

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

115-AGRICULTURE, TRADE & CONSUMER PROTECTION				
/300/	MKTG - GENERAL			
1	00002000.	MARKETING BOARD BALLOTS	Amended	EVT+3MOS
2	00223000.	MEDIATION FILES	Amended	EVT+3
3	00235000.	FARMER ASSISTANCE CASE FILES	Amended	EVT+3
4	00237000.	STRAY VOLTAGE	Amended	EVT+3
5	00345000.	LIVESTOCK SECTOR DEVELOPMENT PROGRAM INFORMATION	Amended	EVT+3
/702/	ARM -SWRM			
6	00284000.	CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) AGREEMENTS	Amended	EVT+3

144-FINANCIAL INSTITUTIONS				
7	00006000.	LITIGATIONS & INVESTIGATIONS	Amended	EVT+20
8	00006A00.	LITIGATION FILES - NON-LICENSED PARTIES	Amended	EVT+10
9	00034A00.	LICENSE RENEWAL APPLICATIONS	Amended	EVT+3
10	00037000.	EXAMINATION REPORTS OF LICENSEES	Amended	EVT+10
11	00038000.	ANNUAL REPORT OF LICENSED COMPANIES	Amended	EVT+10
12	00085000.	DENIED OR WITHDRAWN APPLICATIONS	Amended	EVT+10
13	00086000.	LICENSEE FILES	Amended	EVT+10
14	00131000.	NON-LICENSED PARTIES - CORRESPONDENCE FILE	Amended	EVT+10
/2200/	BANKING & SAVINGS INST			
15	00094000.	CORRESPONDENCE - STATE CHARTERED FINANCIAL INSTITUTIONS	Amended	EVT+5
/2400/	BUREAU OF CONSUMER AFFAIRS			
16	00041000.	CONSUMER ACT REGISTRATION	Amended	EVT+5
/2500/	LICENSED FINANCIAL SERVICES			
17	00035000.	BUSINESS RECORDS OF LICENSEES	Amended	EVT+1
18	00086A00.	LICENSES FILES MOTOR VEHICLE	Amended	EVT+5
19	00132000.	SURETY BONDS, DEPOSITS IN LIEU OF SURETY BONDS, AND LETTER OF CREDIT	Amended	EVT+7
/4100/	CREDIT UNIONS			
20	00082000.	HISTORY EXAMINATION FILES	Amended	EVT+10

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

21	00084000.	ARTICLES OF INCORPORATION AND BYLAWS	Amended	EVT+10	SHSW
22	00089000.	COMPLAINT FILES	Amended	EVT+5	DEST
23	00170000.	LIQUIDATED CREDIT UNION'S BOOKS & RECORDS	Amended	EVT+10	DEST

255-PUBLIC INSTRUCTION					
/300/	ACADEMIC EXCELLENCE				
24	00012000.	WISCONSIN HIGH SCHOOL EQUIVALENCY TEST SCORES & APPLICATIONS	Amended	EVT+70	DEST
25	00216000.	DUAL ENROLLMENT	Amended	EVT+7	DEST
/320/	FOOD AND NUTRITION				
26	00098000.	COMMUNITY NUTRITION PROGRAM RECORDS	Amended	EVT+5	DEST
/400/	FINANCE AND MANAGEMENT				
27	00127000.	ANNUAL SCHOOL DISTRICT FINANCIAL REPORTS	Amended	EVT+5	SHSW
28	00127C00.	SUPPORTING INFORMATION FOR THE CALCULATION AND PAYMENT OF GENERAL AND CATEGORICAL AID	Amended	EVT+5	DEST

