

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

144-FINANCIAL INSTITUTIONS			
/2200/	BANKING & SAVINGS INST		
1	00019000.	LIST OF STOCKHOLDERS AND REPORTS OF TRANSFERS OF BANK STOCK	Amended EVT+5 DEST
/7100/	SECRETARY'S OFFICE		
2	00152000.	COMPLAINTS AND INVESTIGATIONS - NOTARY COMMISSION	Amended EVT+10 DEST

145-COMMISSIONER OF INSURANCE			
/310/	MARKET REGULATION		
3	00048000.	MARKET CONDUCT WORKPAPERS	Amended EVT+10 DEST
		Title and description changed.	
4	00051000.	FILED & ACCEPTED INSURER FORM FILINGS - P&C, ACCIDENT & HEALTH	Amended EVT+50 DEST
5	00152000.	ADOPTED MARKET CONDUCT EXAM REPORTS	New PERM PERM
		Title and description changed.	
6	00153000.	FILED & ACCEPTED INSURER FORM FILINGS - LIFE	New EVT+100 SHSW

245-WISCONSIN HISTORICAL SOCIETY			
7	00001000.	COMPLIANCE CASE FILES	Amended EVT+4 DEST
8	00001A00.	HABS AND HAER REPORTS	Amended EVT+4 DEST
		Event and description changed.	
9	00051000.	REHABILITATION TAX CREDIT APPLICATION FILES	Amended EVT+5 DEST
10	00053000.	ARCHEOLOGICAL SITES INVENTORY FORMS	Amended CR+4 DEST
11	00057000.	ARCHEOLOGICAL REGULATION AND TAX EXEMPT CASE FILES	Amended PERM PERM
12	00157000.	HISTORIC BUILDING SITES FILES	Amended PERM PERM
13	00158000.	HISTORIC BUILDING COVENANTS	Amended PERM PERM
14	00159000.	HOMEOWNERS TAX CREDIT APPLICATION FILES	Amended EVT+5 DEST

285A-UW MADISON			
15	A0001997.	WISCONSIN VETERINARY DIAGNOSTIC LABORATORY CLIENT CASE RECORDS	New EVT+10 DEST
16	A0001998.	WISCONSIN VETERINARY DIAGNOSTIC LABORATORY QUALITY ASSURANCE / CONTROL RECORDS	New EVT+10 DEST
17	A0001999.	WISCONSIN VETERINARY DIAGNOSTIC LABORATORY AUDIT AND REVIEW RECORDS	New EVT+10 DEST
/193501/	COLLEGE OF ENGINEERING-NUCLEAR REACTOR		
18	A0001984.	NUCLEAR REACTOR FACILITY LICENSE AND RENEWALS	New EVT+10 DEST
19	A0001985.	NUCLEAR FACILITY OPERATOR LICENSING RECORDS	New EVT+6 DEST
20	A0001986.	NUCLEAR REACTOR FEDERAL AGENCY CORRESPONDENCE	New EVT+10 DEST

