

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

115-AGRICULTURE, TRADE & CONSUMER PROTECTION				
/140/	TCP WEIGHTS / MEASURES			
1	00107000.	VEHICLE AND LIVESTOCK SCALE INSTALLATION DOCUMENTATION	Amended	EVT+40 DEST
/200/	ANIMAL HEALTH			
2	00018D00.	FISH FARM REGISTRATIONS, MEDICAL SEPARATION APPLICATIONS & SPECIAL PERMITS	Amended	EVT+10 DEST
3	00019000.	INVESTIGATION, PROSECUTIONS & ENFORCEMENT CASE FILES	Amended	EVT+20 DEST
		Event and confidential citation changed.		
4	00351000.	VETERINARY EXAMINING BOARD CREDENTIAL CASE FILES	Amended	EVT+5 DEST
5	00352000.	VETERINARY EXAMINING BOARD INCOMPLETE, WITHDRAWN LICENSING CASE FILES	Amended	EVT+4 DEST
6	02009000.	ANIMAL HEALTH COMPLAINTS, INSPECTIONS, OR INVESTIGATIONS CASE FILES - NO INVESTIGATION, INSPECTION, OR ACTIONS	New	EVT+7 DEST
		Confidential citation changed.		
7	02010000.	VETERINARY EXAMINING BOARD MEETING AUDIO RECORDINGS	New	EVT+90 DAYS DEST
		Description changed.		
/300/	MKTG - GENERAL			
8	00151000.	GINSENG PROGRAM	Amended	EVT+3 SHSW
/800/	ANIMAL HEALTH			
9	00018A00.	ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIONS - DECEASED	Amended	EVT+7 DEST
		Confidential citation changed.		
10	00018B00.	ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIONS - EXCEPTION	Amended	EVT+49 DEST
		Confidential citation changed.		
11	02008000.	ANIMAL HEALTH LICENSE CASE FILES, INVESTIGATIONS AND PROSECUTIONS - ROUTINE	New	EVT+25 DEST
		Confidential citation changed.		
/813/	OFFICE OF SECRETARY			
12	00045000.	LOG OF CONTESTED CASE AND RULEMAKING PROCEEDING DOCKET FILES	Amended	CR+25 SHSW
13	00048000.	LEGAL CASE FILES	Amended	EVT+11 SHSW
		Event and disposition changed.		

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

14	02011000.	ATTORNEY OPINION FILES	New	EVT+25	DEST
		Disposition changed.			

144-FINANCIAL INSTITUTIONS					
/5100/	COLLEGE SAVINGS PROGRAMS				
15	00322000.	GENERAL CORRESPONDENCE - 529 PROGRAM	Amended	EVT+6	DEST

255-PUBLIC INSTRUCTION					
/400/	FINANCE AND MANAGEMENT				
16	00026000.	SCHOOL DISTRICT BOUNDARY APPEAL BOARD HEARING RECORDS	Amended	EVT+25	SHSW
17	00039000.	HOME-BASED PRIVATE EDUCATION PROGRAM RECORDS	Amended	EVT+7	DEST
18	00155000.	OPEN ENROLLMENT APPEAL RECORDS	Amended	EVT+7	DEST
19	00156000.	ORIGINAL DECISIONS IN OPEN ENROLLMENT APPEALS	Amended	EVT+25	DEST

