

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

145-COMMISSIONER OF INSURANCE					
/300/	FINANCIAL ANALYSIS AND EXAMINATIONS				
1	00024000.	STATEMENT OF ANNUAL TAXES AND FEES	Amended	EVT+10	DEST
2	00027000.	DECLARATION OF WI PREMIUM TAX & FIRE DUES - QUARTERLY	Amended	EVT+6	DEST
3	00148000.	TAX FILINGS FOR SURPLUS LINES, RISK RETENTION GROUPS (RRGS) & DIRECTLY PLACED POLICIES	Amended	EVT+10	DEST

155R-PSC-RAILROADS, OFFICE OF THE COMMISSIONER					
4	00037000.	SIGNAL MAINTENANCE CLAIMS	Amended	EVT+7	DEST

285W-UW SYSTEM ADMINISTRATION					
5	W0000354.	HONORARY DEGREES - SUCCESSFUL	New	EVT+3	UW-TRANS
6	W0000355.	HONORARY DEGREES - UNSUCCESSFUL	New	EVT+3	DEST
7	W0000356.	HONORARY DEGREES - RESCINDED	New	EVT+3	UW-TRANS
8	W0000357.	STUDENT FINANCIAL AID RECORDS	New	EVT+3	DEST
9	W0000358.	STUDENT FINANCIAL ACCOUNT RECORDS	New	EVT+3	DEST
10	W0000359.	UNIVERSITY ACADEMIC PLANNING RECORDS	New	EVT+3	UW-TRANS
11	W0000360.	PROGRAM PARTICIPATION RECORDS	New	EVT+6	DEST
12	W0000361.	STUDENT GRANT ADMINISTRATIVE FILES	New	EVT+3	DEST
13	W0000362.	STUDENT TUITION GRANT FILES	New	EVT+3	DEST
14	W0000363.	MILITARY AND VETERAN EDUCATION BENEFITS AND SUPPORTING RECORDS	New	EVT+3	DEST
15	W0000364.	STUDENT LOAN PROGRAM ADMINISTRATION RECORDS	New	EVT+3	DEST
16	W0000366.	FISCAL OPERATIONS REPORT AND APPLICATION TO PARTICIPATE (FISAP) RECORDS	New	EVT+3	DEST
17	W0000367.	TITLE VII ANNUAL OPERATING REPORT	New	EVT+3	DEST
18	W0000368.	STUDENT LOAN CASE FILES AND REPAYMENT RECORDS	New	EVT+7	DEST
19	W0000369.	BUREAU OF INDIAN AFFAIRS GRANT FILES	New	EVT+3	DEST
20	W0000370.	FEDERAL PELL GRANT ELECTRONIC STATEMENTS OF ACCOUNT	New	EVT+3	DEST
21	W0000371.	FEDERAL WORK-STUDY ADMINISTRATIVE RECORDS	New	EVT+3	DEST
22	W0000372.	STUDENT JOB APPLICATIONS	New	EVT+1	DEST

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23	W0000373.	STUDENT EMPLOYEE PERSONNEL FILES	New	EVT+8	DEST
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395-TRANSPORTATION					
24	00012000.	RAILROAD HIGHWAY CONTRACTS: CONSTRUCTION AND MAINTENANCE AGREEMENTS	Amended	EVT+3	DEST
25	00161000.	RAILROAD HIGHWAY & SAFETY PROGRAM PROJECT FILES	Amended	EVT+6	DEST
26	00162000.	FORCEWORK AGREEMENTS AND RELATED RECORDS	Amended	EVT+1	DEST
27	00163000.	RAILROADS REAL ESTATE RIGHTS ACQUISITION FILES	Amended	PERM	PERM
28	00164000.	FREIGHT RAILROAD ABANDONMENT CASE FILE	Amended	EVT+10	DEST
29	00168000.	RAILROAD CROSSING INFORMATION SYSTEM (RCIS) DATA	Amended	EVT+0	DEST
30	00169000.	FREIGHT RAILROAD INFRASTRUCTURE IMPROVEMENT PROGRAM (FRIIP)	Amended	EVT+3	DEST
31	00177000.	TRANSPORTATION ECONOMIC ASSISTANCE (TEA) RAIL PROGRAM FILES	Amended	EVT+6	DEST
32	00360000.	PASSENGER RAIL SERVICE PROGRAM FILES	Amended	EVT+6	SHSW
33	00361000.	RAILROAD PROPERTY MANAGEMENT FILES	Amended	PERM	PERM
34	00362000.	FREIGHT RAILROAD PRESERVATION PROGRAM (FRPP)	Amended	EVT+6	DEST

