

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
245-WISCONSIN HISTORICAL SOCIETY					
1	00058000.	UNPUBLISHED ARCHEOLOGICAL REPORTS	Amendment	EVT+4	SHSW
		Confidential citation revised.			
285K-UW STEVENS POINT					
2	00158000.	YOUTH PROGRAM FILES	New	EVT+7	DEST
395-TRANSPORTATION					
	<i>HIGHWAY DESIGN AND CONSTRUCTION - CONTRACT CLAIMS AND LIENS</i>				
3	00094000.	ENGINEERING CONSULTANT CONTRACT CLAIM FILES	Amendment	EVT+6	DEST
4	00095000.	CONSTRUCTION (LET) CONTRACT CLAIMS	Amendment	EVT+6	DEST
5	00096000.	CONSTRUCTION (LET) CONTRACT CLAIM DECISIONS TRACKING DATA	Amendment	EVT+6	DEST
6	00097000.	PUBLIC IMPROVEMENT LIEN FILES	Amendment	EVT+6	DEST
	<i>MATERIALS MANAGEMENT PROGRAM</i>				
7	00341000.	HIGHWAY TECHNICIAN CERTIFICATION PROGRAM (HTCP) ADVISORY BOARD RECORDS	Amendment	EVT+3	DEST
8	00341A00.	HIGHWAY TECHNICIAN CERTIFICATION MASTER DATA	Amendment	EVT+6	DEST
		Confidential citation revised.			
9	00342000.	CENTRAL MATERIALS TESTING LAB EQUIPMENT INVENTORY LISTS	Amendment	EVT+5	DEST
10	00343000.	MATERIALS MANAGEMENT LAB EQUIPMENT INSPECTION / CALIBRATION REPORTS AND SUPPORTING DOCUMENTATION	Amendment	EVT+5	DEST
11	00345000.	NEW PRODUCT AND METHODS INVESTIGATIONS AND TEST RESULTS	Amendment	EVT+5	DEST
12	00346000.	MATERIALS (PREQUALIFIED PRODUCTS) FINAL TEST REPORTS	Amendment	EVT+10	DEST
13	00347000.	MATERIALS TRACKING SYSTEM MASTER DATA	Amendment	PERM	PERM
14	00348000.	APPROVED PRODUCT LISTS	Amendment	EVT+20	DEST
15	00349000.	FIELD VERIFICATION: QUALITY CONTROL (QC) AND QUALITY VERIFICATION (QV) TEST SUPPORT MATERIALS	Amendment	EVT+6	DEST
16	00352000.	MATERIALS REPORTING SYSTEM (MRS) CONTRACTOR QUALITY CONTROL (QC) DATA	Amendment	EVT+10	DEST
17	00353000.	INDEPENDENT ASSURANCE PROGRAM REPORTS AND DOCUMENTS	Amendment	EVT+7	DEST
18	00354000.	INDEPENDENT ASSURANCE PROGRAM ANNUAL REPORT	Amendment	EVT+10	DEST
	<i>BUREAU OF DRIVER SERVICES DRIVER RECORDS</i>				
19	00221A00.	DRIVER CASE FILES FOR MEDICAL - RELATED RECORDS	Amendment	EVT+10	DEST