285A-UW MADISON					
20	GRSEMR01.	UNIVERSITY DEPARTMENT / UNIT PLANS	Extension	EVT	DEST
21	GRSEMR02.	UNIVERSITY TESTING, TRAINING, AND EXERCISE RECORDS: GENERAL EMERGENCY PREPAREDNESS TRAINING (NON-UWPD)	Extension	EVT+3	DEST
22	GRSEMR03.	UWPD PLANS	Extension	EVT	DEST
23	GRSEMR04.	UWPD PLANNING DOCUMENTS	Extension	CR+3	DEST
24	GRSEMR05.	ACTIVATIONS	Extension	CR+25	UW-TRANS
25	GRSEMR06.	TRAINING	Extension	EVT+3	UW-TRANS
26	GRSEMR07.	EXERCISES	Extension	CR+3	DEST
27	GRSEMR08.	AFTER ACTION REPORTS	Extension	EVT+5	UW-TRANS
28	GRSEMR09.	UW-MADISON POLICY DEPT FIRST RESPONDERS: MEMBERSHIP APPLICATIONS	Extension	CR+3	DEST
29	GRSEMR10.	UW-MADISON POLICY DEPT FIRST RESPONDERS: MEMBER TRAINING RECORDS	Extension	CR+3	DEST
30	GRSEMR11.	UW-MADISON POLICY DEPT FIRST RESPONDERS: MEMBER ROSTERS	Extension	CR+3	DEST
31	GRSEMR12.	UW-MADISON POLICY DEPT FIRST RESPONDERS: CONTACT REPORTS	Extension	CR+10	DEST
32	GRSEMR13.	UW-MADISON POLICE DEPT TESTING, TRAINING, AND EXERCISE RECORDS FOR NON-UWPD PERSONNEL	Extension	EVT+3	DEST
33	GRSEMR14.	UW-MADISON POLICE DEPT TESTING, TRAINING, AND EXERCISE RECORDS: PROTECTIVE MASKS ("GAS MASKS") FIT TEST	Extension	EVT+3	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
34	GRSEMR15.	UW-MADISON POLICE DEPT TESTING, TRAINING, AND EXERCISE RECORDS: PERSONAL PROTECTIVE EQUIPMENT (PPE) LOGS	Extension	EVT+3	DEST
/016000/	<i>GEA SEC OF THE FACULTY</i>				
35	01001718.	HONORARY DEGREE COMMITTEE RECORDS	Extension	EVT+1	UW-TRANS
36	01001719.	HONORARY DEGREE COMMITTEE RECORDS - UNSUCCESSFUL NOMINATIONS	Extension	EVT+1	DEST
/070600/	<i>CALS - ACADEMIC STUDENT AFFAIRS</i>				
37	07001694.	UNDERGRADUATE STUDENT RECORDS - NON-DEGREE	Extension	EVT+40	DEST
38	07001695.	FARM & INDUSTRY SHORT COURSE RECORDS	Extension	EVT+10	UW-TRANS
/073000/	<i>CALS - BIOCHEMISTRY - GEN</i>				
39	01552000.	RESEARCH NOTEBOOKS - DE LUCA LAB	Amended	EVT+10	UW-TRANS
/340270/	<i>GRAD SCHOOL-RESEARCH & SPONSORED</i>				
40	34001720.	RESEARCH AND SPONSORED GIFT AND GRANT CONTRACT FUNDS (FEDERAL AND NON-FEDERAL)	Extension	EVT+15	DEST
/484260/	<i>L&S-INSTITUTE FOR RESEARCH ON POVERTY</i>				
41	01645000.	COURT RECORD DATA COLLECTION	Extension	CR+100	DEST
/530305/	<i>SMPH - ACADEMIC AFFAIRS - STUDENT ADMISSIONS</i>				
42	01003000.	MD ADMISSIONS APPLICATION - NOT MATRICULATED	Extension	EVT+4	DEST
/530325/	<i>SMPH - ACADEMIC AFFAIRS - PEOPLE PRE-COLLEGE OUTREACH</i>				
43	01646000.	PRE-MED PIPELINE PROGRAMS - NOT MATRICULATED	Extension	EVT+4	DEST
/532010/	<i>SMPH - FAMILY MEDICINE - PHYSICIAN ASSISTANT PROGRAM</i>				
44	53001691.	PHYSICIAN ASSISTANT (PA) PROGRAM STUDENT RECORDS	Extension	EVT+50	UW-TRANS
45	53001692.	PHYSICIAN ASSISTANT (PA) PROGRAM APPLICANTS - NOT ACCEPTED	Extension	EVT+4	DEST
/534255/	<i>SMPH - GERIATRICS & ADULT DEVELOPMENT</i>				
46	01639000.	CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUDY RECORDS	Amended	EVT+15	DEST
/536110/	<i>SMPH - ORTHOPEDIC & REHAB - ORTHOPEDICS</i>				
47	53001702.	ORTHOPEDIC RESIDENCY PROGRAM APPLICATION RECORDS - NOT ADMITTED OR DID NOT ENROLL	Extension	EVT+4	DEST
48	53001703.	ORTHOPEDIC RESIDENCY PROGRAM APPLICATION RECORDS - ACCEPTED	Extension	EVT+10	DEST
49	53001704.	CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUDY RECORDS	Extension	EVT+15	DEST
/539800/	<i>SMPH - DIVISION OF ADULT UROLOGY</i>				
50	00691000.	UROLOGY RESEARCH DOCUMENTS	Extension	CR+15	DEST

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

285W-UW SYSTEM ADMINISTRATION					
51	W0000331.	HEALTH SERVICES PATIENT RECORDS	New	EVT+10	DEST
52	W0000332.	STUDENT ATHLETE HEALTH FILES	New	EVT+10	DEST
53	W0000333.	ADULT ACTIVITY HEALTH RECORDS	New	EVT+4	DEST
54	W0000334.	HEALTH INSURANCE PLAN RECORDS	New	CR+5	DEST
55	W0000335.	HEALTH PROVIDER APPOINTMENT SCHEDULES	New	EVT+7	DEST
56	W0000336.	HEALTH SERVICES QUALITY IMPROVEMENT RECORDS	New	EVT+3	DEST

