDARDS INFORMATION SYSTEM (LSIS) RECORDS	Amendment	EVT+10	DEST
<b>75</b>	00109B00.	LABOR STANDARDS CASE FILE JUDGMENTS AND RELATED LABOR STANDARDS INFORMATION SYSTEM (LSIS) RECORDS	Amendment	EVT+20	DEST
<b>76</b>	00109C00.	LABOR STANDARDS INFORMATION SYSTEM (LSIS) TAX FILES AND RELATED LABOR STANDARDS INFORMATION SYSTEM (LSIS) RECORDS	Amendment	EVT+7	DEST
		<b>Event revised.</b>			
<b>77</b>	00110000.	SHELTERED WORKSHOP AND SUBMINIMUM WAGE LICENSES	Amendment	CR+4	DEST
/620/	<i>UNEMPLOYMENT INSURANCE</i>				
<b>78</b>	00001000.	CANCELLED CONTRIBUTION TAX REFUND CHECKS	Renewal	EVT+4	DEST
<b>79</b>	00002000.	CANCELLED BENEFIT - SPECIAL CHECKS - PAPER	Renewal	EVT+4	DEST
<b>80</b>	00003000.	CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS	Renewal	EVT+1	DEST
<b>81</b>	00020B00.	"1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX YEAR TO DATE SUMMARY FILES	Renewal	EVT+10	DEST
<b>82</b>	00020D00.	"1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX TNNI (TEN NINETY NINE) FILE	Renewal	EVT+10	DEST
<b>83</b>	00020E00.	"1099" UNEMPLOYMENT INSURANCE BENEFITS / TAX - MISCLASSIFIED WORKERS	Renewal	EVT+4	DEST
<b>84</b>	00047B00.	UI QUARTERLY TAX (CONTRIBUTION) REPORT	Amendment	EVT+6	DEST
<b>85</b>	00047C00.	UI QUARTERLY TAX (CONTRIBUTION) REPORTS, APPEALS PENDING, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Amendment	EVT+6	DEST

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86	00049B00.	UI QUARTERLY WAGE REPORT	Amendment	EVT+24 QTRS	DEST
87	00049C00.	UI QUARTERLY WAGE REPORT- APPEALS, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Amendment	EVT+24 QTRS	DEST
88	00049D00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS	Amendment	EVT+24 QTRS	DEST
89	00049E00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS - WAGE ONLY EMPLOYERS	Renewal	EVT	DEST
90	00050000.	UI QUARTERLY WAGE REPORTS	Renewal	EVT	DEST
91	00056000.	UI RECEIPT BOOKS	Renewal	EVT+6	DEST
92	00057000.	UI DEPOSIT SLIPS, CREDIT MEMOS & DEPOSIT TAPES	Renewal	EVT+4	DEST
93	00058000.	MONTHLY SUMMARY TOTALS AND VOUCHERS	Renewal	EVT+6	DEST
94	00068000.	CHECK BATCH RECORDS	Renewal	EVT+4	DEST
95	00072000.	RETURNED CHECK RECORD	Renewal	EVT+4	DEST
96	00082D00.	NON-SUBJECT EMPLOYER HISTORY FILES	Amendment	EVT+3	DEST
97	00083E00.	SUBJECT EMPLOYER HISTORY FILES - DELINQUENT MONETARY INITIAL DETERMINATIONS	Amendment	CR+15	DEST
98	00083G00.	SUBJECT EMPLOYER HISTORY FILES	Amendment	EVT+4	DEST
99	00083H00.	SUBJECT EMPLOYER HISTORY FILES - TAX DELINQUENCY	Amendment	EVT+10	DEST
100	00088000.	OUTSTANDING CHECK LISTS	Renewal	CR+5	DEST
101	00089000.	BANK RECONCILIATIONS	Renewal	FIS+4	DEST
102	00097D00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, FULL RECOVERY	Amendment	EVT+10	DEST