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20	00548000.	MEDICAL REVIEW BOARD HEARINGS FILE	Amendment	EVT+1	DEST
		Event revised.			
21	01000000.	CONVICTIONS RETAINED FOR LIFE	New	EVT+10	DEST
22	01001000.	CONVICTIONS RETAINED 10 YEARS	New	EVT+10	DEST
23	01002000.	CONVICTIONS RETAINED FIVE YEARS	New	EVT+5	DEST
24	01003000.	CONVICTIONS RETAINED THREE YEARS	New	EVT+3	DEST
25	01004000.	WITHDRAWAL OR DENIAL OF DRIVING PRIVILEGE - RETAINED FOR LIFE	New	EVT+10	DEST
26	01005000.	WITHDRAWAL OF DRIVING PRIVILEGE - RETAINED 5 YEARS	New	EVT+5	DEST
27	01006000.	WITHDRAWAL OR DENIAL OF DRIVING PRIVILEGE - RETAINED 4 YEARS	New	EVT+4	DEST
28	01007000.	WITHDRAWALS OF DRIVING PRIVILEGE - RETAINED 3 YEARS	New	EVT+3	DEST
29	01008000.	HABITUAL TRAFFIC OFFENDER (HTO) CASE FILE	New	EVT+3	DEST
30	01009000.	DAMAGE JUDGMENTS - STAYED, SATISFIED, OR DISCHARGED	New	EVT+3	DEST
31	01010000.	DAMAGE JUDGMENTS - NOT STAYED, SATISFIED, OR DISCHARGED	New	EVT+8	DEST
32	01011000.	LISTED CUSTOMER INFORMATION	New	EVT	DEST
33	01012000.	ALSO-KNOWN-AS (AKA) CASE FILE	New	EVT+10	DEST
34	01013000.	VOLUNTARY TEMPORARY SURRENDER CASE FILE	New	EVT+10	DEST
35	01014000.	DRIVER KNOWLEDGE, SIGNS AND SKILLS TEST RESULTS	New	EVT+10	DEST
36	01015000.	FINANCIAL RESPONSIBILITY - CERTIFICATE/CANCELLATION OF INSURANCE (SR22/SR26)	New	EVT+5	DEST
<i>/009/</i>	<i>ENVIRONMENTAL MANAGEMENT PROGRAM</i>				
37	00320000.	PROJECT ENVIRONMENTAL DOCUMENTATION	New	EVT+50	SHSW
38	00323000.	ARCHAEOLOGICAL & HISTORY ENVIRONMENTAL ISSUES FILE	Amendment	EVT+25	SHSW
39	00324000.	THREATENED & ENDANGERED (T&E) AND PROTECTED SPECIES RECORDS	Amendment	EVT+25	SHSW
		Disposition changed.			
40	00327000.	WATER RESOURCES & HYDROGEOLOGY INVESTIGATIONS & REPORTS	Amendment	EVT+50	SHSW
41	00328000.	WETLAND FILES	Amendment	PERM	PERM
42	00331000.	ENVIRONMENTAL SITE ASSESSMENT LISTS AND REPORTS	Amendment	EVT+2	DEST
43	00397000.	HAZMAT SITE ASSESSMENT AND REMEDIATION FILES	New	PERM	PERM
44	00439000.	ASBESTOS INSPECTION, ABATEMENT REPORTS AND NOTIFICATIONS OF DEMOLITION AND/OR RENOVATION	New	PERM	PERM
<i>/231/</i>	<i>DRIVER SERVICES QUALIFICATIONS AND ISSUANCE</i>				
45	00047000.	MOTOR VEHICLE SURVEYS FILES	Amendment	EVT+1	DEST

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46	00100C00.	DRIVER LICENSE (DL) AND IDENTIFICATION (ID) CARD APPLICATION / RENEWAL DIGITAL IMAGE FILE	Amendment	EVT+15	DEST
47	00668000.	COMMERCIAL DRIVER LICENSE (CDL) THIRD PARTY TESTING COMPANIES / EXAMINERS FILES	Amendment	EVT+5	DEST
435-HEALTH SERVICES					
48	00485000.	SCHOOL TRANSCRIPTS / DIPLOMAS / HSED Confidential citation revised.	Amendment	EVT+75	DEST
49	00676000.	CLIENT / PATIENT ACCOUNTS	Amendment	CR+6	DEST
/220/	<i>DLTC - FACILITIES</i>				
50	00772000.	PRE-ADMISSION RESIDENT RECORDS	Amendment	EVT+5	DEST
/500/	<i>DCTS - ADMINISTRATION</i>				
51	00940000.	CLIENT GRIEVANCE RECORDS	Amendment	EVT+7	DEST
52	00942000.	CLIENT RIGHTS GRIEVANCE DECISIONS - DIGEST OF STAGE 3 & 4 PRECEDENTS	Amendment	EVT+1 MO	DEST
53	00943000.	CLIENT / COMMUNITY RIGHTS - GRIEVANCE DECISIONS FOR STAGES 3 & 4 AND LEVELS III & IV	Amendment	CR+40	DEST
/641/	<i>DQA - CAREGIVER QUALITY</i>				
54	00762A00.	WISCONSIN NURSE AIDE - RECIPROCITY APPLICATIONS Description revised.	Amendment	EVT+1	DEST
55	00788D00.	DISCREPANT NURSE AIDE TRAINING PROGRAMS	Amendment	EVT+3	DEST
56	01098000.	ENTITY BACKGROUND CHECK APPLICATIONS	Amendment	EVT+4	DEST
/642/	<i>DQA - BUREAU OF EDUCATION SERVICES & TECHNOLOGY</i>				
57	00593000.	MEDICATION AIDE COURSE	Amendment	EVT+7	DEST
/643/	<i>DQA - BUREAU OF NURSING HOME RESIDENT CARE</i>				
58	00595000.	NF, SNF AND FDD/ICF - IID-ENFORCEMENT	Amendment	EVT+7	DEST
59	00595B00.	NF, SNF AND FDD/ICF - IID-LICENSURE	New	EVT+7	DEST
/644/	<i>DQA - ASSISTED LIVING, BUREAU OF</i>				
60	01100000.	ASSISTED LIVING - LICENSURE	Amendment	EVT+4	DEST
61	01100A00.	ASSISTED LIVING - ENFORCEMENT	Amendment	EVT+7	DEST
62	01100B00.	ASSISTED LIVING-SELF - REPORTS AND COMPLAINTS Description revised.	New	EVT+7	DEST

