Public Records Board
Fourth Quarter 2026
Records Series Index

Preliminary Review by the
Records Management Committee
on October 27, 2026

Pending approval by the
Public Records Board
on November 30, 2026

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	**(* see Legend on last page)**		
144-FINANCIAL INSTITUTIONS					
/3500/	*NOTARY & TRADEMARKS*				
1	00146000.	FOUR YEAR NOTARY APPLICATION, OATHS AND BOND FORMS	Amended	EVT+20	DEST
285A-UW MADISON					
2	A0001953.	WISCONSIN NATIONAL PRIMATE RESEARCH CENTER: PRIMATE HEALTH RECORDS	Amended	EVT+75	DEST
285W-UW SYSTEM ADMINISTRATION					
3	W0000251.	ROUTINE LICENSE PLATE REGISTRATION (LPR) DATA AND READS	Amended	EVT+30 DAYS	DEST
4	W0000282.	CONTINUITY OF OPERATION PLAN ACTIVATIONS - MINOR / ROUTINE	Amended	EVT+7	DEST
5	W0000365.	CONTINUITY OF OPERATION PLAN ACTIVATIONS - HISTORICALLY SIGNIFICANT	Amended	EVT+10	UW-TRANS
6	W0000381.	CHILD CARE CENTER CHILD FILES - ENROLLED	New	EVT+3	DEST
7	W0000382.	CHILD CARE CENTER CHILD FILES - NOT ENROLLED	New	EVT+1	DEST
8	W0000383.	MENUS FOR MEALS AND SNACKS	New	CR+3 MOS	DEST
9	W0000384.	CHILD AND ADULT CARE FOOD PROGRAM (CACFP) RECORDS	New	EVT+3	DEST
10	W0000385.	CHILD CARE CENTER STAFF RECORDS	New	EVT+8	DEST
11	W0000386.	CHILD CARE CENTER WAITLIST RECORDS	New	EVT+0	DEST
12	W0000387.	CHILD CARE CENTER MEDICAL LOG BOOKS	New	EVT+10	DEST
13	W0000388.	DELEGATION AUTHORITY FOR PERSONNEL TRANSACTIONS	New	EVT+5	DEST
14	W0000389.	HR PERSONNEL HIRING AND POSITION CHANGE FORMS AND REQUESTS	New	EVT+6	DEST
15	W0000390.	POSITION VACANCY LISTING OR POSITION ANNOUNCEMENT	New	EVT+6	DEST
16	W0000391.	BACKGROUND CHECKS AND FINGERPRINT DOCUMENTATION	New	EVT+7	DEST
17	W0000392.	CANDIDATE FILES	New	EVT+6	DEST
18	W0000393.	SEARCH AND SCREEN COMMITTEE RECORDS	New	EVT+6	DEST
19	W0000395.	AFFIRMATIVE ACTION RECORDS - APPLICANT POOL, EMPLOYMENT ACTIONS AND DECISIONS	New	EVT+3	DEST
20	W0000396.	AFFIRMATIVE ACTION RECORDS - PLANS	New	EVT+3	DEST
21	W0000397.	DISCRIMINATION COMPLAINT FILES	New	EVT+6	DEST
22	W0000398.	EMPLOYEE COMPLAINTS	New	EVT+6	DEST