103	00097E00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, PARTIAL OR NO RECOVERY	Amendment	EVT+4	DEST
104	00097G00.	UI DELINQUENT TAX SUBPOENA RECORDS	Renewal	EVT+6	DEST
105	00157000.	RETURNED CHECK INDEX CARDS	Renewal	CR+4	DEST
106	00159000.	REPLACEMENT CHECK AUTHORIZATION	Renewal	EVT+4	DEST
107	00338000.	STATE UNEMPLOYMENT INSURANCE TAX ENTERPRISE SYSTEM (SUITES) EMPLOYER ACCOUNT RECORD	Amendment	EVT+15	DEST
108	00338A00.	TAX COLLECTION LETTERS	Amendment	EVT+6	DEST
109	00338B00.	UI TAX AUDIT - UI FIELD AUDIT APPLICATION RECORDS	Amendment	EVT+4	DEST
110	00338C00.	UI TAX AUDIT - COMPLETED UI FIELD AUDITS	Amendment	EVT+6	DEST
111	00338E00.	BENEFIT COLLECTION LETTERS	Amendment	EVT+4	DEST
112	00338I00.	OUTGOING CORRESPONDENCE	Amendment	CR+6	DEST
113	00338J00.	GREAT PLAINS GENERAL LEDGER	Renewal	EVT+6	DEST
114	00339000.	UI TAX AND ACCOUNTING MANAGEMENT REPORTS	Renewal	EVT	DEST
115	00465000.	IRS (INTERNAL REVENUE SERVICE) FEDERAL TAX INFORMATION	Renewal	EVT+6	DEST

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<b>116</b>	00465A00.	IRS FEDERAL TAX INFORMATION AUDIT LOGS	Amendment	EVT+7	DEST
/700/	<i>ADMINISTRATORS OFFICE</i>				
<b>117</b>	00439000.	PROGRAM SURVEYS	Amendment	EVT	DEST
<b>118</b>	00441000.	PROGRAM SURVEYS - FINAL DATA FILES	Amendment	CR+10	DEST
<b>119</b>	00442000.	FINAL SURVEY RESULTS	Renewal	EVT+10	SHSW
/730/	<i>BWITS</i>				
<b>120</b>	00346000.	QCEW EXTRACTS - FILE / DATA EXCHANGE	Amendment	EVT	DEST
<b>121</b>	00346A00.	QCEW EXTRACTS - MAINFRAME GENERATION DATA GROUPS (GDG)	Renewal	CR+6 MO	DEST
<b>122</b>	00346B00.	QCEW MULTIPLE WORKSITE REPORTS	Amendment	CR+8 QTRS	DEST
<b>123</b>	00346D00.	QCEW ANNUAL RE-FILING SURVEY (ARS)	Amendment	EVT+3	DEST
<b>124</b>	00346F00.	QCEW HISTORY EMPLOYEE WAGE DATA DETAIL FILE - MAINFRAME AND WEB	Renewal	CR+10	DEST
<b>125</b>	00346H00.	QCEW UI / LMI REPORTS	Renewal	CR+3	DEST
<b>126</b>	00346J00.	LONGITUDINAL EMPLOYER-HOUSEHOLD DYNAMICS (LEHD)	Amendment	CR+11	SHSW
<b>127</b>	00346K00.	QCEW OFFICIAL PUBLISHED OUTPUT	Amendment	CR+25	SHSW
<b>128</b>	00347C00.	CES DETAIL FILES / INPUT FILES	Amendment	CR+3	DEST
<b>129</b>	00347D00.	CES REPORTS	Renewal	CR+3	DEST
<b>130</b>	00348000.	LAUS DETAIL FILES / INPUT FILES	Renewal	CR+3	DEST
<b>131</b>	00348A00.	LAUS REPORTS AND FINAL PRODUCTS	Renewal	CR+3	DEST
<b>132</b>	00348E00.	LAUS FOLDERS	Renewal	CR+3	DEST
<b>133</b>	00348F00.	LAUS ANNUAL PROCESSING	Renewal	CR+3	DEST
<b>134</b>	00348G00.	LAUS MONTHLY PROCESSES	Renewal	CR+3	DEST
<b>135</b>	00349000.	OES CENTRAL OFFICE COLLECTIONS (COC)	Renewal	CR+4	DEST
<b>136</b>	00349C00.	OES MASTER FILE	Amendment	CR+4	DEST