285A-UW MADISON					
29	A0002011.	CLINICAL RESEARCH DEPARTMENT - CLINICAL STUDIES, TRIALS, AND PARTICIPANT RECORDS	New	EVT+25	DEST
/011024/	ACADEMIC PLANNING AND INSTITUTIONAL RESEARCH				
30	01001793.	UNIVERSITY COURSE PROPOSALS AND CHANGES - APPROVED AND DENIED	Extension	EVT+10	UW-TRANS
/176000/	SCHOOL OF EDUCATION - KINESIOLOGY - GENERAL				
31	17001783.	KINESIOLOGY STUDIES, TRIALS AND PARTICIPANT STUDY RECORDS	Extension	EVT+75	DEST
/473532/	EXTENSION - COMMUNITY DEV INST - BROADBAND				
32	00118000.	BUILDING COMMUNITY CAPACITY THROUGH BROADBAND GRANT RECORDS	Amended	EVT+23	DEST
/481860/	L&S-COMM. DISORDERS LANGUAGE AND HEARING CLINICS				
33	48001780.	UW SPEECH AND LANGUAGE HEARING CLINIC CHARTS	Extension	EVT+20	DEST
34	48001781.	UW SPEECH AND LANGUAGE HEARING CLINIC MASTER PATIENT INDEXES (MPI)	Extension	EVT+10	DEST
/532560/	SMPH - GENETICS - CLINICAL GENETICS				
35	53001782.	GENETICS CLINICAL STUDIES, TRIALS AND PATIENT STUDY RECORDS	Extension	EVT+20	DEST

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

/535100/	SMPH - NEUROLOGY				
36	53001790.	NEUROLOGY RESIDENCY TRAINING PROGRAM APPLICATIONS FILES - ADMITTED	Extension	EVT+75	DEST
37	53001791.	NEUROLOGY RESIDENCY TRAINING PROGRAM APPLICATION FILES - NOT ADMITTED	Extension	EVT+4	DEST
/536705/	SMPH - PEDIATRICS - GENERAL ADM				
38	53001788.	PEDIATRIC CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUDY RECORDS	Extension	EVT+20	DEST
/540200/	SCHOOL OF NURSING - ADMINISTRATION				
39	54001700.	MASTERS AND PHD GRADUATE AND BACCALAUREATE STUDENT RECORDS	Extension	EVT+10	DEST
40	54001701.	STUDENT RECORDS - WITHDRAWN OR TRANSFERRED	Extension	EVT+10	DEST

285W-UW SYSTEM ADMINISTRATION					
41	UWADM018.	UNIVERSITY MEETING RECORDS	Amended	EVT+3	UW-TRANS
42	W0000282.	CONTINUITY OF OPERATION PLAN ACTIVATIONS - MINOR / ROUTINE	New	EVT+7	DEST
43	W0000365.	CONTINUITY OF OPERATION PLAN ACTIVATIONS - HISTORICALLY SIGNIFICANT	New	EVT+10	UW-TRANS
44	W0000374.	VOTING RECORDS	New	EVT+1	DEST

370-NATURAL RESOURCES					
/042/	DRINKING WATER & GROUNDWATER				
45	01143000.	WATER USE DATA	Amended	PERM	PERM
46	01144000.	WATER USE REGISTRATION	Amended	EVT+2	DEST
47	01145000.	WATER USE FEE	Amended	EVT+2	DEST
48	01146000.	HIGH CAPACITY WELL APPROVAL APPLICATION REVIEW - APPROVED/LAPSED/WITHDRAWN/DENIED WELL DECISION CASE FILES	Amended	EVT+2	SHSW
49	01147000.	WATER USE REPORTING	Amended	EVT+1	DEST
50	01148000.	WATER USE PERMITS	Amended	EVT+2	DEST
51	01149000.	GREAT LAKES BASIN WATER DIVERSIONS	Amended	EVT+3	DEST
52	01151000.	WATER LOSS APPROVALS	Amended	EVT+3	DEST
53	01153000.	WATER SUPPLY SERVICE AREA PLANS	Amended	EVT+2	DEST
54	01155000.	WATER CONSERVATION AND EFFICIENCY PLANS	Amended	EVT+2	DEST
410-CORRECTIONS					

