

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
4	00263000.	INTERNAL COMMUNICATIONS	New	EVT+3	DEST
5	00264000.	PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATIONS	New	EVT+3	DEST
/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
15	UWSTA106	STUDENT BEHAVIOR INTERVENTION TEAM (BIT) CASE FILES - NOT RESULTING IN STUDENT AGREEMENT WITH CONDITIONS OR EXPULSION	New	EVT+7	DEST

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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	DISABILTIY SERVICE STUDENT CASE FILES	New	EVT+7	DEST
19	UWSTA201	DISABILTIY 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 PRGRAM (CACFP) RECORDS	New	EVT+5	DEST
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
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
42	UWSTA600	LIABILITY WAIVERS	New	EVT+1	DEST
43	UWSTA700	ON-CAMPUS FEE WAIVER FORM	New	EVT+5	DEST

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<b>395-TRANSPORTATION</b>				
<b>44</b>	00263000.	LABOR COMPLIANCE CONTRACT PROJECT FILES	Amendment	EVT+6 DEST
<b>45</b>	00266000.	CONSTRUCTION CONTRACT EEO REVIEW REPORTS	Amendment	EVT+6 DEST
<b>46</b>	00267000.	CONTRACTOR LABOR COMPLIANCE REPORTS	Amendment	EVT+6 DEST
<b>47</b>	00268000.	WAGE COMPLAINT / INVESTIGATION OF LABOR VIOLATIONS	Amendment	EVT+6 DEST
<b>48</b>	00981000.	SUSPENSION AND DEBARMENT CASE FILES	New	EVT+20 DEST
<b>49</b>	00982000.	LABOR ISSUES SUSPENSION AND DEBARMENT COMMITTEE RECORDS	New	EVT+20 DEST
<b>50</b>	00983000.	LABOR COMPLIANCE STATEWIDE MEETINGS AND TRAINING RECORDS	New	EVT+10 DEST
<b>51</b>	00984000.	LABOR COMPLIANCE ANNUAL AND MID-YEAR ACCOMPLISHMENT REPORT	New	EVT+2 DEST
<i>/300/</i>	<i>STATE PATROL</i>			
<b>52</b>	00535000.	FAA AND FCC LICENSE FILES	Amendment	EVT+1 DEST
<b>53</b>	00944000.	DISPATCH RECORDS	New	EVT+10 DEST
<b>54</b>	00945000.	RADIO COMMUNICATIONS TOWER RECORDS	New	EVT+10 SHSW
<b>55</b>	00946000.	DIVISION OF STATE PATROL EMPLOYEE RECORDS	New	EVT+8 DEST
<b>56</b>	00947000.	DSP FLEET EQUIPMENT RECORDS	New	EVT+10 DEST
<b>57</b>	00948000.	PROPERTY / EVIDENCE RECORDS	New	EVT+75 DEST
<b>58</b>	00949000.	FIREARMS AND OTHER WEAPONS INVENTORY RECORDS	New	EVT+75 DEST
<b>59</b>	00950000.	DSP TROUBLE TICKETING AND SYSTEM CHANGE RECORDS	New	EVT+5 DEST
<i>/825/</i>	<i>DMV - VEHICLE RECORDS</i>			
<b>60</b>	00123000.	VEHICLE TITLE APPLICATIONS FILE -- PAPER APPLICATIONS	Amendment	EVT+90 DYS DEST
<b>61</b>	00123C00.	VEHICLE TITLE APPLICATION FILE - DIGITAL IMAGES	Amendment	EVT+5 DEST
<b>62</b>	00128000.	VEHICLE TITLE APPLICATION SYSTEM DATA INDEX	Amendment	EVT+5 DEST

<b>435-HEALTH SERVICES</b>				
<b>63</b>	00683D00.	CASE RECORDS - INTELLECTUALLY DISABLED ADULTS	Amendment	EVT+8 DEST
<b>64</b>	00683J00.	CASE RECORDS - INTELLECTUALLY DISABLED MINORS	New	EVT+8 DEST
<i>/110/</i>	<i>DPH - POLICY AND PRACTICE ALIGNMENT</i>			
<b>65</b>	01125000.	J-1 VISA WAIVER APPLICATION MATERIAL	New	EVT+1 MO DEST

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<b>445-WORKFORCE DEVELOPMENT</b>					
<i>/000/</i>	<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>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>77</b>	00110000.	SHELTERED WORKSHOP AND SUBMINIMUM WAGE LICENSES	Amendment	CR+4	DEST
<i>/620/</i>	<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
<b>86</b>	00049B00.	UI QUARTERLY WAGE REPORT	Amendment	EVT+24 QTRS	DEST