<b>137</b>	00349D00.	OES SURVEY DATA COLLECTION	Amendment	CR+4	DEST
<b>138</b>	00421000.	LEHD WAGE FILE CREATION	Amendment	CR+3	DEST
<b>139</b>	00421A00.	LEHD EQUI FILE CREATION	Amendment	CR+3	DEST
<b>140</b>	00473000.	LEWIS ESTIMATES, BLS PUBLICATION FILES AND MICRODATA FILES	Amendment	CR+4	DEST
		<b>Disposition changed.</b>			
<b>141</b>	00474000.	TARGETED EMPLOYMENT AREA (TEA) CERTIFICATION LETTERS	Amendment	EVT+3	DEST
/750/	<i>WORKFORCE TRAINING</i>				
<b>142</b>	00390000.	RAPID RESPONSE EVENTS TRACKING SYSTEM (RRETS)	Renewal	EVT+25	DEST
<b>143</b>	00391000.	LIST OF LAYOFF NOTICES	Amendment	CR+5	SHSW
<b>144</b>	00392000.	RAPID RESPONSE REPORTS	Renewal	CR+5	DEST
<b>145</b>	00404000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) INSTITUTION	Amendment	EVT+7	DEST
<b>146</b>	00496000.	RAPID RESPONSE PROGRAM OUTCOMES	Renewal	CR+25	DEST

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<b>147</b>	00504000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) PROGRAM	New	EVT+7	DEST
<b>148</b>	00505000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) ALL - STUDENT DATA	New	EVT+7	DEST
<b>455-JUSTICE</b>					
<b>149</b>	00063000.	LEGAL CASE FILES-SPECIAL-CRIMINAL FELONY-50 YEARS	New	EVT+50	DEST
<b>150</b>	00063A00.	LEGAL CASE FILES-SPECIAL-CRIMINAL FELONY-50 YEARS-HISTORICALLY SIGNIFICANT	New	EVT+50	SHSW
<b>566-REVENUE</b>					
<i>/8421/</i>	<i>LOTTERY</i>				
<b>151</b>	00431000.	RNG CABINET SEAL LOGS	Amendment	CR+2	DEST
<b>152</b>	00432000.	INSTANT TICKET RECONSTRUCTION FILES / VENDOR MONTHLY REPORT FILES	Amendment	EVT+3	DEST
		<b>Confidential citation revised.</b>			
<b>153</b>	00433000.	ANNUAL INSTANT TICKET INVENTORY	Amendment	CR+3	DEST
<b>154</b>	00434000.	INDEPENDENT CONTRACTOR SECURITY AUDITS	Amendment	CR+4	DEST
		<b>Withdrawn by agency.</b>			
<b>155</b>	00435000.	MULTI-STATE LOTTERY ASSOCIATION (MUSL) COMPLIANCE REVIEW	Amendment	CR+4	DEST
		<b>Withdrawn by agency.</b>			
<b>156</b>	00436000.	SUPER SECOND CHANCE DISQUALIFICATIONS NOTICE EMAILS	Amendment	CR+7	DEST
<b>157</b>	00437000.	LOTTERY CHECK STOCK - CHAIN OF CUSTODY FORM	Amendment	CR+2	DEST
<b>680-SUPREME COURT</b>					
<i>/004/</i>	<i>BOARD OF BAR EXAMINERS</i>				
<b>158</b>	00015000.	APPLICANT FILES: NOT ADMITTED	Amendment	EVT+45	SHSW
		<b>Description revised.</b>			
<b>159</b>	00016000.	BAR APPLICANT FILES: MOTION APPLICANTS NOT ADMITTED	Amendment	EVT+45	SHSW
		<b>Withdrawn by agency.</b>			
<b>160</b>	00024000.	BOARD MEETING MATERIALS	Amendment	EVT+45	SHSW
		<b>Description revised.</b>			
<b>161</b>	00026000.	BAR APPLICANT FILES: DIPLOMA PRIVILEGE	Amendment	EVT+45	SHSW
		<b>Description revised.</b>			

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<b>GENERAL RECORDS SCHEDULE</b>				
