

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

285A-UW MADISON					
/348710/	VCRGE - WAISMAN CENTER - EARLY CHILDHOOD CENTER				
1	37001943.	OCCUPATIONAL AND SPEECH THERAPY RECORDS	New	EVT+10	DEST
/560240/	SCHOOL OF PHARMACY - ACADEMIC AFFAIRS - EXPERIENTIAL EDUCATION				
2	56001891.	PHARMACY STUDENT HEALTH INFORMATION	Amendment	EVT+1	DEST
3	56001892.	PHARMACY CLERKSHIP FILES	Amendment	EVT+1	DEST
4	56001894.	PHARMACY CLINICAL INSTRUCTOR / PRECEPTOR FILES	Amendment	EVT+5	DEST
5	56001895.	PHARMACY RESIDENCY RECORDS	Amendment	EVT+8	DEST
6	56001896.	PHARMACY RESIDENCY TRACKING LOG AND PRECEPTOR FILES	Amendment	EVT+50	DEST
7	56001944.	SITE CONTRACT RECORDS	New	EVT+10	DEST
8	56001945.	PHARMACY RESIDENCY APPLICATIONS - NOT ACCEPTED	New	EVT+8	DEST

285B-UW MILWAUKEE					
/033400/	ENROLLMENT MANAGEMENT				
9	00232000.	STUDENT EVALUATIONS	Amendment	EVT+10	DEST
10	00454000.	STUDENT FILES	Renewal	EVT+2	DEST
11	00455000.	STUDENT DATA SNAPSHOTS	Amendment	EVT+1	DEST
12	00456000.	DPI PROPOSAL DOCUMENTATION	Amendment	EVT+4	DEST
13	00457000.	DPI ALLOCATION REPORTS	Amendment	EVT+2	DEST
		PII and confidential responses changed.			
14	00457A00.	DPI ALLOCATION LETTERS	Amendment	EVT+3 MO	DEST
		Withdrawn.			
15	00458000.	TUTORING RECORDS	Amendment	EVT+3 MO	DEST
16	00459000.	EXTERNAL PRE-COLLEGE REPORTS	Amendment	EVT+1	DEST
17	00459A00.	PRE / POST TEST SUMMARIES	Amendment	EVT+2	DEST
		Retention changed.			
18	00460000.	PRE / POST TESTS	Amendment	EVT+6 MO	DEST
/037800/	STUDENT AFFAIRS				
19	00446000.	AGREEMENT FOR ASSUMPTION OF RISK, INDEMNIFICATION, RELEASE AND CONSENT FOR EMERGENCY TREATMENT	Amendment	EVT+3	DEST
/102010/	COLLEGE OF HEALTH SCIENCES				
20	00191000.	CONTINUING EDUCATION UNIT AWARDS BY PROFESSIONAL ORGANIZATIONS	Amendment	EVT+7	DEST
/500100/	UWM LIBRARIES				
21	00486000.	REPRODUCTION AND USE FORMS	New	EVT+3	DEST

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285P-UW HOSPITALS & CLINICS					
/515300/	ORGAN PROCUREMENT PROGRAM				
22	01146000.	ORGAN DONOR CHARTS	Amendment	PERM	PERM
/518806/	REHAB THERAPY				
23	01205000.	HEALTH PSYCHOLOGY PATIENT CHARTS	Amendment	PERM	PERM