370-NATURAL RESOURCES					
<i>/011/</i>	<i>WILDLIFE MANAGEMENT</i>				
57	00603000.	WILDLIFE HEALTH PROGRAM RECORDS	Amended	EVT+49	DEST
		Event, retention, and disposition changed.			
58	01234000.	WILDLIFE REHABILITATION LICENSES	New	EVT+5	DEST
<i>/014/</i>	<i>PARKS & RECREATION</i>				
59	01237000.	PRM LAND USE PERMISSION RECORDS	New	EVT+5	DEST
<i>/015/</i>	<i>NATURAL HERITAGE CONSERVATION</i>				
60	01110000.	ENDANGERED/THREATENED (E/T) SPECIES PERMIT RECORD	Amended	EVT+10	DEST
61	01111000.	FALCONRY PERMITS	Amended	EVT+10	DEST
62	01232000.	LAKES STATES FOREST MANAGEMENT BAT HABITAT CONSERVATION PLAN - BAT HCP	New	EVT+10	DEST
63	01233000.	INVASIVE SPECIES PERMIT RECORD	New	EVT+10	DEST
<i>/016/</i>	<i>FISHERIES MANAGEMENT</i>				
64	01196000.	FISH HEALTH RECORDS	Amended	CR+10	SHSW
65	01197000.	FISH PERMITS AND LICENSES	Amended	EVT+5	DEST
66	01199000.	TROUT STREAM CLASSIFICATIONS	Amended	PERM	PERM
67	01200000.	FISH CONTAINMENT MONITORING PROGRAM - REPORTS	Amended	EVT+20	DEST
68	01202000.	TREATY RECORDS	Amended	EVT+10	DEST
69	01235000.	STATE FISH HATCHERY RECORDS	New	CR+25	SHSW
		Title and description changed.			
70	01236000.	NATURAL WATERBODY PERMIT APPLICATIONS, PERMITS, AND JURISDICTIONAL REVIEWS	New	EVT+25	SHSW

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

435-HEALTH SERVICES					
/102/	DPH - ENVIRONMENTAL & OCCUPATIONAL HEALTH				
71	00245000.	SCHOOL ASBESTOS MANAGEMENT PLANS	Amended	EVT+3	DEST
		Disposition changed.			
72	01028000.	CHILDHOOD LEAD POISONING	Amended	PERM	PERM
		Description changed.			
73	01036000.	SUPERFUND AND OTHER HAZARDOUS SITE HEALTH ASSESSMENTS	Amended	EVT+10	DEST
/108/	DPH - COMMUNICABLE DISEASE				
74	01152000.	WISCONSIN IMMUNIZATION REGISTRY (WIR)	New	PERM	PERM
		Description changed.			
75	01153000.	VACCINE PROVIDER PROGRAMS	New	FIS+5	DEST
/199/	DPH - DIVISION WIDE				
76	01066000.	GENERAL PUBLIC HEALTH AND PUBLIC HEALTH NURSING PRACTICE RECORDS	Amended	CR+7	DEST
/500/	DCTS - ADMINISTRATION				
77	00940000.	CLIENT GRIEVANCE RECORDS	Amended	EVT+25	DEST
78	00943000.	CLIENT GRIEVANCE DECISIONS FOR STAGE 3/LEVEL III AND STAGE 4/LEVEL IV	Amended	EVT+20	DEST
/901/	DPH - HEALTH INFORMATICS - VITAL RECORDS				
79	01109000.	DOMESTIC PARTNERSHIP CERTIFICATES - DECLARATIONS AND TERMINATIONS	Extension	PERM	PERM

505F-HEARINGS & APPEALS					
/407/	HEARINGS & APPEALS				
80	00001000.	PROBATION AND PAROLE REVOCATION HEARINGS, CASE FILES	Amended	EVT+7	DEST
81	00100000.	PROBATION AND PAROLE REVOCATION CASES - CLOSED, NO HEARING	Amended	EVT+1	DEST

515-EMPLOYEE TRUST FUNDS					
/700/	ETF DEPARTMENT RECORDS				
82	00086D00.	STATEMENT OF BENEFITS	Amended	EVT+40	DEST
83	00086E00.	LATE REPORTED EARNINGS, SUSPENDED AND REJECTED TRANSACTION REPORTS	Amended	EVT+10	DEST
84	00086F00.	WISCONSIN EMPLOYEE BENEFIT CHANGE ACTIVITY REPORTS	Amended	CR+7	DEST
85	00086G00.	WISCONSIN EMPLOYEE BENEFIT ENROLLMENT AND RECONCILIATION	Amended	CR+10	DEST
86	00086I00.	WISCONSIN EMPLOYEE BENEFIT TRANSACTION CONTROL REPORTS	Amended	CR+1	DEST
87	00086L00.	EMPLOYER TRANSACTION DATA	Amended	EVT+40	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
88	00086M00.	WISCONSIN EMPLOYEE BENEFIT YEAR END PROCESSING	Amended	EVT+40	DEST
89	00086N00.	ACTIVE LIVES ACTUARY FILE	Amended	CR+10	DEST
90	00086O00.	WISCONSIN EMPLOYEE BENEFIT SERVICE PURCHASE AND BUYBACK	Amended	EVT+40	DEST
91	00316000.	UNVERIFIED DOCUMENTS IN MY INSURANCE BENEFITS	New	PERM	PERM