425-EMPLOYMENT RELATIONS COMMISSION					
35	00002000.	ARBITRATION AND IMPARTIAL HEARING OFFICER CASE FILES	Amended	EVT+1	DEST
36	00006000.	DECLARATORY RULING, COMPLAINT, ELECTION, PERSONNEL APPEAL, RECERTIFICATION / UC CASE FILES - DECISION ISSUED	Amended	EVT+5	DEST
37	00006A00.	DR, COMPLAINT, ELECTION / RECERTIFICATION, MEDIATION, PA, UC - NO DECISION; GRIEVANCE ADHOC PANEL REQUEST	Amended	EVT+1	DEST
38	00015000.	DISPUTE NOTICES	Renewal	FIS+4	DEST
39	00016000.	DECISION NO. AND AWARD NO. INDEX	Amended	EVT+49	SHSW
40	00030000.	NOTICES OF CONSEQUENCE; 10-DAY NOTICE OF INTENT TO STRIKE	Amended	EVT+2	DEST

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435-HEALTH SERVICES					
41	01163000.	HEALTH AND RESIDENTIAL CARE FACILITIES - COMPLAINTS AND SELF-REPORTS	New	EVT+7	DEST
/105/	DPH - OFFICE OF PREPAREDNESS AND EMERGENCY HEALTH CARE				
42	00226000.	EMS COMMUNICATION RECORDS	Amended	EVT+10	DEST
43	00228000.	EMR AND EMSP CERTIFICATION / LICENSE	Amended	EVT+20	DEST
44	00229000.	EMS COMPLAINT FILES	Amended	EVT+5	DEST
45	00231000.	EMERGENCY MEDICAL SERVICE PROVIDER LICENSURE	Amended	EVT+5	DEST
/225/	DCTS - FACILITIES				
46	00485000.	SCHOOL TRANSCRIPTS AND DIPLOMAS	Amended	PERM	PERM
47	01161000.	CLIENT / PATIENT LEGAL FILES	New	EVT+50	DEST
48	01162000.	STUDENT RECORDS	New	EVT+6	DEST
/810/	SECRETARY AND EXECUTIVE OFFICES				
49	01160000.	B-ROLL FOOTAGE	New	EVT+0/6	DEST

475-DISTRICT ATTORNEYS					
50	00142000.	TRAFFIC, MISDEMEANOR, CIVIL OR RELATED CASES - ADULT	Amended	EVT+3	DEST
51	00143000.	FELONY CASES - PUNISHABLE BY LIFE IMPRISONMENT	Amended	EVT+50	DEST
52	00144000.	FELONY CASES - PUNISHABLE BY A MAX IMPRISONMENT OF 20 OR MORE YEARS	Amended	EVT+20	DEST
53	00145000.	FELONY CASES - PUNISHABLE BY A MAXIMUM IMPRISONMENT OF LESS THAN 20 YEARS	Amended	EVT+10	DEST
54	00146000.	TRAFFIC, MISDEMEANOR, CIVIL OR RELATED CASES - JUVENILE	Amended	EVT+3	DEST
55	00147000.	DISTRICT ATTORNEY CASE FILES - HISTORICALLY SIGNIFICANT	Amended	EVT+50	SHSW

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485-VETERANS AFFAIRS				
/007/	OFFICE OF LEGAL COUNSEL			
56	00142000.	LEGAL CASE FILES, EMPLOYMENT	Amended	EVT+12
57	00143000.	LEGAL CASE FILES, VETERANS BENEFIT APPEALS	Amended	EVT+2
58	00144000.	LEGAL CASE FILES, COLLECTIONS	Amended	EVT+25