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

55	00160000.	DAI AND DJC PSYCHOLOGICAL SERVICES UNIT RECORD PERTAINING TO SEX OFFENDERS	Amended	EVT+60	DEST
56	00169000.	MEDICATION OCCURRENCE REPORTS	Amended	EVT+10	DEST
57	00185000.	CHAPTER 980, SEXUALLY VIOLENT PERSON COMMITMENTS, FORENSIC EVALUATION UNIT DAI AND DJC	Amended	EVT+60	DEST
58	00185A00.	CHAPTER 980, SEXUALLY VIOLENT PERSON COMMITMENTS, BUREAU OF HEALTH SERVICES (BHS) CENTRAL OFFICE RECORDS	Amended	EVT+60	DEST
59	00205000.	BUREAU OF HEALTH SERVICES (BHS) STAFF TRAINING MATERIALS	Amended	EVT+7	DEST
60	00207000.	BUREAU OF HEALTH SERVICES AND DIVISION OF JUVENILE CORRECTIONS TRACKING OF WORK PROCESSES	Amended	CR+7	DEST
61	00212000.	BUREAU OF HEALTH SERVICES CENTRAL OFFICE MORTALITY REVIEW FILES	Amended	EVT+11	DEST
62	00231000.	EMPLOYEE HEALTH - ANNUAL TUBERCULOSIS SCREENING AND TESTING	Amended	EVT+30	DEST
63	00232000.	EMPLOYEE HEALTH - HEPATITIS B VACCINATIONS	Amended	EVT+30	DEST
64	00243000.	PHARMACY OPERATIONS RECORDS - GENERAL	Amended	EVT+1	DEST
65	00244000.	PHARMACY PRESCRIPTION RECORDS	Amended	EVT+6	DEST
66	00245000.	PHARMACY OPERATIONS RECORDS - CONTROLLED SUBSTANCES	Amended	EVT+5	DEST
67	00245A00.	PHARMACY OPERATIONS RECORDS - CONTROLLED SUBSTANCES POWER OF ATTORNEY (POA) FOR DRUG ENFORCEMENT AGENCY (DEA) FORMS	Amended	EVT+5	DEST

432-BOARD ON AGING & LONG TERM CARE					
68	00001000.	LONG TERM CARE OMBUDSMAN RECORDS	Amended	EVT+6	DEST
69	00002000.	MEDIGAP HELPLINE RECORDS	Amended	EVT+6	DEST

435-HEALTH SERVICES					
/104/	DPH - COMMUNITY HEALTH PROMOTION				
70	01125000.	J-1 VISA WAIVER APPLICATION MATERIAL	Amended	EVT+1	DEST
/901/	DPH - HEALTH INFORMATICS - VITAL RECORDS				
71	01077000.	PATERNITY DOCUMENTS	Amended	PERM	PERM
455-JUSTICE					

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

72	00007000.	OPINIONS OF THE ATTORNEY GENERAL	Amended	EVT+20	DEST
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505-ADMINISTRATION					
/115/	LEGAL SERVICES				
73	00234000.	OFFICE MANAGEMENT FILES	Amended	EVT+3	DEST
/334/	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS				
74	00943000.	RECORDS MANAGEMENT REVIEWS	Amended	EVT+5	SHSW

505F-HEARINGS & APPEALS					
/407/	HEARINGS & APPEALS				
75	00101000.	PUBLIC ASSISTANCE AND SOCIAL SERVICES - CLOSED, NO HEARING	Renewal	EVT+3	DEST
76	00321000.	PUBLIC ASSISTANCE AND SOCIAL SERVICES - CASE FILES	Renewal	EVT+7	DEST

507-PUBLIC LANDS, BOARD OF COMM.					
77	00031000.	COMMISSIONER MINUTES	Amended	PERM	PERM

680-SUPREME COURT					
/006/	COURT OF APPEALS CLERKS OFFICE				
78	00013000.	COURT OF APPEALS AND SUPREME COURT CASE FILES	Renewal	EVT+45	SHSW

765-033-LEG AUDIT BUREAU					
79	00001000.	REPORTS	Amended	CR+20	DEST
80	00002000.	AUDIT WORKPAPERS - PERFORMANCE EVALUATIONS, MANAGEMENT AUDITS, AND BEST PRACTICE REVIEWS	Amended	EVT+10	DEST
81	00005000.	AUDIT WORKPAPERS - FINANCIAL AND COMPLIANCE AUDITS	Amended	EVT+7	DEST
82	00007000.	WORKPAPERS AND OTHER DOCUMENTATION - FRAUD, WASTE, AND MISMANAGEMENT HOTLINE	Amended	EVT+10	DEST