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					
/036286/	TWO RIVERS				
	POLICE DEPARTMENT				
92	TR0002	RIDE ALONG WAIVERS	New	FIS+2	DEST
93	TR0003	EMPLOYEE DEATH OR SERIOUS INJURY PACKET	New	EVT+1	DEST
94	TR0004	BICYCLE REGISTRATION	Amended	CR+1	DEST
	Description, retention and event changed.				
95	TR0005	TELEPHONE RECORDINGS	Amended	CR+1	DEST
	Description changed.				
96	TR0006	COURT TRIAL RECORDINGS	Amended	CR+5	DEST
	Event and confidential citation changed.				
97	TR0007	GENERAL ORDERS, MEMOS, AND DIRECTIVES	Amended	CR+5	DEST
	Description changed.				
98	TR0008	DAILY WORK SCHEDULES	New	CR+2	DEST
99	TR0009	DAILY BRIEFING LOG	New	FIS+3	DEST
	Confidential citation changed.				
100	TR0010	INTERNAL INVESTIGATION / CITIZEN COMPLAINT RECORDS	Amended	EVT+7	DEST
	Confidential citation changed.				
	Denied approval.				
101	TR0011	USE OF FORCE FORM	New	FIS+7	DEST
	Event and confidential citation changed.				
102	TR0012	TRAINING RECORDS	Amended	CR+7	DEST
	Confidential citation changed.				

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
103	TR0013	FIELD TRAINING RECORDS	New	EVT+8	DEST
104	TR0014	MUNICIPAL SUMMONS / CITATIONS	Renewal	FIS+7	DEST
		Confidential citation changed.			
105	TR0015	FINGERPRINTS - EMPLOYEE AND PUBLIC	New	EVT+1 DAY	DEST
106	TR0016	CITIZEN CONTACTS	Amended	CR+7	DEST
		Confidential citation changed.			
107	TR0017	CASE FILES	Amended	CR+10	DEST
		Event and confidential citation changed.			
108	TR0018	CASE FILES - UNLIMITED PROSECUTION	Renewal	PERM	PERM
		Confidential citation changed.			
109	TR0019	BODY WORN CAMERA / IN-CAR VIDEO	New	CR+120 DAYS	DEST
		Confidential citation changed.			
110	TR0020	BODY WORN CAMERA / IN-CAR VIDEO - ENFORCEMENT ACTION	New	CR+5	DEST
		Event and confidential citation changed.			
<i>/041251/</i>	<i>MILWAUKEE</i>				
<i>/221/</i>	<i>OFFICE OF CITY TREASURER</i>				
111	69-0056	TAX DEED FORECLOSURE FILES	Amended	EVT+3	DEST
		Denied approval.			
<i>/287/</i>	<i>EMPLOYEE'S RETIREMENT SERVICES</i>				
112	24-0012	INVESTMENT BOND REGISTERS	New	EVT+7	DEST
<i>/300/</i>	<i>MILWAUKEE POLICE DEPARTMENT</i>				
113	69-0189	OPERATING WHILE IMPAIRED (OWI) CITATION RECORDS	Amended	EVT+7	DEST
<i>/330/</i>	<i>MILWAUKEE POLICE DEPARTMENT</i>				
114	88-0058	NARCOTICS BURN FOLDER - PROPERTY CONTROL	Amended	EVT+8	DEST
<i>/331/</i>	<i>MILWAUKEE POLICE DEPARTMENT</i>				
115	88-0056	NARCOTICS BURN FOLDER - NON-PROPERTY CONTROL UNITS	Amended	EVT+1	DEST
<i>/340/</i>	<i>MILWAUKEE POLICE DEPARTMENT</i>				
116	97-0054	LOUD CAR STEREO CITIZEN COMPLAINT FORM	Amended	EVT+3	DEST
<i>/900/</i>	<i>CITYWIDE GLOBAL SCHEDULES</i>				
117	24-0011	FAMILY MEDICAL LEAVE ACT CHRONOLOGICAL FILES	New	FIS+3	DEST
118	70-0049	CERTIFICATE OF RECORDS DISPOSITION AND RELATED RECORDS	Amended	FIS+25	DEST

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

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