	<i>HUMAN RESOURCES AND RELATED RECORDS</i>			
<b>162</b>	HR000002	DELEGATION AGREEMENTS	Renewal	EVT+5 DEST
<b>163</b>	HR000003	DELEGATION PERFORMANCE AUDITS	Renewal	EVT+3 DEST
<b>164</b>	HR000011	REQUEST TO STAFF POSITIONS	Renewal	EVT+4 DEST
<b>165</b>	HR000013	RECRUITMENT AND SELECTION RELATED RECORDS	Renewal	EVT+4 DEST
		<b>Confidential citation(s) revised.</b>		
<b>166</b>	HR000015	STAFFING DECISION APPEALS	Renewal	EVT+7 DEST
		<b>Confidential citation(s) revised.</b>		
<b>167</b>	HR000017	BACKGROUND CHECKS AND FINGERPRINT DOCUMENTATION	Renewal	EVT+6.5 DEST
		<b>Description revised.</b>		
	HR00017A	BACKGROUND CHECKS CONSENT FORMS AND FINGERPRINT DOCUMENTATION - NO CHECK COMPLETED	Pending	EVT+3 MOS DEST
		<b>RDA added as recommended.</b>		
<b>168</b>	HR000018	DOCUMENTATION AFTER HIRE	Renewal	EVT+4 DEST
<b>169</b>	HR000020	LTE REQUESTS	Renewal	EVT+1 DEST
<b>170</b>	HR000021	REQUESTS FOR CONSIDERATION OF EMPLOYMENT STATUS CHANGES AND RELATED RECORDS	Renewal	EVT+4 DEST
		<b>Confidential citation(s) revised.</b>		
<b>171</b>	HR000022	UNSOLICITED RESUMES AND GENERAL EXPRESSIONS OF INTEREST IN EMPLOYMENT	Renewal	EVT+6 MO DEST
<b>172</b>	HR000023	RESUME BANKS	Renewal	CR+1 DEST
<b>173</b>	HR000025	NON-SELECT LETTERS OR EMAILS	Renewal	EVT+1 DEST
		<b>Confidential citation(s) revised.</b>		
<b>174</b>	HR000026	FEDERAL I-9 FORMS	Renewal	EVT+3 DEST
<b>175</b>	HR000027	SELECTIVE SERVICE ELIGIBILITY VERIFICATION RELATED RECORDS	Renewal	EVT+4 DEST
<b>176</b>	HR000040	AGENCY REQUESTS AND ACTION ON CREATING CLASSIFICATIONS	Renewal	EVT+3 DEST
<b>177</b>	HR000041	REQUESTS AND DECISIONS FOR RECLASSIFICATION OF CIVIL SERVICE POSITIONS	Renewal	EVT+6 DEST
		<b>Confidential citation(s) revised.</b>		
<b>178</b>	HR000042	REALLOCATIONS OF CIVIL SERVICE POSITIONS	Renewal	EVT+6 DEST
		<b>Confidential citation(s) revised.</b>		
<b>179</b>	HR000043	APPROVAL OF CLASSIFICATION LEVELS AFTER DOA APPROVAL OF THE REORGANIZATION	Renewal	EVT+2 DEST
<b>180</b>	HR000046	POSITION CLASSIFICATION SPECIFICATIONS	Renewal	EVT+15 DEST
<b>181</b>	HR000047	CLASSIFICATION SURVEYS AND RELATED DOCUMENTATION	Renewal	EVT+6 DEST

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Index #	RDA #	RDA Title	(* see Legend on last page)		
182	HR000048	PERSONNEL TRANSACTION APPEALS	Renewal	EVT+7	DEST
		<b>Confidential citation(s) revised.</b>			
183	HR000049	PROTECTIVE OCCUPATION REQUESTS	Renewal	EVT+7	DEST
184	HR000050	FAIR LABOR STANDARDS ACT (FLSA) FORMAL AND INFORMAL COMPLAINT FILES	Renewal	EVT+5	DEST
185	HR000051	FAIR LABOR STANDARDS ACT (FLSA) STATUS REQUESTS	Renewal	EVT+3	DEST