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/826/	<i>DES - BUREAU OF PROCUREMENT AND CONTRACTING</i>				
63	00713000.	AFFIRMATIVE ACTION AND CIVIL RIGHTS COMPLIANCE LETTERS OF ASSURANCE AND PLANS	Amendment	EVT+2	SHSW
64	00713A00.	AFFIRMATIVE ACTION AND CIVIL RIGHTS COMPLIANCE ON-SITE MONITORING & EVALUATION REVIEWS	Amendment	EVT+3	DEST
437-CHILDREN & FAMILIES					
/311/	<i>INDEPENDENT LIVING: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF</i>				
65	01083000.	INDEPENDENT LIVING ANNUAL PLANS AND RELATED DOCUMENTS	Amendment	CR+2	DEST
/400/	<i>WORKING FAMILIES, BUREAU OF: FAMILY AND ECONOMIC SECURITY, DIVISION OF</i>				
66	00288000.	CUSTOMER SURVEYS	Amendment	EVT+7	DEST
445-WORKFORCE DEVELOPMENT					
67	00506000.	NON-DWD USER ACCESS REQUESTS AND AUTHORIZATIONS	New	EVT+1 MO	DEST
485-VETERANS AFFAIRS					
/024/	<i>PROGRAMS AND SERVICES - STATE APPROVING AGENCY</i>				
68	00150000.	INSPECTION AND INVESTIGATION RECORDS AND REPORTS - APPROVED SCHOOLS	Amendment	EVT+7	DEST
69	00150A00.	INSPECTION AND INVESTIGATION RECORDS AND REPORTS - NON-APPROVED SCHOOLS	Pending	EVT+3	DEST
505-ADMINISTRATION					
/711/	<i>HOUSING AND COMMUNITY RESOURCES</i>				
70	00104000.	CONTINUUM OF CARE PROGRAM	Amendment	EVT+5	DEST
510-ELECTIONS COMMISSION					
71	00023000.	RECALL PETITIONS	Amendment	EVT+3	SHSW
72	00028000.	COMPLAINTS AND INVESTIGATIONS	Pending	EVT+6	DEST
		Confidential citation added.			
73	00029000.	ADVISORY OPINIONS	Pending	EVT+6	DEST
74	00030000.	LITIGATION	Pending	EVT+10	DEST
75	00031000.	ELECTION-SPECIFIC RECORDS	Pending	EVT+2	DEST

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566-REVENUE					
/8421/	LOTTERY				
76	00434000.	SECURITY AUDITS AND COMPLIANCE REVIEWS	Amendment	EVT+4	DEST
Held by Board - NOT APPROVED					

665-JUDICIAL COMMISSION					
77	00001000.	PUBLIC COMPLAINT FILES	Amendment	EVT+25	SHSW
Description revised.					
78	00002000.	INVESTIGATION FILES	Amendment	EVT+6	SHSW
79	00003000.	NON-ACTIONED COMPLAINT FILES	New	EVT+6	DEST
Disposition changed.					

GENERAL SCHEDULES					
80	FAC00002.	SIX YEAR FACILITIES PLANS	Renewal	EVT+12	DEST
81	FAC00003.	MASTER FACILITY PLANS	Renewal	EVT+1	DEST
Retention revised.					
82	FAC00004.	AGENCY BIENNIAL CAPITAL BUDGET REQUEST	Renewal	EVT+6	DEST
83	FAC00005.	AGENCY CAPITAL BUDGET ANALYSIS REQUESTS	Renewal	EVT+4	DEST
84	FAC00006.	SALES OF FACILITIES AND / OR LAND	Renewal	EVT+6	DEST
85	FAC00007.	RECEIPT BY GIFT OF FACILITIES AND / OR LAND	Renewal	EVT+6	SHSW
86	FAC00009.	ENVIRONMENTAL ASSESSMENT & IMPACT STATEMENTS	Renewal	EVT+6	SHSW
87	FAC00010.	CULTURAL RESOURCE REVIEW RECORDS - ARCHAEOLOGICAL & HISTORIC SITE CASE FILE	Renewal	EVT+10	SHSW
88	FAC00011.	CONSTRUCTION PROJECT FILE	Renewal	EVT+10	DEST
Confidential citation revised.					
89	FAC00012.	CONSTRUCTION PROJECT FILE - HISTORICALLY SIGNIFICANT FACILITIES	Renewal	EVT+10	SHSW
Confidential citation revised.					
90	FAC00013.	ASBESTOS AND HAZARDOUS MATERIAL AND ENVIRONMENTAL REMEDIATION CASE FILE	Renewal	PERM	PERM
91	FAC00014.	UNSUCCESSFUL BIDS AND UNSOLICITED PROPOSALS	Renewal	EVT+4	DEST
92	FAC00015.	AS-BUILT PLANS AND ORIGINAL BUILDING DRAWINGS FOR COMPLETED CONSTRUCTION PROJECTS	Renewal	EVT+6	SHSW
93	FAC00016.	LAND TITLES, CONVEYANCES, EASEMENTS AND USE RESTRICTIONS	Renewal	PERM	PERM