285W-UW SYSTEM ADMINISTRATION					
24	UWATH001.	WIAC COMMISSIONER'S BUDGET DOCUMENTATION	Amendment	FIS+6	DEST
25	UWATH002.	WIAC COMMISSIONER'S STUDENT ELIGIBILITY RECORDS	Amendment	EVT+6	DEST
		Confidential response changed and citation added.			
26	UWATH003.	WIAC COMMISSIONER'S SCHOLASTIC HONOR ROLL	Amendment	EVT+3	DEST
27	UWATH004.	PHOTOGRAPHS AND VIDEO RECORDINGS	Amendment	EVT+6	DEST
28	UWATH005.	RECRUITMENT RECORDS	Amendment	EVT+9	DEST
		Retention changed.			
29	UWATH006.	PARTICIPATION RECORDS	New	EVT+6	DEST
30	UWATH007.	TEAM ROSTER	New	EVT+1	DEST
31	UWATH008.	ATHLETIC EVENT PLANNING RECORDS	New	EVT+6	DEST
32	UWATH009.	TICKETING RECORDS - PURCHASED	New	FIS+6	DEST
33	UWATH010.	TICKETING RECORDS - NOT PURCHASED	New	EVT+1 WK	DEST
34	UWATH011.	TICKETING RECORDS - COMPLIMENTARY AND PREFERENTIAL SEATING	New	FIS+10	DEST
35	UWATH012.	CAMPUS HALL OF FAME NOMINATION RECORDS	New	CR+20	DEST
36	UWATH013.	ATHLETIC ACHIEVEMENTS RECORDS	New	EVT+20	DEST
37	UWATH014.	STAFF CERTIFICATION DOCUMENTATION	New	EVT+6	DEST
38	UWATH015.	NCAA COMPLIANCE RECORDS	Amendment	FIS+10	DEST
39	UWATH016.	NCAA RULES VIOLATION REPORT RECORDS	New	EVT+7	DEST
		Retention changed.			
40	UWATH017.	NCAA PROGRAM AUDITS	New	EVT+6	DEST
41	UWATH018.	STUDENT ATHLETE AID RECORDS	New	EVT+6	DEST

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370-NATURAL RESOURCES					
42	01211000.	PESTICIDE TREATMENT INDIVIDUAL APPROVAL REQUESTS	New	EVT+5	DEST
43	01212000.	PESTICIDE USE APPROVAL FORM (4200-009)	New	EVT+5	DEST
44	01213000.	PESTICIDE COMPLETED TREATMENTS	New	EVT+5	DEST
		PII response changed.			
45	01214000.	PESTICIDE USE REPORT FORM (4200-008)	New	EVT+5	DEST
		PII response changed.			
46	01215000.	ANNUAL DNR PESTICIDE INVENTORY FORMS (4200-007)	New	EVT+3	DEST
/015/	<i>NATURAL HERITAGE CONSERVATION</i>				
47	00593000.	SCIENTIFIC COLLECTORS PERMITS	Amendment	EVT+5	DEST
48	01102000.	NHI DATA	Amendment	PERM	PERM
		Description revised.			
49	01103000.	NATURAL HERITAGE INVENTORY (NHI) INVENTORY DATA INVENTORY FILES	Renewal	PERM	PERM
		Description revised.			
50	01104000.	NATURAL HERITAGE INVENTORY (NHI) TRAINING	Amendment	EVT+5	DEST
51	01105000.	AQUATIC AND TERRESTRIAL RESOURCES INVENTORY (ATRI) MASTER DATA	Renewal	PERM	PERM
52	01105A00.	INVASIVE PLANT OCCURRENCE AND DISTRIBUTION DATA	Amendment	EVT+5	DEST
53	01107000.	ER REVIEWS - ENDANGERED RESOURCE (ER) REVIEW LETTER RECORDS	Amendment	EVT+10	DEST
54	01108000.	INCIDENTAL TAKE PERMITS/AGREEMENTS	Amendment	EVT+20	DEST
55	01109000.	BROAD INCIDENTAL TAKE PERMITS AND BROAD INCIDENTAL AUTHORIZATIONS (BITP/AS) - REPORTS AND DOCUMENTATION	Amendment	EVT+10	DEST
56	01110000.	ENDANGERED / THREATENED (E/T) SPECIES PERMIT RECORD	Amendment	EVT+10	DEST
57	01111000.	FALCONRY PERMITS	Renewal	EVT+10	DEST
58	01113000.	STATE NATURAL AREAS (SNA) INVENTORY & MANAGEMENT RECORDS	Amendment	EVT+20	SHSW
59	01114000.	STATE NATURAL AREA (SNA) COLLECTION / RESEARCH PERMIT	Amendment	EVT+20	DEST
60	01118000.	SEED COLLECTING ON DNR LANDS PERMITS & REPORTS	Renewal	EVT+10	DEST
61	01119000.	ENDANGERED RESOURCES DATA SHARING AGREEMENTS	Amendment	EVT+10	DEST
62	01205000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP)	New	EVT+10	DEST
63	01206000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP) TRAINING	New	EVT+5	DEST