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21	A0001987.	REACTOR SAFETY COMMITTEE RECORDS	New	EVT+30	DEST
22	A0001988.	UNIVERSITY OF WISCONSIN NUCLEAR REACTOR POLICIES, PROCEDURES, AND MANUALS	New	EVT+30	DEST
23	A0001989.	NUCLEAR REACTOR ANNUAL OPERATING REPORTS	New	EVT+30	DEST
24	A0001990.	NUCLEAR FACILITY DESIGN AND CONSTRUCTION RECORDS	New	EVT+10	DEST
25	A0001991.	NUCLEAR REACTOR OPERATIONS LOGS	New	EVT+30	DEST
26	A0001992.	NUCLEAR REACTOR STRIP CHARTS / ENVIRONMENTAL AND EFFLUENT MEASUREMENTS	New	EVT+30	DEST
27	A0001993.	NUCLEAR REACTOR RADIATION SURVEY INSTRUMENT CALIBRATIONS	New	EVT+30	DEST
28	A0001994.	NUCLEAR REACTOR AUTHORIZATION OF EXPERIMENTS / RECORDS OF EXPERIMENTS	New	EVT+30	DEST
29	A0001995.	NUCLEAR MATERIAL TRANSFER AND WASTE DISPOSAL RECORDS	New	EVT+30	DEST
<i>/872100/</i>	<i>SCH VET MED - MEDICAL SCIENCES</i>				
30	87001667.	RESIDENCY AND INTERN APPLICATION RECORDS - ACCEPTED AND ENROLLED	Extension	EVT+10	DEST
31	87001668.	CLINICAL RESIDENCY AND INTERN APPLICATION RECORDS - NOT ACCEPTED AND NOT ENROLLED	Extension	EVT+4	DEST
370-NATURAL RESOURCES					
<i>/049/</i>	<i>COMMUNITY FINANCIAL ASSISTANCE - GRANTS</i>				
32	00411000.	COMMUNITY ASSISTANCE SUMMARY HISTORY DATA	Amended	PERM	PERM
		Description changed.			
33	00418000.	ACQUISITION PROJECT GRANT HISTORICAL CASE FILES	Amended	PERM	PERM
34	00421000.	NONPOINT SOURCE HISTORICAL GRANT CASE FILES	Amended	EVT+15	DEST
435-HEALTH SERVICES					
<i>/102/</i>	<i>DPH - ENVIRONMENTAL & OCCUPATIONAL HEALTH</i>				
35	00235000.	RADIOLOGICAL EMERGENCY PREPAREDNESS AND RESPONSE	Amended	CR+8	SHSW
36	00236000.	RADIOLOGICAL ENVIRONMENTAL MONITORING	Amended	CR+5	DEST
37	01143000.	ENVIRONMENTAL AND OCCUPATIONAL HEALTH INVESTIGATIONS	New	EVT+10	DEST
<i>/104/</i>	<i>DPH - COMMUNITY HEALTH PROMOTION</i>				
38	01144000.	VOLUNTEER HEALTH CARE PROGRAM (VHCP)	New	EVT+25	DEST
<i>/405/</i>	<i>DMS - FISCAL ACCOUNTABILITY & MANAGEMENT</i>				
39	01145000.	MEDICAID RATE DEVELOPMENT FILES	New	EVT+5	DEST
<i>/645/</i>	<i>DQA - HEALTH SERVICES</i>				
40	01146000.	CH. 343 IMPLIED CONSENT PERMIT PROGRAM	New	EVT+10	DEST

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437-CHILDREN & FAMILIES					
/500/	ADMINISTRATOR'S OFFICE: MANAGEMENT SERVICES, DIVISION OF				
41	00309000.	RETURNED MAIL - TAX INTERCEPT PROGRAM	Amended	EVT+0	DEST

445-WORKFORCE DEVELOPMENT					
/620/	UNEMPLOYMENT INSURANCE				
42	00001000.	CANCELLED CONTRIBUTION TAX REFUND CHECKS	Amended	EVT+4	DEST
43	00002000.	CANCELLED BENEFIT - SPECIAL CHECKS - PAPER	Amended	EVT+4	DEST
44	00003000.	CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS	Amended	EVT+	DEST
45	00020B00.	"1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX YEAR TO DATE SUMMARY FILES	Renewal	EVT+10	DEST
		Event and description changed.			
46	00020E00.	"1099" UNEMPLOYMENT INSURANCE BENEFITS / TAX - MISCLASSIFIED WORKERS	Amended	EVT+6	DEST
47	00047B00.	UI QUARTERLY TAX (CONTRIBUTION) REPORT	Amended	EVT+6	DEST
48	00047C00.	UI QUARTERLY TAX CONTRIBUTION REPORTS - APPEALS PENDING, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Amended	EVT+6	DEST
49	00049C00.	UI QUARTERLY WAGE REPORT- APPEALS, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Amended	EVT+6	DEST
50	00049D00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS	Amended	EVT+15	DEST
51	00049E00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS - WAGE ONLY EMPLOYERS	Amended	EVT+ 1 Day	DEST
52	00056000.	UI RECEIPT BOOKS	Renewal	EVT+6	DEST
53	00058000.	MONTHLY SUMMARY TOTALS AND VOUCHERS	Amended	EVT+6	DEST
54	00068000.	BENEFIT PAYMENT BATCH RECORDS	Amended	EVT+4	DEST
55	00072000.	RETURN CHECK RECORD	Amended	EVT+4	DEST
56	00082D00.	NON-SUBJECT EMPLOYER HISTORY FILES	Amended	EVT+3	DEST
57	00083E00.	SUBJECT EMPLOYER HISTORY FILES - DELINQUENT MONETARY INITIAL DETERMINATIONS	Amended	EVT+15	DEST
58	00083G00.	SUBJECT EMPLOYER HISTORY FILES	Amended	EVT+4	DEST
59	00083H00.	SUBJECT EMPLOYER HISTORY FILES - TAX DELINQUENCY	Renewal	EVT+10	DEST
60	00088000.	OUTSTANDING CHECK LISTS	Amended	CR+5	DEST
61	00097D00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, FULL RECOVERY	Amended	EVT+10	DEST
62	00097G00.	UI DELINQUENT TAX SUBPOENA RECORDS	Amended	EVT+6	DEST
63	00157000.	RETURNED CHECK INDEX CARDS	Amended	CR+4	DEST
64	00159000.	REPLACEMENT CHECK AUTHORIZATION	Amended	EVT+4	DEST