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94	FAC00017.	STATE BUILDING COMMISSION AND STATE CAPITOL & EXECUTIVE RESIDENCE BOARD	Renewal	CR+30	SHSW
95	FAC00019.	MAJOR AGENCY LEASES	Renewal	EVT+6	DEST
96	FAC00020.	STATE RENTAL RATES	Renewal	FIS+6	DEST
97	FAC00021.	BOND SALES / LEGAL DOCUMENTS	Renewal	EVT+6	DEST
98	FAC00022.	MASTER LEASE PROGRAM	Renewal	EVT+6	DEST
99	FAC00026.	APPRAISALS - LAND OR STRUCTURES NOT OBTAINED	Renewal	EVT+3	DEST
100	FAC00050.	APPLICATION AND PERMIT FOR USE OF FACILITIES	Renewal	EVT+3	DEST
101	FAC00051.	FACILITY AND BUILDING MAINTENANCE	Renewal	CR+3	DEST
102	FAC00054.	EQUIPMENT INSTALLATION, REPAIR AND SERVICE	Renewal	EVT+1	DEST
103	FAC00055.	WARRANTY FILES	Renewal	EVT+1	DEST
104	FAC00057.	PHYSICAL PLANT MONITORING AND INSPECTION REPORTS	Renewal	EVT+6	DEST
105	FAC00059.	EQUIPMENT RELATED CHECK OUT / IN RECORDS	Renewal	EVT+3 MOS	DEST
106	FAC00060.	BUILDING LEASES AND TENANT INFORMATION	Renewal	EVT+6	DEST
107	FAC00061.	SPACE ALLOCATION AND PROJECT PLANNING INFORMATION	Renewal	EVT+1	DEST
108	FAC00062.	PARKING PERMITS & PARKING SPACE ASSIGNMENTS	Renewal	EVT+1	DEST
109	FAC00066.	FUEL USE / POWER CREATED RELATED RECORDS	Renewal	CR+6	DEST
110	FAC00068.	CHEMICAL APPLICATION RECORDS	Renewal	EVT+3	DEST
111	FAC00069.	AMERICANS WITH DISABILITIES ACT (ADA) FACILITY REVIEWS AND AUDITS	Renewal	EVT+6	DEST
112	FAC00070.	DESIGNATION OF AGENCY FACILITY COORDINATORS	Renewal	EVT	DEST
113	FAC00080.	BUILDING AND FACILITY ADMITTANCE RECORDS	Renewal	EVT+3	DEST
114	FAC00082.	MONITORING AND SURVEILLANCE RECORDINGS	Renewal	CR+120 DAYS	DEST
		Revised description, disposition, and notes.			
		Held by Board - NOT APPROVED; Board will approve a sunset extension.			
115	FAC00083.	ACCESS CARDS, IDENTITY BADGES / NAME PLATES AND PHOTO IDENTIFICATION	Renewal	EVT+6 MOS	DEST
116	FAC00087.	EMERGENCY RESPONSE MANAGEMENT PLANS AND RELATED DOCUMENTS	Renewal	EVT+3	DEST
117	FAC00088.	FINAL CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT OPERATIONAL PLAN AND DOCUMENTATION	Renewal	EVT+1	DEST
		Confidential citation revised.			
118	FAC00089.	FINAL CONTINUITY OF OPERATIONS - EXERCISES AND AFTER ACTION REPORTS	Renewal	EVT+7	DEST
		Confidential citation revised.			
119	FAC00090.	RECOVERY RECORDS	Renewal	EVT+4	DEST

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		Confidential citation revised.			
120	FAC00100.	HEALTH, SAFETY OR FIRE CODE / REGULATIONS VARIANCES	Renewal	EVT+3	DEST
121	FAC00101.	HEALTH, SAFETY OR FIRE CODE COMPLIANCE RECORDS - NO VIOLATIONS	Renewal	EVT+3	DEST
122	FAC00102.	HEALTH, SAFETY OR FIRE CODE COMPLIANCE RECORDS - VIOLATIONS	Renewal	EVT+3	DEST
123	FAC00103.	HEALTH, SAFETY OR FIRE CODE COMPLIANCE CERTIFICATES	Renewal	EVT+3	DEST
124	FAC00120.	GRAVE REGISTRATION RECORDS	Renewal	PERM	PERM

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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.