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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
116	00465A00.	IRS FEDERAL TAX INFORMATION AUDIT LOGS	Amendment	EVT+7	DEST

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/700/	<i>ADMINISTRATORS OFFICE</i>			
117	00439000.	PROGRAM SURVEYS	Amendment	EVT DEST
118	00441000.	PROGRAM SURVEYS - FINAL DATA FILES	Amendment	CR+10 DEST
119	00442000.	FINAL SURVEY RESULTS	Renewal	EVT+10 SHSW
/730/	<i>BWITS</i>			
120	00346000.	QCEW EXTRACTS - FILE / DATA EXCHANGE	Amendment	EVT DEST
121	00346A00.	QCEW EXTRACTS - MAINFRAME GENERATION DATA GROUPS (GDG)	Renewal	CR+6 MO DEST
122	00346B00.	QCEW MULTIPLE WORKSITE REPORTS	Amendment	CR+8 QTRS DEST
123	00346D00.	QCEW ANNUAL RE-FILING SURVEY (ARS)	Amendment	EVT+3 DEST
124	00346F00.	QCEW HISTORY EMPLOYEE WAGE DATA DETAIL FILE - MAINFRAME AND WEB	Renewal	CR+10 DEST
125	00346H00.	QCEW UI / LMI REPORTS	Renewal	CR+3 DEST
126	00346J00.	LONGITUDINAL EMPLOYER-HOUSEHOLD DYNAMICS (LEHD)	Amendment	CR+11 SHSW
127	00346K00.	QCEW OFFICIAL PUBLISHED OUTPUT	Amendment	CR+25 SHSW
128	00347C00.	CES DETAIL FILES / INPUT FILES	Amendment	CR+3 DEST
129	00347D00.	CES REPORTS	Renewal	CR+3 DEST
130	00348000.	LAUS DETAIL FILES / INPUT FILES	Renewal	CR+3 DEST
131	00348A00.	LAUS REPORTS AND FINAL PRODUCTS	Renewal	CR+3 DEST
132	00348E00.	LAUS FOLDERS	Renewal	CR+3 DEST
133	00348F00.	LAUS ANNUAL PROCESSING	Renewal	CR+3 DEST
134	00348G00.	LAUS MONTHLY PROCESSES	Renewal	CR+3 DEST
135	00349000.	OES CENTRAL OFFICE COLLECTIONS (COC)	Renewal	CR+4 DEST
136	00349C00.	OES MASTER FILE	Amendment	CR+4 DEST
137	00349D00.	OES SURVEY DATA COLLECTION	Amendment	CR+4 DEST
138	00421000.	LEHD WAGE FILE CREATION	Amendment	CR+3 DEST
139	00421A00.	LEHD EQUI FILE CREATION	Amendment	CR+3 DEST
140	00473000.	LEWIS ESTIMATES, BLS PUBLICATION FILES AND MICRODATA FILES	Amendment	CR+4 SHSW
141	00474000.	TARGETED EMPLOYMENT AREA (TEA) CERTIFICATION LETTERS	Amendment	EVT+3 DEST
/750/	<i>WORKFORCE TRAINING</i>			
142	00390000.	RAPID RESPONSE EVENTS TRACKING SYSTEM (RRETS)	Renewal	EVT+25 DEST
143	00391000.	LIST OF LAYOFF NOTICES	Amendment	CR+5 SHSW
144	00392000.	RAPID RESPONSE REPORTS	Renewal	CR+5 DEST
145	00404000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) INSTITUTION	Amendment	EVT+7 DEST
146	00496000.	RAPID RESPONSE PROGRAM OUTCOMES	Renewal	CR+25 DEST
147	00504000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) PROGRAM	New	EVT+7 DEST
148	00505000.	ELIGIBLE TRAINING PROGRAM LIST (ETPL) ALL - STUDENT DATA	New	EVT+7 DEST

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<b>455-JUSTICE</b>				
<b>149</b>	00063000.	LEGAL CASE FILES-SPECIAL-CRIMINAL FELONY-50 YEARS	New	EVT+50
<b>150</b>	00063A00.	LEGAL CASE FILES-SPECIAL-CRIMINAL FELONY-50 YEARS-HISTORICALLY SIGNIFICANT	New	EVT+50