186	HR000052	REVIEW OF POSITIONS FOR PLACEMENT IN EXECUTIVE SALARY GROUPS (ESG)	Renewal	PERM	PERM
187	HR000053	AGENCY REQUESTS TO RAISE THE MINIMUM RATE FOR A CLASSIFICATION	Renewal	EVT+3	DEST
188	HR000054	AGENCY REQUESTS TO HIRE ABOVE THE MINIMUM (HAM)	Renewal	EVT+3	DEST
189	HR000055	ACCRETIONS AND CONVERSIONS	Renewal	CR+3	DEST
190	HR000056	BIENNIAL COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES	Renewal	PERM	PERM
191	HR000057	MOVING AND LODGING EXPENSE REIMBURSEMENT	Renewal	EVT+3	DEST
192	HR000058	ALPHABETICAL LISTING OF CLASSIFICATIONS	Renewal	EVT+10	DEST
193	HR000059	NOMINATIONS FOR COMPENSATION AWARDS	Renewal	EVT+3	DEST
		<b>Confidential citation(s) revised.</b>			
194	HR000060	COMPENSATION AWARDS RELATED REPORTS	Renewal	CR+3	DEST
195	HR000061	LABOR MARKET SURVEYS	Renewal	EVT+5	DEST
196	HR000062	COMPENSATION TABLES AND SPECIAL REPORTS	Renewal	CR+15	DEST
197	HR000064	COMPENSATION RESERVE DEVELOPMENT REPORTS AND DOCUMENTATION	Renewal	CR+6	DEST
198	HR000065	COST ANALYSIS OF ECONOMIC PROPOSALS DURING COLLECTIVE BARGAINING	Renewal	CR+8	DEST
199	HR000044	AGENCY REQUESTS AND DECISIONS ON CHANGES TO EMPLOYING UNIT STRUCTURE	Renewal	EVT+2	DEST
200	HR000081	AGENCY LEVEL WORKFORCE PLANS AND RELATED ACTION PLANS	Renewal	EVT+10	DEST
201	HR000083	WORKFORCE PLANNING GUIDE AND SUMMARY OF AGENCY WORKFORCE PLANS	Renewal	EVT+10	SHSW
202	HR000084	EMPLOYEE LAYOFF RECORDS	Renewal	EVT+7	DEST
		<b>Confidential citation(s) revised.</b>			
203	HR000085	WORKFORCE REDUCTION POLICIES AND PROCEDURES	Renewal	EVT+7	SHSW
204	HR000087	STATE AGENCY LAYOFF AND FURLOUGH PLANS	Renewal	EVT+7	DEST
		<b>Confidential citation(s) revised.</b>			
205	HR000102	BARGAINING UNIT MASTER AGREEMENTS CASE FILE	Renewal	EVT+10	SHSW
206	HR000103	SIGNIFICANT COLLECTIVE BARGAINING POLICY ISSUES	Renewal	PERM	PERM
207	HR000104	AGENCY COLLECTIVE BARGAINING AND COLLECTIVE BARGAINING AGREEMENT ADMINISTRATION CASE FILE	Renewal	EVT+10	SHSW
208	HR000106	UNION MEMBER GRIEVANCE ARBITRATION CASE FILES	Renewal	PERM	PERM
		<b>Confidential citation(s) revised.</b>			
209	HR000107	SIGNED COLLECTIVE BARGAINING AGREEMENTS	Renewal	PERM	PERM

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<b>210</b>	HR000108	UNION MEMBER OR GROUP GRIEVANCES, APPEALS TO ARBITRATION, AND NON-PRECEDENTIAL ARBITRATION DECISIONS	Renewal	EVT+5	DEST
		<b>Confidential citation(s) revised.</b>			
<b>211</b>	HR000109	ARBITRATION DECISIONS - PRECEDENTIAL	Renewal	PERM	PERM
<b>212</b>	HR000110	NON-REPRESENTED EMPLOYEE GRIEVANCES AND APPEALS	Renewal	EVT+5	DEST
<b>213</b>	HR000111	AGENCY GRIEVANCE CASE FILE	Renewal	EVT+5	DEST
<b>214</b>	HR000112	EMPLOYEE DISCIPLINE RELATED RECORDS	Renewal	EVT+5	DEST
		Confidential citation(s) revised.			