505-ADMINISTRATION				
/900/	INTERGOVERNMENTAL RELATIONS			
59	00157000.	CONSOLIDATION, COOPERATIVE, & BOUNDARY CHANGE AGREEMENTS	Amended	EVT+10
60	00158000.	ANNEXATION REVIEW, ANNEXATION & DETACHMENT ORDINANCE FILING DOCUMENTS, AND CONTIGUITY REVIEWS	Amended	EVT+10
61	00161000.	MUNICIPAL INCORPORATIONS & CERTIFICATES OF INCORPORATION	Amended	PERM
62	00346000.	COUNTY SUPERVISORY DISTRICTS & MUNICIPAL CHARTER ORDINANCES	Amended	EVT+10

566-REVENUE				
/8421/	LOTTERY			
63	00483000.	LOTTERY RESEARCH	New	EVT+10

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				
/013251/	MADISON, CITY OF			
64	GS000038.	HIRING AND RECRUITMENT	Amended	EVT+4
/22/	PLANNING			
65	PU000004.	ADOPTED PLANS	Renewal	EVT+30
66	PU000007.	PLANNING AGREEMENTS	Amended	PERM
67	PU000008.	GENERAL STUDIES AND PROGRAMS	Renewal	FIS+20

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/38/	HUMAN RESOURCES				
68	HR000013.	OFFICIAL PERSONNEL FILE	Amended	EVT+8	DEST
69	HR000020.	PERSONNEL MEDICAL FILES	New	EVT+8	DEST
/57/	TRAFFIC ENGINEER				
70	TE000003.	LOCATION FILES	Amended	FIS+25	DEST
71	TE000004.	ELECTRICAL INFRASTRUCTURE	Amended	EVT+3	DEST
72	TE000005.	TAXI COMPANY RELATED	Amended	FIS+7	DEST
/71/	POLICE				
73	PD000007.	RIDE ALONG WAIVERS	Renewal	FIS+2	DEST
74	PD000011.	ORDINANCE CITATIONS	Amended	FIS+5	DEST
75	PD000012.	MOTOR VEHICLE ACCIDENT REPORTS	Amended	EVT+1 DAY	DEST
76	PD000013.	LEAP REFERRALS	Renewal	EVT+1 DAY	DEST
77	PD000014.	PSIA RECORDS	Amended	EVT+8	DEST
78	PD000100.	STATE INCIDENT BASED REPORT	Renewal	FIS+20	DEST
79	PD000101.	GENERAL & STANDARD OPERATING PROCEDURES	Amended	EVT+7	SHSW
80	PD000102.	PERSONAL CRISIS CONTACT FORMS	Renewal	EVT+1 DAY	DEST
81	PD000103.	AFTER ACTION REPORT	Renewal	FIS+7	DEST
82	PD000104.	ASSET FORFEITURES	Renewal	FIS+7	DEST
83	PD000106.	PRELIMINARY INCIDENT REPORTS	Renewal	FIS+2	DEST
84	PD000201.	COMMUNITY ACADEMIES	Amended	EVT+2	SHSW
85	PD000202.	YOUTH ACADEMIES AND EXPLORERS 911	Amended	EVT+2	DEST
86	PD000203.	ACTIVITY LOGS AND BULLETINS	Amended	FIS+12	DEST
87	PD000300.	CONFIDENTIAL INFORMANT FILE / LOG	Renewal	FIS+35	DEST
88	PD000301.	ANONYMOUS TIPS	Amended	EVT+1 MO	DEST
89	PD000302.	DRUG UNIT SUMMARY REPORTS	Renewal	FIS+7	DEST
90	PD000303.	SEIZED VEHICLE FILE	Renewal	EVT+7	DEST
91	PD000304.	FLEET VEHICLE FILES (TASK FORCE)	Renewal	EVT+7	DEST
92	PD000305.	TASK FORCE EXPENSE ACCOUNT	Amended	FIS+7	DEST
93	PD000400.	OFFICER INVOLVED CRITICAL INCIDENT / SHOOTING REVIEW	Renewal	EVT+8	DEST