<b>566-REVENUE</b>				
<i>/8421/</i>	<i>LOTTERY</i>			
<b>151</b>	00431000.	RNG CABINET SEAL LOGS	Amendment	CR+2
<b>152</b>	00432000.	INSTANT TICKET RECONSTRUCTION FILES / VENDOR MONTHLY REPORT FILES	Amendment	EVT+3
<b>153</b>	00433000.	ANNUAL INSTANT TICKET INVENTORY	Amendment	CR+3
<b>154</b>	00434000.	INDEPENDENT CONTRACTOR SECURITY AUDITS	Amendment	CR+4
<b>155</b>	00435000.	MULTI-STATE LOTTERY ASSOCIATION (MUSL) COMPLIANCE REVIEW	Amendment	CR+4
<b>156</b>	00436000.	SUPER SECOND CHANCE DISQUALIFICATIONS NOTICE EMAILS	Amendment	CR+7
<b>157</b>	00437000.	LOTTERY CHECK STOCK - CHAIN OF CUSTODY FORM	Amendment	CR+2

<b>680-SUPREME COURT</b>				
<i>/004/</i>	<i>BOARD OF BAR EXAMINERS</i>			
<b>158</b>	00015000.	BAR APPLICANT FILES: BAR EXAMINEES NOT ADMITTED	Amendment	EVT+45
<b>159</b>	00016000.	BAR APPLICANT FILES: MOTION APPLICANTS NOT ADMITTED	Amendment	EVT+45
<b>160</b>	00024000.	BOARD MEETING MATERIALS	Amendment	EVT+45
<b>161</b>	00026000.	BAR APPLICANT FILES: DIPLOMA PRIVILEGE	Amendment	EVT+45

<b>GENERAL RECORDS SCHEDULE</b>				
	<i>HUMAN RESOURCES AND RELATED RECORDS</i>			
<b>162</b>	HR000002	DELEGATION AGREEMENTS	Renewal	EVT+5
<b>163</b>	HR000003	DELEGATION PERFORMANCE AUDITS	Renewal	EVT+3
<b>164</b>	HR000011	REQUEST TO STAFF POSITIONS	Renewal	EVT+4
<b>165</b>	HR000013	RECRUITMENT AND SELECTION RELATED RECORDS	Renewal	EVT+4
<b>166</b>	HR000015	STAFFING DECISION APPEALS	Renewal	EVT+7
<b>167</b>	HR000017	BACKGROUND CHECKS AND FINGERPRINT DOCUMENTATION	Renewal	EVT+6.5
<b>168</b>	HR000018	DOCUMENTATION AFTER HIRE	Renewal	EVT+4
<b>169</b>	HR000020	LTE REQUESTS	Renewal	EVT+1

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170	HR000021	REQUESTS FOR CONSIDERATION OF EMPLOYMENT STATUS CHANGES AND RELATED RECORDS	Renewal	EVT+4	DEST
171	HR000022	UNSOLICITED RESUMES AND GENERAL EXPRESSIONS OF INTEREST IN EMPLOYMENT	Renewal	EVT+6 MO	DEST
172	HR000023	RESUME BANKS	Renewal	CR+1	DEST
173	HR000025	NON-SELECT LETTERS OR EMAILS	Renewal	EVT+1	DEST
174	HR000026	FEDERAL I-9 FORMS	Renewal	EVT+3	DEST
175	HR000027	SELECTIVE SERVICE ELIGIBILITY VERIFICATION RELATED RECORDS	Renewal	EVT+4	DEST
176	HR000040	AGENCY REQUESTS AND ACTION ON CREATING CLASSIFICATIONS	Renewal	EVT+3	DEST
177	HR000041	REQUESTS AND DECISIONS FOR RECLASSIFICATION OF CIVIL SERVICE POSITIONS	Renewal	EVT+6	DEST
178	HR000042	REALLOCATIONS OF CIVIL SERVICE POSITIONS	Renewal	EVT+6	DEST
179	HR000043	APPROVAL OF CLASSIFICATION LEVELS AFTER DOA APPROVAL OF THE REORGANIZATION	Renewal	EVT+2	DEST
180	HR000046	POSITION CLASSIFICATION SPECIFICATIONS	Renewal	EVT+15	DEST
181	HR000047	CLASSIFICATION SURVEYS AND RELATED DOCUMENTATION	Renewal	EVT+6	DEST
182	HR000048	PERSONNEL TRANSACTION APPEALS	Renewal	EVT+7	DEST
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
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