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65	00338000.	STATE UNEMPLOYMENT INSURANCE TAX ENTERPRISE SYSTEM (SUITES) EMPLOYER ACCOUNT RECORD	Amended	EVT+15	DEST
66	00338B00.	UI TAX AUDIT - UI FIELD AUDIT APPLICATION RECORDS	Renewal	EVT+4	DEST
67	00338C00.	UI TAX AUDIT - COMPLETED UI FIELD AUDITS	Amended	EVT+6	DEST
68	00338I00.	OUTGOING CORRESPONDENCE	Amended	CR+6	DEST
69	00338J00.	UNEMPLOYMENT INSURANCE GENERAL LEDGER	Amended	PERM	PERM
70	00465000.	IRS (INTERNAL REVENUE SERVICE) FEDERAL TAX INFORMATION	Amended	EVT+6	DEST
71	00465A00.	IRS FEDERAL TAX INFORMATION AUDIT LOGS	Amended	EVT+7	DEST
<i>/771/</i>	<i>YOUTH APPRENTICESHIP</i>				
72	00328000.	STUDENT RECORDS	Amended	EVT+50	DEST
455-JUSTICE					
73	00034000.	CASE FILES - MAJOR FELONY CONVICTIONS - NOT HISTORICALLY SIGNIFICANT (OTHER THAN CLASS A FELONIES)	Renewal	EVT+75	DEST
<i>/203/</i>	<i>CRIME INFORMATION BUREAU</i>				
74	00003000.	FINGERPRINT CARDS - MASTER	Renewal	PERM	PERM
		Medium updated and description changed.			
75	00004A00.	COMPUTERIZED CRIMINAL HISTORY RECORD	Renewal	PERM	PERM
76	00058000.	HANDGUN HOTLINE RELATED RECORDS	Renewal	EVT+75	DEST
485-VETERANS AFFAIRS					
<i>/023/</i>	<i>PROGRAMS AND SERVICES - VETERANS PROGRAMS</i>				
77	00153000.	PARTICIPANT PROGRAM FILES	New	EVT+3	DEST
490-WI HOUSING & ECONOMIC DEV AUTHORITY					
<i>/080/</i>	<i>HUMAN RESOURCES AND ADMINISTRATION</i>				
78	00162000.	LEGISLATIVE DOCUMENTS	Amended	EVT+6	SHSW
		Disposition and confidential citation response changed.			

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505-ADMINISTRATION				
/335/	<i>WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM</i>			
79	00930000.	WOMEN-OWNED BUSINESS ENTERPRISE CERTIFICATION, DECERTIFICATION, AND DENIAL FILES	Amended	EVT+5 DEST
/337/	<i>DISABLED VETERAN-OWNED BUSINESS</i>			
80	00940000.	DISABLED VETERAN-OWNED BUSINESS CERTIFICATION, DECERTIFICATION, AND DENIAL FILES	Amended	EVT+5 DEST
/340/	<i>MINORITY BUSINESS ENTERPRISE</i>			
81	00408000.	MINORITY OWNED BUSINESS ENTERPRISE CERTIFICATION, DECERTIFICATION, AND DENIAL FILES	Amended	EVT+5 DEST
/875/	<i>CAPITOL POLICE</i>			
82	00170000.	INCIDENT CASE FILES - MAJOR FELONIES AND OTHER SIGNIFICANT CASES	Amended	CR+75 SHSW
		Disposition changed.		
83	00170B00.	INCIDENT CASE FILES - OTHER FELONIES	New	CR+7 DEST
84	00170C00.	INCIDENT CASE FILES - MISDEMEANORS AND NON-CRIMINAL EVENT RECORDS	New	CR+3 DEST

680-SUPREME COURT				
/010/	<i>LAWYER REGULATION-OFFICE</i>			
85	00001000.	DISMISSED GRIEVANCE CASE FILES	Amended	EVT+3 DEST