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395-TRANSPORTATION					
	<i>FIRE CALL CLAIM PROGRAM</i>				
64	01081000	FCC APPROVED APPLICATIONS	New	EVT+6	DEST
65	01082000.	FCC DENIED / REJECTED OR WITHDRAWN APPLICATIONS	New	EVT+3	DEST
		Title revised.			
66	01083000.	PROGRAM ELIGIBILITY, SELECTION CRITERIA AND CLAIM INSTRUCTIONS	New	EVT+6	DEST
	<i>HIGHWAY CONSTRUCTION PROJECTS</i>				
67	00129000.	FILED INFO TRACKING (FIT) CONSTRUCTION CONTRACT PROJECT DATA	Amendment	EVT+6	DEST
68	00148000.	HIGHWAY AND STRUCTURES CONSTRUCTION CONTRACT DATA	Amendment	EVT+6	DEST
69	00153000.	CONSTRUCTION PROJECT TRACKING SYSTEM DATA	Amendment	EVT+6	DEST
70	00154000.	CONSTRUCTION ADMINISTRATION SYSTEM (CAS) DATA	Amendment	EVT+10	DEST
71	00373A00.	HIGHWAY PROJECT PLAN INDEX	Amendment	PERM	PERM
72	00381000.	CONSTRUCTION PROJECT ENGINEER'S & INSPECTOR DIARY	Amendment	EVT+30	DEST
73	00410000.	REGION CONSTRUCTION CONTRACT & PROJECT FILE	Amendment	EVT+6	DEST
74	00545000.	PROJECT FILES RECORDS MANAGEMENT INDEX	Amendment	EVT+25	DEST
75	01091000.	AS-BUILT HIGHWAY PLANS FILE	New	PERM	PERM
	<i>HIGHWAY DESIGN PROJECTS</i>				
76	00011A00.	DESIGN STUDY REPORTS (DSR), EXCEPTION TO STANDARDS REPORTS (ESR) AND DESIGN JUSTIFICATIONS FOR HIGHWAY IMPROVEMENT PROJECTS	Amendment	EVT+40	DEST
77	00144000.	TRANSPORTATION PROJECT MANAGEMENT PLAN (PMP) REPORT	Amendment	EVT+40	DEST
78	00145000.	ROADWAY DRAINAGE HYDROLOGICAL & HYDRAULIC STUDIES AND DESIGN CALCULATIONS	Amendment	EVT+75	DEST
79	00146000.	AS-LET DESIGN PLAN	Amendment	EVT+6	DEST
80	00146A00.	PRELIMINARY AS-LET DESIGN FILE - CADD FILES	Amendment	EVT+7 DAYS	DEST
		Withdrawn.			
81	00146B00.	AS-LET DESIGN PLAN - CADD FILES	Amendment	PERM	DEST
		Description and title revised. Retention changed.			
82	00430000.	REGIONAL OFFICES DESIGN PROJECT & CONTRACT FILE	Amendment	EVT+6	DEST
83	00541000.	CONNECTING HIGHWAYS PROJECTS STATE / MUNICIPAL PROJECT AGREEMENTS	Amendment	EVT+6	DEST
	<i>TRAFFIC FORECASTING</i>				
84	00079000.	PROJECT LEVEL FORECAST REQUESTS	Amendment	EVT+10	DEST
85	00609000.	PROJECT LEVEL TRAFFIC FORECAST REPORTS	Amendment	EVT+25	DEST
86	00617000.	TRAFFIC ANALYSIS PROJECT INFORMATION SYSTEM (TAPIS) DATA	Amendment	EVT+20	DEST
87	00618000.	TRAFFIC ANALYSIS FORECASTING INFORMATION SYSTEM (TAFIS) DATA	Amendment	EVT+25	DEST