Agency Name and #				
Division #	Division Name		Request *	Retention
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201	HR000083	WORKFORCE PLANNING GUIDE AND SUMMARY OF AGENCY WORKFORCE PLANS	Renewal	EVT+10 SHSW
202	HR000084	EMPLOYEE LAYOFF RECORDS	Renewal	EVT+7 DEST
203	HR000085	WORKFORCE REDUCTION POLICIES AND PROCEDURES	Renewal	EVT+7 SHSW
204	HR000087	STATE AGENCY LAYOFF AND FURLOUGH PLANS	Renewal	EVT+7 DEST
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
209	HR000107	SIGNED COLLECTIVE BARGAINING AGREEMENTS	Renewal	PERM PERM
210	HR000108	UNION MEMBER OR GROUP GRIEVANCES, APPEALS TO ARBITRATION, AND NON-PRECEDENTIAL ARBITRATION DECISIONS	Renewal	EVT+5 DEST
211	HR000109	ARBITRATION DECISIONS - PRECEDENTIAL	Renewal	PERM PERM
212	HR000110	NON-REPRESENTED EMPLOYEE GRIEVANCES AND APPEALS	Renewal	EVT+5 DEST
213	HR000111	AGENCY GRIEVANCE CASE FILE	Renewal	EVT+5 DEST
214	HR000112	EMPLOYEE DISCIPLINE RELATED RECORDS	Renewal	EVT+5 DEST
215	HR000114	PERSONNEL-RELATED LITIGATION CASE FILES	Renewal	EVT+5 DEST
216	HR000115	UNION MANAGEMENT MEETINGS	Renewal	CR+5 DEST
217	HR000116	FORMAL DOCUMENTATION WITH THE JOINT COMMITTEE ON EMPLOYMENT RELATIONS (JCOER)	Renewal	PERM PERM
218	HR000132	DIVERSITY AWARDS	Renewal	CR+5 DEST
219	HR000133	AFFIRMATIVE ACTION REPORT FOR WISCONSIN STATE GOVERNMENT	Renewal	CR+10 SHSW
220	HR000134	STATE AGENCY EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION PLANS (EEO/AA) AND VETERAN HIRING PLANS	Renewal	EVT+3 SHSW
221	HR000135	COMPLIANCE REVIEWS OF STATE AGENCY AFFIRMATIVE ACTION (AA) PLANS	Renewal	EVT+3 DEST
222	HR000137	UNDERUTILIZATION REPORTS	Renewal	CR+6 SHSW
223	HR000141	DISCRIMINATION AND HARASSMENT CASE FILES	Renewal	EVT+5 DEST
224	HR000150	EMPLOYMENT RELATED MEDICAL CASE FILES	Renewal	EVT+8 DEST
225	HR000151	MEDICAL RECORDS INVOLVING EMPLOYEE EXPOSURE TO HAZARDOUS SUBSTANCES	Renewal	EVT+30 DEST
226	HR000152	DRUG AND ALCOHOL TEST RECORDS - TRAINING AND COLLECTION PROCESSES	Renewal	EVT+2 DEST
227	HR000153	DRUG AND ALCOHOL TEST RECORDS - NEGATIVE OR CANCELED TEST RESULTS	Renewal	CR+1 DEST
228	HR000154	DRUG AND ALCOHOL TEST RECORDS - POSITIVE TEST RESULTS	Renewal	CR+5 DEST
229	HR000155	DRUG AND ALCOHOL TEST RECORDS - PREVIOUS EMPLOYERS	Renewal	EVT+3 DEST
230	HR000156	FAMILY AND MEDICAL LEAVE ACT (FMLA) STATE GUIDELINES	Renewal	PERM PERM