<b>215</b>	HR000114	PERSONNEL-RELATED LITIGATION CASE FILES	Renewal	EVT+5	DEST
<b>216</b>	HR000115	UNION MANAGEMENT MEETINGS	Renewal	CR+5	DEST
<b>217</b>	HR000116	FORMAL DOCUMENTATION WITH THE JOINT COMMITTEE ON EMPLOYMENT RELATIONS (JCOER)	Renewal	PERM	PERM
<b>218</b>	HR000132	DIVERSITY AWARDS	Renewal	CR+5	DEST
<b>219</b>	HR000133	AFFIRMATIVE ACTION REPORT FOR WISCONSIN STATE GOVERNMENT	Renewal	CR+10	SHSW
<b>220</b>	HR000134	STATE AGENCY EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PLANS (EEO/AA) AND VETERAN HIRING PLANS	Renewal	EVT+3	SHSW
<b>221</b>	HR000135	COMPLIANCE REVIEWS OF STATE AGENCY AFFIRMATIVE ACTION (AA) PLANS	Renewal	EVT+3	DEST
<b>222</b>	HR000137	UNDERUTILIZATION REPORTS	Renewal	CR+6	SHSW
<b>223</b>	HR000141	DISCRIMINATION AND HARASSMENT CASE FILES	Renewal	EVT+5	DEST
<b>224</b>	HR000150	EMPLOYMENT RELATED MEDICAL CASE FILES	Renewal	EVT+8	DEST
<b>225</b>	HR000151	MEDICAL RECORDS INVOLVING EMPLOYEE EXPOSURE TO HAZARDOUS SUBSTANCES	Renewal	EVT+30	DEST
<b>226</b>	HR000152	DRUG AND ALCOHOL TEST RECORDS - TRAINING AND COLLECTION PROCESSES	Renewal	EVT+2	DEST
		<b>PII and confidential revised.</b>			
<b>227</b>	HR000153	DRUG AND ALCOHOL TEST RECORDS - NEGATIVE OR CANCELED TEST RESULTS	Renewal	CR+1	DEST
<b>228</b>	HR000154	DRUG AND ALCOHOL TEST RECORDS - POSITIVE TEST RESULTS	Renewal	CR+5	DEST
<b>229</b>	HR000155	DRUG AND ALCOHOL TEST RECORDS - PREVIOUS EMPLOYERS	Renewal	EVT+3	DEST
<b>230</b>	HR000156	FAMILY AND MEDICAL LEAVE ACT (FMLA) STATE GUIDELINES	Renewal	PERM	PERM
<b>231</b>	HR000157	EMPLOYEE FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUESTS AND RELATED RECORDS	Renewal	CR+3	DEST
		<b>Confidential citation(s) revised.</b>			
<b>232</b>	HR000162	EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY AND STANDARDS	Renewal	EVT+5	SHSW
<b>233</b>	HR000163	EMPLOYEE ASSISTANCE PROGRAM (EAP) STATISTICAL REPORTS AND PROGRAM ACCOMPLISHMENTS	Renewal	CR+5	SHSW
		<b>Disposition revised.</b>			

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234	HR000166	EMPLOYEE ASSISTANCE PROGRAM (EAP) SURVEYS	Renewal	EVT	DEST
235	HR000167	WELLNESS INITIATIVE - STATEWIDE ACTIVITIES	Renewal	CR+5	DEST
236	HR000168	AGENCY WELLNESS PROGRAM AND RELATED ACTIVITIES	Renewal	CR+5	DEST
237	HR000181	TRAINING REQUEST DOCUMENTATION	Renewal	EVT+1	DEST
238	HR000182	COURSE EVALUATIONS	Renewal	EVT+1	DEST
239	HR000183	HIRED TRAINING VENDORS	Renewal	EVT+1	DEST
240	HR000185	TRAINING ATTENDANCE AND COURSE OFFERING RECORDS	Renewal	EVT+5	DEST
		<b>Confidential citation(s) revised.</b>			
241	HR000190	OFFICIAL PERSONNEL FILE	Renewal	EVT+8	DEST
		<b>Confidential citation(s) revised.</b>			
242	HR000191	VOLUNTEER AND UNPAID INTERNSHIP DOCUMENTATION	Renewal	EVT+2	DEST
243	HR000193	EXIT INTERVIEW RECORDS	Renewal	EVT+3	DEST
244	HR000195	REASONABLE ACCOMMODATION REQUESTS AND EVALUATIONS	Renewal	EVT+8	DEST
		<b>Event revised.</b>			
245	HR000196	EMERGENCY CONTACT INFORMATION FOR EMPLOYEES	Renewal	EVT	DEST
246	HR000199	LETTERS OF RECOMMENDATION OR ENDORSEMENT	Renewal	CR+6 MO	DEST
		<b>Confidential citation(s) revised.</b>			
247	HR000200	AGREEMENTS TO PROVIDE WORK OPPORTUNITIES FOR SUPPORTED OR MONITORED EMPLOYEES	Renewal	EVT+1	DEST
248	HR000201	EMPLOYEE INTERCHANGE AGREEMENTS	Renewal	EVT+2	DEST
249	HR000202	PERSONNEL HISTORY ROSTER	Renewal	PERM	PERM
250	HR000204	IMPLEMENTED SUGGESTIONS AND STATE EMPLOYEE SUGGESTION BOARD CASH AWARDS	Renewal	CR+4	DEST
251	HR000205	EMPLOYEE SUGGESTION PROGRAM SUBMISSIONS & RESPONSES	Renewal	EVT+2	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.