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88	00619000.	TRAVEL DEMAND MODEL (TDM) FILES	Amendment	EVT+10	DEST
89	00621000.	VEHICLE MILES OF TRAVEL (VMT) ESTIMATES	Amendment	EVT+10	DEST
90	00622000.	TRAFFIC FORECASTING SPECIAL STUDIES	Amendment	EVT+3	DEST
91	01086000.	TRAVEL BEHAVIOR DATA	New	EVT+10	DEST
92	01087000.	PLANNING LEVEL TRAFFIC FORECAST FILES	New	EVT+25	DEST
<i>WISDOT TRANSPORTATION DESIGN, CONSTRUCTION & OPERATIONS STANDARDS, SPECIFICATIONS & OTHER RELATED MANUALS AND GUIDANCE DOCUMENTS</i>					
93	00117000.	WISDOT TRANSPORTATION DESIGN AND CONSTRUCTION STANDARDS MANUALS AND HANDBOOKS	Amendment	PERM	PERM
94	00118000.	EDITORS POLICY MANUAL CONTENT CHANGE TRACKING RECORDS	Amendment	EVT+5	DEST
95	00119000.	EDITORS ROUTINE SUPPORTING RECORDS- HIGHWAY DESIGN, CONSTRUCTION & MAINTENANCE MANUALS - ALL TYPES	Amendment	EVT	DEST
<i>WISCONSIN MERRIMAC FERRY OPERATIONS</i>					
96	00192000.	MERRIMAC FERRY OPERATIONS FILE	Amendment	EVT+50	SHSW
97	00208000.	MERRIMAC FERRY MONTHLY OPERATION SUMMARY DATA	Amendment	EVT	PERM
Description and title revised. Retention changed and justification added.					
410-CORRECTIONS					
98	00320000.	JUVENILE SEX OFFENDER CASE FILES	Amendment	EVT+60	DEST
/650/	<i>JUVENILE INSTITUTIONS CENTRAL OFFICE</i>				
99	00342A00.	IJC - REFERRAL PACKETS AND INPUT REQUISITIONS	Renewal	EVT+5	DEST
100	00342B00.	ICJ - ANNUAL REPORTS AND OUTPUT REPORTS	Renewal	EVT+10	SHSW
PII and confidential responses changed.					
445-WORKFORCE DEVELOPMENT					
101	00509000.	CALL CENTER - DATA	New	EVT+4	DEST
102	00510000.	CALL CENTER - CALL RECORDINGS AND SUPPORTING RECORDS	New	EVT+45 DAYS	DEST
/620/	<i>UNEMPLOYMENT INSURANCE</i>				
103	00065A00.	UNEMPLOYMENT INSURANCE (UI) PROGRAM INTEGRITY HISTORY AND NON- REFERRED PROSECUTION CASE FILE RECORDS	Amendment	EVT+6	DEST
104	00065B00.	UNEMPLOYMENT INSURANCE (UI) REFERRED PROSECUTION CASE FILES	Amendment	EVT+25	DEST
105	00182000.	TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS	Renewal	EVT+6	DEST

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106	00185000.	INTERSTATE BENEFIT AND COMBINED WAGE RECORDS	Amendment	EVT+4	DEST
107	00223000.	BENEFIT CLAIMANT HISTORY AND ADJUDICATION / HELP CENTER RECORDS	Amendment	EVT+6	DEST
108	00236B00.	UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER	Amendment	EVT+4	DEST
109	00336000.	UNEMPLOYMENT INSURANCE BENEFITS CLAIMANT RECORD	Amendment	EVT+6	DEST
110	00336A00.	INITIAL CLAIMS - INCOMPLETE	Amendment	EVT+28 DAYS	DEST
111	00336D00.	INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS	Amendment	EVT+3	DEST
		Retention changed.			
112	00379000.	CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM	Amendment	EVT+7 DAYS	DEST
113	00379A00.	ADJUDICATION SCHEDULING APPLICATION RECORDS	Amendment	CR+9 MO	DEST
114	00389000.	COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT	Amendment	EVT+6	DEST
115	00475000.	BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS	Renewal	EVT+7 DAYS	DEST
116	00508000.	BENEFITS TIMELINESS AND QUALITY (BTQ) REVIEW	New	EVT+3	DEST
455 - JUSTICE					
117	00012A00	BANKRUPTCY - RECORDS HAVING STATE INTEREST	Renewal	EVT+11	DEST
515-EMPLOYEE TRUST FUNDS					
118	00091000.	CUSTOM FILE MAINTENANCE	Amendment	EVT+40	DEST
566-REVENUE					
/1110/	AUDIT-1110				
119	00330000.	WISCONSIN REAL ESTATE TRANSFER RETURN (PE-500)	Renewal	EVT+4	DEST
/1370/	AUDIT - EXCISE TAX				
120	00064000.	TRANSPORTER AND VEHICLE REGISTRATION	Renewal	EVT+4	DEST
		Held by Board - NOT APPROVED			
121	00147000.	SPORTS CLUBS, AIRPORT & VESSEL APPLICATIONS AND PERMITS	Renewal	EVT+4	DEST
/1612/	OCI FRAUD				
122	00060000.	INVESTIGATION RECORDS	Renewal	EVT+10	DEST
/4000/	RESEARCH & POLICY				
123	00190000.	SUBJECT FILES - NON-APPOINTED STAFF	Renewal	CR+7	SHSW
124	00191000.	STATISTICAL REPORTS	Renewal	EVT+25	SHSW
125	00264000.	CORPORATE INCOME TAX DATA	Renewal	EVT+25	DEST
/5000/	LEGAL SERVICES				