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Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
<a href="#">231</a>	HR000157	EMPLOYEE FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUESTS AND RELATED RECORDS	Renewal	CR+3	DEST
<a href="#">232</a>	HR000162	EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY AND STANDARDS	Renewal	EVT+5	SHSW
<a href="#">233</a>	HR000163	EMPLOYEE ASSISTANCE PROGRAM (EAP) STATISTICAL REPORTS AND PROGRAM ACCOMPLISHMENTS	Renewal	CR+5	DEST
<a href="#">234</a>	HR000166	EMPLOYEE ASSISTANCE PROGRAM (EAP) SURVEYS	Renewal	EVT	DEST
<a href="#">235</a>	HR000167	WELLNESS INITIATIVE - STATEWIDE ACTIVITIES	Renewal	CR+5	DEST
<a href="#">236</a>	HR000168	AGENCY WELLNESS PROGRAM AND RELATED ACTIVITIES	Renewal	CR+5	DEST
<a href="#">237</a>	HR000181	TRAINING REQUEST DOCUMENTATION	Renewal	EVT+1	DEST
<a href="#">238</a>	HR000182	COURSE EVALUATIONS	Renewal	EVT+1	DEST
<a href="#">239</a>	HR000183	HIRED TRAINING VENDORS	Renewal	EVT+1	DEST
<a href="#">240</a>	HR000185	TRAINING ATTENDANCE AND COURSE OFFERING RECORDS	Renewal	EVT+5	DEST
<a href="#">241</a>	HR000190	OFFICIAL PERSONNEL FILE	Renewal	EVT+8	DEST
<a href="#">242</a>	HR000191	VOLUNTEER AND UNPAID INTERNSHIP DOCUMENTATION	Renewal	EVT+2	DEST
<a href="#">243</a>	HR000193	EXIT INTERVIEW RECORDS	Renewal	EVT+3	DEST
<a href="#">244</a>	HR000195	REASONABLE ACCOMMODATION REQUESTS AND EVALUATIONS	Renewal	EVT+8	DEST
<a href="#">245</a>	HR000196	EMERGENCY CONTACT INFORMATION FOR EMPLOYEES	Renewal	EVT	DEST
<a href="#">246</a>	HR000199	LETTERS OF RECOMMENDATION OR ENDORSEMENT	Renewal	CR+6 MO	DEST
<a href="#">247</a>	HR000200	AGREEMENTS TO PROVIDE WORK OPPORTUNITIES FOR SUPPORTED OR MONITORED EMPLOYEES	Renewal	EVT+1	DEST
<a href="#">248</a>	HR000201	EMPLOYEE INTERCHANGE AGREEMENTS	Renewal	EVT+2	DEST
<a href="#">249</a>	HR000202	PERSONNEL HISTORY ROSTER	Renewal	PERM	PERM
<a href="#">250</a>	HR000204	IMPLEMENTED SUGGESTIONS AND STATE EMPLOYEE SUGGESTION BOARD CASH AWARDS	Renewal	CR+4	DEST
<a href="#">251</a>	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.

<b>COUNTIES</b>					
<i>/067/</i>	<b>WAUKESHA COUNTY</b>				
	<i>MEDICAL EXAMINER</i>				
<b>252</b>	R0015	CASE RELATED EVIDENCE	New	EVT+1	TRANS OTHER
<b>253</b>	R0016	CASE RELATED EVIDENCE LOG / CHAIN OF CUSTODY	New	FIS+7	DEST
<b>254</b>	R0017	CORONER BOOKS	New	PERM	PERM
<b>255</b>	R0012	CREMATION CASE RECORDS	Amendment	EVT+25	SHSW
<b>256</b>	R0018	DISINTERMENT CASE FILE	New	EVT+25	SHSW
<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	FIS+7	DEST
<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	FIS+7	DEST
<b>264</b>	R0021	SPECIMEN LOG	New	FIS+7	DEST
<b>265</b>	R0022	TISSUE RECOVERY LOGS & AUTHORIZATION DOCUMENTS	New	FIS+7	DEST

<b>MUNICIPALITIES</b>					
<i>/013251/</i>	<b>CITY OF MADISON</b>				
<i>/33/</i>	<i>FINANCE</i>				
<b>266</b>	CP000025.	SAFETY DATA SHEETS (SDS)	New	EVT+30	DEST
<i>/34/</i>	<i>INFORMATION TECHNOLOGY</i>				
<b>267</b>	IT000020.	WEBSITE SNAPSHOTS	Amendment	EVT+2	DEST
<i>/38/</i>	<i>HUMAN RESOURCES</i>				
<b>268</b>	HR000015.	EMERGENCY WITHDRAWALS	New	EVT+8	DEST
<b>269</b>	HR000016.	DRUG & ALCOHOL TESTS - NEGATIVE OR CANCELLED	New	EVT+1	DEST

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Division #	Division Name		Request *	Retention	
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>270</b>	HR000017.	MFD ORAL BOARDS & TESTS - NOT HIRED	New	FIS+2	DEST
<i>/72/</i>	<i>FIRE</i>				
<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>				
<i>/133/</i>	<i>COMMON COUNCIL / CITY CLERK</i>				
<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
<i>/167/</i>	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				
<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>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
<i>/310/</i>	<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>289</b>	90-0056	EMPLOYEE DISCIPLINARY APPEALS - ROUTINE	Amendment	EVT+7	DEST

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		(* see Legend on last page)		
Index #	RDA #	RDA Title			
<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>300</b>	18-0086	EQUIPMENT MAINTENANCE	New	EVT+2	DEST
<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
<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

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**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