COUNTIES				
/067/	<b>WAUKESHA COUNTY</b>			
	<i>MEDICAL EXAMINER</i>			
<b>252</b>	R0015	CASE RELATED EVIDENCE	New	EVT+1 TRANS OTHER
		<b>Withdrawn by county.</b>		
<b>253</b>	R0016	CASE RELATED EVIDENCE LOG / CHAIN OF CUSTODY	New	CR+7 DEST
		<b>Event revised.</b>		
<b>254</b>	R0017	CORONER BOOKS	New	PERM PERM
<b>255</b>	R0012	CREMATION RECORDS	Amendment	EVT+25 SHSW
		<b>Title and description revised.</b>		
<b>256</b>	R0018	DISINTERMENT CASE FILE	New	EVT+25 DEST
		<b>Disposition changed.</b>		
<b>257</b>	R0014	EYEWASH INSPECTION LOGS	Amendment	FIS+1 DEST
<b>258</b>	VR0003	MEDICAL EXAMINER (ME) INVESTIGATION CASE FILES	Amendment	PERM PERM
<b>259</b>	R0001	MEDICAL EXAMINER (ME) CASE LOGS	Amendment	PERM PERM
<b>260</b>	R0007	MEDICATION INVENTORY / DISPOSAL LOG	Amendment	CR+7 DEST
		<b>Event revised.</b>		
<b>261</b>	R0019	MORGUE CLEANING LOGS	New	FIS+1 DEST
<b>262</b>	R0013	SHARP INJURY LOG	Amendment	FIS+7 DEST
<b>263</b>	R0020	SPECIMEN / TISSUE DISPOSAL LISTS (LOGS)	New	CR+7 DEST
		<b>Event revised.</b>		
<b>264</b>	R0021	SPECIMEN LOG	New	FIS+7 DEST
<b>265</b>	R0022	TISSUE RECOVERY LOGS & AUTHORIZATION DOCUMENTS	New	CR+7 DEST
		<b>Event revised.</b>		

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

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<b>MUNICIPALITIES</b>				
<b>/013251/</b>	<b>CITY OF MADISON</b>			
/33/	FINANCE			
<b>266</b>	CP000025.	SAFETY DATA SHEETS (SDS)	New	EVT+30 DEST
/34/	INFORMATION TECHNOLOGY			
<b>267</b>	IT000020.	WEBSITE SNAPSHOTS	Amendment	EVT+2 DEST
/38/	HUMAN RESOURCES			
<b>268</b>	HR000015.	EMERGENCY WITHDRAWALS	New	EVT+8 DEST
<b>269</b>	HR000016.	DRUG & ALCOHOL TESTS - NEGATIVE OR CANCELLED	New	EVT+1 DEST
<b>270</b>	HR000017.	MFD ORAL BOARDS & TESTS - NOT HIRED	New	FIS+2 DEST
/72/	FIRE			
<b>271</b>	FD000002.	FIRE PROTECTION PLANS	Amendment	FIS+7 DEST
<b>272</b>	FD000007.	FIRE PROTECTION SYSTEM WORK PERMIT APP	Amendment	FIS+7 DEST
<b>273</b>	FD000020.	MFD PERSONNEL FILE	New	EVT+8 DEST
<b>274</b>	FD000024.	BACKGROUND CHECKS	New	FIS+10 DEST
<b>/041251/</b>	<b>CITY OF MILWAUKEE</b>			
/133/	COMMON COUNCIL / CITY CLERK			
<b>275</b>	18-0096	COMMON COUNCIL FILE SIGNATURE PAGES	New	EVT+6 MO TRANS OTHER
<b>276</b>	60-0330	COMMON COUNCIL FILES	Amendment	EVT+7 MO TRANS OTHER
/167/	DEPARTMENT OF EMPLOYEE RELATIONS			
<b>277</b>	18-0065	GRIEVANCE ARBITRATION DOCUMENTATION - DISCIPLINE	New	EVT+7 DEST
<b>278</b>	18-0066	GRIEVANCE ARBITRATION DOCUMENTATION - DISCIPLINE - FIRE AND POLICE COMMISSION (FPC)	New	EVT+7 DEST
		<b>Event revised.</b>		