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23	W0000399.	UNIVERSITY GRIEVANCE AND APPEALS	New	EVT+6	UW-TRANS
24	W0000400.	EMPLOYEE LAYOFF RECORDS	New	EVT+7	DEST
25	W0000401.	OFFICIAL PERSONNEL FILE	New	EVT+8	DEST
26	W0000402.	EMPLOYEE CAREER FILE	New	EVT+8	UW-TRANS
27	W0000403.	COMPENSATION, TITLING AND SALARY EQUITY RECORDS	New	EVT+6	DEST
28	W0000404.	HIPAA PRIVACY COMPLAINT FILES	New	EVT+6	DEST
29	W0000405.	H-1B, TN, E-3, O-1, AND J-1 RECORDS	New	EVT+3	DEST
30	W0000406.	H-1B AND E-3 LABOR CONDITION APPLICATIONS (LCA) PUBLIC ACCESS FILES	New	EVT+1	DEST
31	W0000407.	PROGRAM ELECTRONIC REVIEW MANAGEMENT (PERM) RECORDS	New	EVT+5	DEST
32	W0000408.	FORM I-140 RECORDS	New	EVT+5	DEST
33	W0000409.	FOR-CREDIT COURSE EVALUATION DATA AND SUMMARIES	New	EVT+10	DEST
34	W0000410.	COURSE EVALUATION DATA SETS (STUDENT IDENTIFIERS REMOVED)	New	CR+10	DEST
35	W0000411.	FOR-CREDIT PROGRAMS - ANNUAL ASSESSMENT REPORTS OR SUMMARIES	New	EVT+10	DEST
36	W0000412.	FACULTY TENURE FILE - SUCCESSFUL AND UNSUCCESSFUL	New	EVT+10	UW-TRANS
37	W0000413.	UNIVERSITY WELLNESS PROGRAM AND RELATED ACTIVITIES	New	EVT+5	DEST
38	W0000414.	ANIMAL HEALTH RECORDS	New	EVT+3	DEST
39	W0000415.	RESEARCH ANIMAL CARE AND HUSBANDRY RECORDS	New	EVT+3	DEST
40	W0000416.	RESEARCH ANIMAL PROGRAM INSTITUTIONAL COMPLIANCE RECORDS	New	EVT+3	DEST
41	W0000417.	RESEARCH ANIMAL PROGRAM INSPECTIONS AND REPORTING	New	EVT+3	DEST
42	W0000418.	ANIMAL CARE AND USE COMMITTEE (ACUC) PROTOCOLS: APPROVED	New	EVT+3	DEST
43	W0000419.	OVERSIGHT COMMITTEE REVIEW OF APPLICATIONS: NOT REVIEWED OR APPROVED	New	EVT+3	DEST
44	W0000420.	ANIMAL CARE TRAINING COMPLETION RECORDS	New	EVT+6	DEST
45	W0000421.	STUDENT SUPPLIED RECORDS FOR PROGRAM PARTICIPATION	New	EVT+7	DEST
435-HEALTH SERVICES					
/102/	*DPH - ENVIRONMENTAL & OCCUPATIONAL HEALTH*				
46	01171000.	LEAD AND ASBESTOS - APPLICATIONS, OVERSIGHT ACTIVITIES, AND ENFORCEMENT EVIDENCE	New	EVT+5	DEST
47	01172000.	LEAD AND ASBESTOS - REGULATED ACTIVITY DECISIONS	New	EVT+30	DEST