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126	00007000.	CERTIFIED MAIL BOOKS	Renewal	EVT+2	DEST
127	00010000.	DECLARATORY RULINGS BY THE WISCONSIN DEPARTMENT OF REVENUE	Renewal	EVT+4	SHSW
		Held by Board - NOT APPROVED			
128	00059000.	LEGAL CASE FILES	Renewal	EVT+10	DEST

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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.

COUNTIES					
	<i>WAUKESHA</i>				
129	B0072	NUTRITION PROGRAM RECORDS	Amendment	EVT+6	DEST
130	T9001	GRANTS, FEDERAL	New	EVT+4	DEST
MUNICIPALITIES					
	<i>MADISON, CITY OF</i>				
131	GS000072.	TRAINING / COURSE MATERIALS	New	EVT+1 DAY	DEST
/06/	<i>COMMON COUNCIL</i>				
132	CN000001.	COUNCIL CORRESPONDENCE	New	FIS+7	SHSW
/45/	<i>CLERK</i>				
133	CC000100.	ELECTION BALLOTS & RELATED	Amendment	EVT+22 MO	DEST
		Event changed.			
134	CC000105.	ELECTION MATERIALS - UNUSED	New	EVT+1 DAY	DEST
/77/	<i>HEALTH</i>				
135	PH000010.	WELLS AND SEPTIC SYSTEMS	Renewal	PERM	PERM
	<i>MILWAUKEE, CITY OF</i>				
/134/	<i>MUNICIPAL COURT</i>				
136	20-0020	COVID-19 SCREENING FORMS	New	CR+1 MO	DEST
/153/	<i>DEPARTMENT OF ADMINISTRATION</i>				
137	73-0083	LEGISLATIVE REFERRAL FILES	Amendment	CR+6	DEST
		Event changed.			
138	86-0057	STATE LOBBYING REPORTS	Amendment	EVT+3	DEST
/215/	<i>OFFICE OF THE COMPTROLLER</i>				
139	20-0013	BOND RECORDS	New	EVT+7	DEST
140	20-0016	FINANCIAL TEST RECORDS-UNDERGROUND STORAGE TANKS	New	FIS+7	DEST
141	20-0017	COMBINED PROPERTY TAX REPORT	New	FIS+1	TRANS OTHER
142	20-0018	TAX LEVY CERTIFICATION	New	EVT+7	DEST
143	20-0019	RATE CALCULATIONS	New	FIS+3	DEST

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/287/	<i>EMPLOYEES' RETIREMENT SYSTEM</i>				
144	07-0009	MEMBER CONTRIBUTION CARDS & REPORTS	Amendment	EVT+10	DEST
		Withdrawn.			
145	64-0299	ACTUARIAL CORRESPONDENCE	Amendment	CR+5	TRANS OTHER
146	99-0116	MONTHLY PENSION PAYROLL	Renewal	CR+50	TRANS OTHER
147	99-0120	SOCIAL SECURITY DOCUMENTATION	Amendment	CR+25	DEST
/300/	<i>MILWAUKEE POLICE DEPT</i>				
148	20-0014	VEHICLE USE RECORDS	New	EVT+1	DEST
149	20-0015	WANTED BULLETINS	New	EVT+1	DEST
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
150	BUSINESS CORRESPONDENCE - ROUTINE		New	CR+3	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