GENERAL RECORDS SCHEDULES				
86	PUR00001.	WORK CENTER CERTIFICATION, RECERTIFICATION AND PRODUCT SERVICE DEVELOPMENT FILES	Renewal	EVT+4 DEST
87	PUR00002.	CONTRACT COMPLIANCE PROGRAM FILE	Renewal	EVT+4 DEST
88	PUR00003.	CONTRACT COMPLIANCE VENDOR DIRECTORY	Renewal	EVT+1 DEST
89	PUR00007.	REQUESTS FOR PURCHASING AUTHORITY (RPA) AND PROCUREMENT PLANS	Renewal	EVT+6 DEST
90	PUR00010.	CONTRACT AND REQUEST FOR BID / PROPOSAL FILE	Renewal	EVT+6 DEST
91	PUR00015.	VENDOR PERFORMANCE ISSUE FILES	Renewal	EVT+6 DEST
92	PUR00020.	PROCUREMENT AUTHORITY REVIEW	Renewal	EVT+5 DEST
93	PUR00030.	PURCHASING DELEGATION AGREEMENTS	Renewal	EVT+6 DEST
94	PUR00050.	ACCOUNT PROFILE INFORMATION	Renewal	EVT+7 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.

MUNICIPALITIES					
/041251/	<i>MILWAUKEE</i>				
/131/	<i>COMMON COUNCIL / CITY CLERK</i>				
95	12-0017	COUNCIL CAMPAIGN FINANCIAL REPORTS / BANK STATEMENTS	Renewal	EVT+6	DEST
/133/	<i>COMMON COUNCIL / CITY CLERK</i>				
96	67-0054	REFERRAL NOTICE & REPORT DIRECTIVE	Renewal	EVT+1	DEST
/135/	<i>COMMON COUNCIL / CITY CLERK</i>				
97	23-0041	CITY CHANNEL PROGRAMMING - HISTORICAL	New	CR+3	TRANS OTHER
		Description changed.			
98	85-0154	CITY CHANNEL PROGRAMMING - EPHEMERAL OR OPERATIONAL	Amended	EVT+3	DEST
99	99-0138	CITY CHANNEL DAILY LOG	Amended	CR+2	DEST
/172/	<i>COMMON COUNCIL / CITY CLERK</i>				
100	91-0133	ETHICS BOARD OPINIONS, COMPLAINTS, AND INVESTIGATION FILES	Amended	EVT+7	DEST
		Event changed.			
101	91-0134	STATEMENTS OF ECONOMIC INTEREST	Amended	EVT+7	DEST
/310/	<i>FIRE AND POLICE COMMISSION</i>				
102	14-0005	PUBLIC SAFETY EXAM ADMINISTRATION - CANDIDATES HIRED / PROMOTED	Renewal	EVT+7	DEST
103	14-0008	PRE-EMPLOYMENT BACKGROUND INVESTIGATION DOCUMENTATION - HIRED	Renewal	EVT+9	DEST
104	14-0016	PUBLIC SAFETY EXAM DEVELOPMENT WORKING FILES	Amended	EVT+12	DEST
105	14-0018	PUBLIC SAFETY EXAM ADMINISTRATION - CANDIDATES NOT HIRED / PROMOTED	Amended	EVT+9	DEST
106	14-0019	MEDICAL PRE-EMPLOYMENT SCREENING - HIRED	Renewal	EVT+8	DEST
107	23-0032	COMPLAINT FILES - INFORMAL COMPLAINTS	New	EVT+7	DEST
108	90-0057	COMPLAINT FILES - FORMAL COMPLAINTS	Amended	EVT+45	DEST
/360/	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
109	23-0040	ASBESTOS REMEDIATION CAE FILES - COMMERCIAL	New	CR+30	DEST
/381/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
110	05-0002	FIMR (FETAL INFANT MOTALITY REVIEW) CASE FILE AND DATA	Renewal	EVT+4	DEST
111	69-0177	NOTIFIABLE DISEASE REPORT	Amended	EVT+7	DEST
/382/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
112	01-E021	CHILD BLOOD LEAD TEST RESULTS	Renewal	EVT+25	DEST
/502/	<i>DEPARTMENT OF PUBLIC WORKS</i>				

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113	23-0033	SPECIAL ASSESSMENT LISTS AND PROPERTY INFORMATION REPORT	New	EVT+10	DEST
/641/	<i>MILWAUKEE WATER WORKS</i>				
114	03-E022	WATER QUALITY DATA	Amended	EVT+10	DEST
		Withdrawn by City post PRB meeting. Not amended as noted per PRB.			
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
115	23-0042	MEETING RECORDINGS - AD HOC / OPERATIONAL	New	EVT+4 MO	DEST
/060281/	<i>SHEBOYGAN</i>				
116	SPD056	AUTOMATIC LICENSE PLATE READERS (ALPR) SURVEILLANCE PHOTOS	New	EVT+1 MO	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