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48	01173000.	LEAD AND ASBESTOS - NOTIFICATIONS	New	PERM	PERM
/105/	*DPH - OFFICE OF PREPAREDNESS AND EMERGENCY HEALTH CARE*				
49	01174000.	TRAUMA REGISTRY PATIENT RECORDS	New	CR+20	DEST
/216/	*DCTS - CENTRAL WISCONSIN CENTER*				
50	00945000.	ADVOCACY REFERRALS	Extension	CR+3	DEST
/225/	*DCTS - FACILITIES*				
51	00264000.	EXCEPTIONAL NEEDS EDUCATION NEEDS (EEN) STUDENT FILES	Extension	EVT+1	DEST
52	00664000.	DAILY CARE DATA THAT IS SUMMARIZED IN CASE RECORD	Extension	EVT+1	DEST
53	00664A00.	DAILY CARE DATA THAT IS NOT SUMMARIZED IN CASE RECORD	Extension	EVT+8	DEST
54	00665000.	UTILIZATION REVIEWS	Extension	EVT+5	DEST
55	00902000.	PSYCHOLOGY TEST PROTOCOLS	Extension	EVT+8	DEST
56	00964000.	PLAN OF CARE - AUTOMATED	Extension	CR+7	DEST
/520/	*DCTS - PREVENTION TREATMENT AND RECOVERY*				
57	01170000.	MINOR SAFETY PLANS	New	EVT+7	DEST
/646/	*DQA - PLAN REVIEW INSPECTION*				
58	00592000.	HEALTH CARE CONSTRUCTION	Amended	EVT+50	DEST
59	01168000.	HEALTH CARE CONSTRUCTION WORKING DRAWINGS	New	EVT+20	DEST
60	01169000.	HEALTH CARE CONSTRUCTION WORKING DOCUMENTS	New	EVT+1	DEST
/707/	*DMS - CHILDREN'S SERVICES*				
61	00667000.	KATIE BECKETT CASE FILES	Amended	EVT+7	DEST
437-CHILDREN & FAMILIES					
/305/	*SAFETY AND WELL BEING: SAFETY AND PERFORMANCE, DIVISION OF*				
62	00962000.	DECLARATION OF PATERNAL INTEREST	Amended	EVT+1 MO	DEST
63	00962A00.	PATERNAL INTEREST REGISTRY - COURT INQUIRY	Amended	EVT+2	DEST
485-VETERANS AFFAIRS					
/024/	*PROGRAMS AND SERVICES - STATE APPROVING AGENCY*				
64	00148000.	FACILITY APPROVAL RECORDS	Amended	EVT+3	DEST

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65	00149000.	FACILITY CERTIFICATE OF DISAPPROVAL	Amended	EVT+10	DEST
66	00149A00.	FACILITY DISAPPROVAL RECORDS	Amended	EVT+1	DEST
67	00151000.	CONTRACTS, BUSINESS PLANS, AND REPORTS	Amended	EVT+7	DEST
68	00152000.	LISTS OF INSTITUTIONS AND VETERANS	Amended	EVT+7	DEST
505-ADMINISTRATION					
/213/	*CAPITAL FINANCE*				
69	00024000.	BOND LEGAL DOCUMENTS	Amended	EVT+4	DEST
/216/	*ENVIRONMENTAL IMPROVEMENT FUND*				
70	00117000.	MUNICIPAL FINANCIAL STATEMENTS AND FEDERAL SINGLE AUDITS	Amended	EVT+4	DEST
71	00118000.	ENVIRONMENTAL IMPROVEMENT FUND (EIF) FINANCIAL TRANSACTION RECORDS	Amended	EVT+5	DEST
72	00119000.	ADMINISTRATIVE FILES - DISBURSEMENT AND FUND TRANSFER RECORDS	Amended	FIS+20	SHSW
73	00195000.	CLOSED-OUT LOAN RECORDS	Amended	EVT+4	DEST
/225/	*STATE CONTROLLER'S OFFICE - FINANCIAL REPORTING GAAP*				
74	00201000.	ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) WORKPAPERS	Amended	FIS+10	DEST
566-REVENUE					
/8421/	*LOTTERY*				
75	00483000.	LOTTERY RESEARCH	New	EVT+50	DEST

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/	*MILWAUKEE*				
/360/	*DEPARTMENT OF NEIGHBORHOOD SERVICES*				
76	26-0012	ANIMAL KEEPING PERMITS	New	EVT+5	DEST

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/641/	*MILWAUKEE WATER WORKS*				
77	03-E022	WATER QUALITY DATA	Amended	CR+10	TRANS OTHER
78	26-0008	QUALITY CONTROL AND SPECIAL PROJECTS	New	EVT+10	DEST
79	26-0009	LEAD AND COPPER RULE RECORDS	New	CR+12	DEST
80	26-0010	WATER TESTING LAB REPORTS	New	FIS+10	DEST
81	26-0011	WATER QUALITY SUMMARY REPORTS	New	FIS+10	TRANS OTHER

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