MILWAUKEE, CITY OF					
/131/	<i>CITY CLERK/CENTRAL ADMINISTRATION</i>				
125	19-0070	PUBLIC OFFICIAL SURETY BONDS	New	EVT+7	DEST
/360/	<i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>				
126	19-0087	TITLE SEARCH FORMS	New	FIS+3	DEST
		Withdrawn by City.			
/383/	<i>ENVIRONMENTAL HEALTH</i>				
127	19-0071	EMERGENCY PREPAREDNESS INVESTIGATION LOG	New	EVT+7	DEST
/545/	<i>INFRASTRUCTURE SERVICES/SPECIAL PROJECTS</i>				
128	19-0072	SPECIAL PROJECT FILES (ROUTINE)	New	EVT+10	DEST
129	99-0030	SPECIAL PROJECT FILES (HISTORICALLY SIGNIFICANT)	New	EVT+10	TRANS OTHER
/900/	<i>CITYWIDE GLOBAL SCHEDULES</i>				
130	18-0037	PUBLIC RELATIONS FILES	Amendment	CR+2	TRANS OTHER
		Disposition changed.			
131	19-0036	DEPARTMENT HEAD CORRESPONDENCE - ROUTINE	New	CR+7	DEST
		Description revised.			
132	19-0037	DEPARTMENT HEAD CORRESPONDENCE - HISTORICALLY SIGNIFICANT	New	EVT+1	TRANS OTHER
		Description revised.			
APPLETON, CITY OF					
	<i>UTILITIES DEPARTMENT - WASTEWATER TREATMENT</i>				
133	S1	ELECTRICAL TESTING AND PREVENTATIVE MAINTENANCE REPORTS	New	CR+2	DEST
134	S2	EQUIPMENT INSPECTION FILES	New	CR+10	DEST
135	S3	HAULED WASTE MANIFESTS	New	CR+2	DEST
136	S4	HOLDING TANK SEPTAGE MANIFESTS	New	CR+2	DEST
137	S5	LIFT STATION INSPECTIONS, ANNUAL	New	CR+1	DEST
138	S6	LIFT STATION MAINTENANCE FILES	New	EVT+1	DEST

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<i>FIRE DEPARTMENT</i>					
139	S7	DAILY JOURNAL	New	CR+3	DEST
140	S8	FALSE ALARM RECORDS	New	CR+3	DEST
<i>INFORMATION TECHNOLOGY</i>					
141	S9	TELEPHONE RECORDS	New	CR+120 DAYS	DEST
Title and description revised.					
Held by Board - NOT APPROVED					
142	S10	RECORDINGS REPORTING INBOUND/OUTBOUND TELEPHONE NUMBERS AND RECORDS	New	CR+1	DEST
<i>HUMAN RESOURCES</i>					
143	S11	EMPLOYEE BENEFIT PLAN SUMMARY DOCUMENTS	New	EVT+6	DEST
144	S12	INJURY REPORT PACKETS, NON-EMPLOYEE	New	CR+7	DEST
Retention revised and disposition changed.					
145	S13	PROOF OF NOTICE	New	EVT+6	DEST
Disposition changed.					
DELTON FIRE COMMISSION					
146	DF-01	SUMMONSES OR CITATIONS	New	CR+7	DEST
147	DF-02	CITIZEN CONTACT REPORTS	New	CR+7	DEST
148	DF-03	COMMUNICATIONS	New	CR+5 MOS	DEST
Title and description revised.					
Held by Board - NOT APPROVED					
149	DF-04	INSPECTION REPORTS AND INCIDENT REPORTS	New	CR+7	DEST
150	DF-05	EVIDENCE RECORDS / PHOTOGRAPHS	New	EVT+7	DEST
Description and event revised.					
151	DF-06	PARKING CITATIONS	New	CR+2	DEST
FOX VALLEY TECHNICAL COLLEGE					
152	CGEFF101.	COLLEGE ACCREDITATION	Amendment	EVT+8	DEST
Description and event revised.					

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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