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94	PD000500.	CIS DAILY BULLETIN AND BRIEFING MATERIALS	Amended	FIS+3	DEST
95	PD000503.	CRIME ANALYST REPORTS	Renewal	FIS+5	DEST
96	PD000504.	SIU PROGRAM FILES	Renewal	FIS+25	DEST
97	PD000505.	SPECIALIZED UNITS	Renewal	FIS+5	DEST
98	PD000600.	MPD PERSONNEL FILE	Renewal	EVT+8	DEST
99	PD000601.	PRE-EMPLOYMENT DOCUMENTATION - NOT HIRED	Renewal	EVT+4	DEST
100	PD000602.	DEPARTMENT EMPLOYEE PHOTO	Amended	EVT+8	DEST
101	PD000603.	ACADEMY AND INSERVICE COURSE FILES	Renewal	FIS+20	DEST
102	PD000604.	FIELD TRAINING OFFICER - POST 2015	Amended	EVT+8	DEST
103	PD000605.	FIELD TRAINING OFFICER - PRIOR TO 2015	Renewal	FIS+50	DEST
104	PD000606.	SPECIALIZED TRAINING - NON-MPD EMPLOYEES	Renewal	FIS+7	DEST
105	PD000607.	CANINE & MOUNTED PATROL	Amended	FIS+7	DEST
106	PD000608.	ANNUAL PROMOTIONAL PROCESS	Renewal	FIS+8	DEST
107	PD000609.	CLOSED POSITION PROCESS FILES	Renewal	EVT+4	DEST
108	PD000610.	USE OF FORCE FORM	Amended	FIS+4	DEST
109	PD000611.	FIREARMS & ARMORY	Renewal	EVT+1	DEST
110	PD000612.	LESS LETHAL WEAPON CHECKOUT	Renewal	FIS+1	DEST
111	PD000613.	SQUAD CAR VIDEO	New	CR+120 DAYS	DEST
112	PD000614.	MPD PERSONNEL MEDICAL FILES	New	EVT+8	DEST
113	PD000615.	BODY WORN CAMERA RECORDINGS	New	CR+120 DAYS	DEST
114	PD000700.	PROPERTY ROOM MANUALS	Renewal	EVT+15	DEST
115	PD000701.	PROPERTY ROOM ACCESS	Amended	FIS+7	DEST
116	PD000702.	PROPERTY INVENTORY & AUDIT	Renewal	FIS+20	DEST
117	PD000703.	NON-EVIDENTIARY DATA & VIDEO	New	EVT+1	DEST
118	PD000704.	EVIDENCE SEIZURE DOCUMENTATION	New	EVT+7	DEST
119	PD000800.	FBI, DOJ, & OTHER POLICE RECORDS AUDITS	Amended	EVT+4	DEST
120	PD00801A.	CASE FILES - LIMITED PROSECUTION MORE THAN 7 YEARS	New	CR+30	DEST
121	PD00801B.	CASE FILES - LIMITED PROSECUTION LESS THAN 7 YEARS	New	CR+10	DEST
122	PD00801C.	CASE FILES UNLIMITED PROSECUTION	New	CR+75	DEST

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123	PD00801D.	CASE FILES - HISTORICALLY SIGNIFICANT	New	EVT+50	SHSW
124	PD00801E.	CASE FILES - INCIDENTS AND NON-CRIMINAL EVENTS - OFFICIAL REPORTS	New	CR+10	DEST
125	PD00801F.	CASE FILES - INCIDENTS AND NON-CRIMINAL EVENTS - SUPPLEMENTAL MATERIALS	New	CR+5	DEST
126	PD000803.	OFFICER INVOLVED CRITICAL INCIDENTS (OICI) CASES	Amended	PERM	PERM
127	PD000805.	ARREST LOG	Renewal	FIS+1	DEST
128	PD000806.	FINGERPRINTS - PERMITS, EMPLOYEE AND PUBLIC	Renewal	EVT+1 DAY	DEST
129	PD000807.	PARKING TICKETS & SUPPLEMENTAL DOCUMENTS	Renewal	FIS+7	DEST
130	PD000808.	CITATION REVIEW & MODIFICATION DOCUMENTS	Renewal	FIS+7	DEST
131	PD000809.	TOW & IMPOUND RECORDS	Amended	FIS+5	DEST
132	PD000810.	AUTOMATED VEHICLE LOCATOR	Renewal	CR+180 DAYS	DEST
133	PD000900.	ABANDONMENT LOG	Renewal	FIS+1	DEST
134	PD000901.	LASER LOGS	Renewal	EVT+7	DEST
135	PD000902.	COMPLAINTS DOCUMENTATION	Renewal	FIS+1	DEST
136	PD000903.	TRAFFIC STOP WARNING CARD	Renewal	FIS+7	DEST
137	PD000905.	TEMPORARY POSTING NO PARKING CHECKS	Renewal	FIS+7	DEST
138	PD000906.	TICKET REVIEW REQUESTS	Amended	EVT+7	DEST
139	PD000907.	STREET USE & PARADE PERMITS	Renewal	FIS+7	DEST
140	PD000908.	SPECIAL EVENTS	Amended	FIS+7	DEST
141	PD000909.	QUARTERLY PARKING & TRAFFIC ACTIVITY REPORTS	Renewal	FIS+7	DEST
<i>/72/</i>	<i>FIRE</i>				
142	FD000010.	JUVENILE RECORDS	Amended	FIS+18	DEST
143	FD000028.	MFD PERSONNEL MEDICAL FILES	New	EVT+8	DEST
<i>/82/</i>	<i>PARKING UTILITY</i>				
144	TEP00001.	RAMP MAINTENANCE	Renewal	EVT+3	DEST
145	TEP00002.	RESIDENTIAL PARKING PERMITS	Amended	FIS+5	DEST
<i>/91/</i>	<i>CDA - REDEVELOPMENT</i>				
146	CDA00001.	CDA REDEVELOPMENT - HOUSING PROJECTS	Renewal	EVT+7	DEST
147	CDA00002.	CDA VILLAGE ON PARK	Amended	EVT+7	DEST
<i>/041251/</i>	<i>MILWAUKEE</i>				