<b>279</b>	18-0067	ARBITRATION DOCUMENTATION - CONTRACT INTERPRETATION	New	EVT+3 TRANS OTHER
<b>280</b>	18-0068	INTEREST ARBITRATION DOCUMENTATION	New	EVT+10 TRANS OTHER
<b>281</b>	18-0069	COLLECTIVE BARGAINING FILES	New	EVT+10 TRANS OTHER

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/310/	<i>FIRE AND POLICE COMMISSION</i>		
<b>282</b>	14-0015	MEDICAL PRE-EMPLOYMENT SCREENING - NOT HIRED	Amendment EVT+7 DEST
<b>283</b>	14-0017	EXAM HISTORY FILES	Amendment EVT+15 DEST
<b>284</b>	18-0091	EMPLOYEE DISCIPLINARY APPEALS - LANDMARK	New EVT+7 TRANS OTHER
<b>285</b>	18-0093	CITIZEN COMPLAINT - LANDMARK	New EVT+7 TRANS OTHER
<b>286</b>	18-0094	POLICE RULE MODIFICATIONS	New EVT+5 TRANS OTHER
<b>287</b>	90-0042	EMPLOYEE HISTORY CARD - INACTIVE	Amendment EVT+1 MO DEST
<b>288</b>	90-0048	MANAGEMENT PERFORMANCE REVIEW - CHIEFS	Amendment EVT+8 DEST
		<b>Confidential citation revised.</b>	
<b>289</b>	90-0056	EMPLOYEE DISCIPLINARY APPEALS - ROUTINE	Amendment EVT+7 DEST
<b>290</b>	90-0059	STATISTICAL / INFORMATIONAL REPORTS	Amendment CR+5 TRANS OTHER
/385/	<i>MILWAUKEE HEALTH DEPARTMENT</i>		
<b>291</b>	18-0077	MHD LAB SOP AND TEST PROCEDURES	New EVT+2 DEST
<b>292</b>	18-0078	L-SIP ASSESSMENT	New EVT+10 TRANS OTHER
<b>293</b>	18-0079	LAB TEST REQUISITION - GENERAL MICROBIOLOGY	New FIS+10 DEST
<b>294</b>	18-0080	LAB TEST REQUISITION - LEAD ELATED	New FIS+10 DEST
<b>295</b>	18-0081	LAB TEST REQUISITION - FOOD RELATED	New FIS+10 DEST
<b>296</b>	18-0082	MONTHLY CONFIRMED INFECTIONS REPORTS	New CR+3 TRANS OTHER
<b>297</b>	18-0083	SOIL SCREENING ANALYSIS	New FIS+10 DEST
<b>298</b>	18-0084	LABORATORY INFORMATION SYSTEM (LIS) PATIENT RECORDS	New EVT+1 MO DEST
<b>299</b>	18-0085	PROFICIENCY TESTING RECORDS	New FIS+2 DEST
		<b>Description revised.</b>	
<b>300</b>	18-0086	EQUIPMENT MAINTENANCE	New EVT+2 DEST
		<b>Event revised.</b>	
<b>301</b>	18-0087	QUALITY CONTROL RECORDS	New EVT+2 DEST
<b>302</b>	18-0088	MHD LAB ANNUAL REPORT	New CR+1 TRANS OTHER
<b>303</b>	18-0090	LAB REPORT - LEAD IN H2O AND CHAIN OF CUSTODY	New CR+10 DEST
<b>304</b>	18-0095	PROFICIENCY TESTING RECORDS - LEAD	New FIS+7 DEST

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<b>305</b>	69-0147	WATER EXAMINATION	Amendment	FIS+10	DEST
<b>306</b>	95-0190	WATER TEST FOR VIRUSES	New	FIS+10	DEST
<b>307</b>	95-0191	CRYPTOSPORIDIUM / GIARDIA SAMPLE REQUEST FORM	Amendment	FIS+10	DEST
/661/	<i>DEPARTMENT OF PUBLIC WORKS</i>				
<b>308</b>	97-0034	TOWED VEHICLE RECORDS	Renewal	FIS+7	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