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

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/	WAUKESHA				
83	G1013	LEGAL RESEARCH MEMOS	Amended	CR+7	DEST
84	T1028	BAK BAG PICKUP	Renewal	FIS+3	DEST
85	T6005	CART RENTAL SLIPS	Amended	FIS+1	DEST
86	Y1002	PHONE ACTIVITY LOG	Amended	FIS+3	DEST
87	Y1005	CAD RECORDS	Renewal	FIS+3	DEST
88	Z6013	DIGITAL EVIDENCE (MISDEMEANOR), DECLINE TO PROSECUTE	New	EVT+7	DEST
89	Z6014	DIGITAL EVIDENCE (FELONY), DECLINE TO PROSECUTE	New	EVT+13MOS	DEST
90	Z6015	DIGITAL EVIDENCE, NO REFERRAL TO PROSECUTE	New	EVT+1	DEST
MUNICIPALITIES					
/013251/	MADISON, CITY OF				
91	GS000014.	AGENDAS / MEETING SCHEDULES	Amended	EVT+5	DEST
92	GS000039.	VEHICLE MAINTENANCE	Renewal	EVT+7	DEST
93	GS000054.	PUBLIC RECORDS REQUESTS	Amended	EVT+3	DEST
94	GS000056.	LEGISLATION AND POLICY	Renewal	PERM	PERM
95	GS000078.	AIR QUALITY DATA	New	CR+10	DEST
/22/	PLANNING				
96	PU000002.	PRESERVATION PLANNING	Amended	PERM	PERM
97	PU000004.	ADOPTED PLANS	Amended	EVT+30	SHSW
98	PU000008.	GENERAL STUDIES AND PROGRAMS	Amended	FIS+20	SHSW
/28/	BUILDING INSPECTION				
99	BI000001.	PROPERTY HISTORY FILES	Amended	EVT+3	DEST
100	BI000007.	BUILDING PLANS	Amended	EVT+3	DEST

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

/29/	<i>ECONOMIC DEVELOPMENT</i>				
101	CE000002.	APPRAISALS		Amended	EVT+3
102	CE000006.	LEASES AND LICENSES		Amended	EVT+10
103	CE000018.	FUND MANAGEMENT		Amended	EVT+10
104	CE000020.	SPECIAL PROJECTS		Amended	EVT+7
105	CE000022.	STREET VENDING AND SIDEWALK CAFES		Amended	FIS+7
/38/	<i>HUMAN RESOURCES</i>				
106	HR000014.	COLLECTIVE BARGAINING RECORDS		Amended	EVT+12
/45/	CLERK				
107	CC000100.	ELECTION BALLOTS & RELATED - FEDERAL		Amended	EVT+22MOS
108	CC000105.	ELECTION MATERIALS UNUSED		Amended	EVT+3DAYS
109	CC000106.	ELECTION BALLOTS AND RELATED - NON-FEDERAL		New	EVT+3MOS
110	CC000107.	ABSENTEE AND PROVISIONAL BALLOT REPORTING - RECORDED		New	EVT+22MOS
111	CC000108.	ABSENTEE AND PROVISIONAL BALLOT REPORTING - NOT RECORDED		New	EVT+3MOS
112	CC000109.	OFFICIAL CANVAS STATEMENTS		New	EVT+10
113	CC000110.	NON-CANDIDACY FORMS		New	EVT+6
/91/	<i>CDA - REDEVELOPMENT</i>				
114	CE000015.	CDA BONDS		Renewal	EVT+10
/041251/	MILWAUKEE				
/360/	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
115	25-0020	VACANT BUILDING REGISTRATION FILES		New	EVT+5
/381/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
116	25-0022	HEALTH ACCREDITATION AND CERTIFICATION FILES		New	EVT+5
/383/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
117	19-E004	ESTABLISHMENT INSPECTION FILES		New	EVT+5
/384/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
118	25-0021	COMMUNITY HEALTHCARE ACCESS PROGRAM FILES		New	EVT+3
/386/	<i>MILWAUKEE HEALTH DEPARTMENT</i>				
119	73-0041	EPIDEMIOLOGY CAMPAIGN FILES		Amended	CR+2
					TRANS OTHER

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

/502/	DEPARTMENT OF PUBLIC WORKS			
120	63-0043	ENGINEER CERTIFICATES	Amended	CR+2

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