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/152/	DEPARTMENT OF ADMINISTRATION				
148	12-0015	CONTRACT DEVELOPMENT DOCUMENTS	Amended	EVT+6	DEST
149	13-E029	AWARDED CONTRACTS	Amended	EVT+6	DEST
150	25-0016	PREFERENCE PROGRAM MONITORING DOCUMENTATION	New	EVT+3	DEST
151	25-0017	PREFERENCE PROGRAM AFFIDAVITS & WAIVERS	New	FIS+2	DEST
152	25-0018	SLAVERY ERA BUSINESS AND PROFIT DISCLOSURES	New	PERM	PERM
153	25-0019	BID DOCUMENTATION AND EVALUATION - UNSUCCESSFUL BIDDERS	New	EVT+4	DEST
154	97-0031	X-FILES	Amended	EVT+6	DEST
/195/	DEPARTMENT OF CITY DEVELOPMENT				
155	11-0014	PROPERTY ACQUISITION - REJECTED / CANCELLED BIDS	Amended	EVT+6	DEST
/200/	DEPARTMENT OF NEIGHBORHOOD SERVICES				
156	25-0014	NON-BUILDING PERMITS	New	EVT+7	DEST
157	73-0101	COMPLETED PERMIT / PREMISES RECORD	Amended	PERM	PERM
/221/	CITY TREASURER				
158	15-E027	LOTTERY & GAMING CREDIT PROGRAM	Amended	EVT+4	DEST
159	15-E028	RETURN REMITTANCE BILL PAYMENT ENVELOPES	Amended	FIS+1	DEST
/225/	CITY TREASURER				
160	15-E029	PROPERTY TAX ACCOUNT TRANSACTION DOCUMENTS	Amended	EVT+3	DEST
/230/	CITY ASSESSOR				
161	15-0022	EXEMPTION REPORTS - BI-ANNUAL	Amended	EVT+3	DEST
/384/	MILWAUKEE HEALTH DEPARTMENT				
162	09-0036	DEPRESSION SCREEN RECORDS	Amended	EVT+7	DEST
/385/	MILWAUKEE HEALTH DEPARTMENT				
163	69-0147	WATER EXAMINATION	Amended	FIS+10	DEST
/386/	MILWAUKEE HEALTH DEPARTMENT				
164	25-0015	ISOLATION SITE INTAKE AND WELLNESS CHECK FORMS	New	EVT+3	DEST
/389/	MILWAUKEE HEALTH DEPARTMENT				
165	96-0001	REPORT FOR DISPOSAL OF HUMAN REMAINS	Amended	EVT+1	DEST
/900/	CITYWIDE GLOBAL SCHEDULES				

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166	19-0010	VISITOR ACCESS AND APPOINTMENT LOGS	Amended	EVT+3	DEST
167	25-0006	LIABILITY WAIVERS	New	EVT+3	DEST
168	67-0027	COMMODITY / SERVICE SPECIFICATION	Amended	EVT+1	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