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Division #	Division Name		Request *	Retention	Disposition *
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<b>115-AGRICULTURE, TRADE &amp; CONSUMER PROTECTION</b>					
/813/	OFFICE OF SECRETARY				
<b>1</b>	00049000.	LEGAL CASE FILES	Renewal	EVT+24	SHSW
		<b>Disposition changed.</b>			

<b>155-PUBLIC SERVICE COMMISSION</b>					
/155R/	PSC-RAILROADS, OFF. OF THE COMMISSIONER				
<b>2</b>	00035000.	RAILROAD MORTGAGES AND TRUST DEEDS	Amended	EVT+49	SHSW
<b>3</b>	00036000.	QUIET ZONE FILES	Amended	EVT+3	DEST

<b>285A-UW MADISON</b>					
/530223/	SMPH - ADMINISTRATION - CLINICAL TRIALS				
<b>4</b>	53001862.	CLINICAL RESEARCH - CLINICAL STUDIES, TRIALS AND PARTICIPANT RECORDS	Amended	EVT+20	DEST
/530305/	SMPH - ACADEMIC AFFAIRS - STUDENT ADMISSIONS				
<b>5</b>	01648000.	SCHOOL OF MEDICINE AND PUBLIC HEALTH - MD PROGRAM ADMISSIONS - MATRICULATED	Amended	EVT+7	DEST
/530342/	SMPH - ACADEMIC AFFAIRS - MEDIC				
<b>6</b>	A0002007.	MEDIC CLINIC CLIENT HEALTH RECORDS - ADULTS	New	EVT+7	DEST
<b>7</b>	A0002008.	MEDIC CLINIC CLIENT HEALTH RECORDS - MINORS	New	EVT+7	DEST
<b>8</b>	A0002009.	MEDIC CLINIC - MEDICAL STUDENT PARTICIPATION RECORDS	New	EVT+7	DEST
/536705/	SMPH - PEDIATRICS - GENERAL ADM				
<b>9</b>	01303000.	SCHOOL OF MEDICINE AND PUBLIC HEALTH - PEDIATRICS RESIDENCY APPLICATION FILES	Amended	EVT+5	DEST
/538500/	SMPH - POPULATION HEALTH SCIENCES				
<b>10</b>	53001861.	POPULATION HEALTH SCIENCES - CLINICAL STUDIES, TRIALS AND PARTICIPANT RECORDS	Amended	EVT+75	DEST
/539740/	SMPH - SURGERY - GENERAL SURGERY				
<b>11</b>	01654000.	GENERAL SURGERY CLINICAL STUDIES, TRIALS AND PARTICIPANT STUDY RECORDS	Amended	EVT+15	DEST

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285W-UW SYSTEM ADMINISTRATION					
<b>12</b>	W0000341.	VETERINARY MEDICINE ANIMAL MEDICAL RECORDS	New	EVT+20	DEST
<b>13</b>	W0000342.	VETERINARY MEDICINE CLIENT FEE ADJUSTMENT FORM	New	CR+3	DEST
<b>14</b>	W0000343.	VETERINARY MEDICINE TRANSFUSION RECORDS	New	EVT+20	DEST
<b>15</b>	W0000344.	VETERINARY MEDICINE INJECTION PREPARATION AND STERILE MANUFACTURING LOGS	New	EVT+1	DEST
<b>16</b>	W0000345.	VETERINARY MEDICINE RADIOGRAPHS	New	EVT+20	DEST
<b>17</b>	W0000346.	AUTOCLAVE STEAM LOAD LOGS AND CHART RECORDS	New	EVT+3	DEST
<b>18</b>	W0000347.	VETERINARY MEDICINE - PHARMACY REQUESTS	New	EVT+5	DEST
<b>19</b>	W0000348.	VETERINARY MEDICINE INTERNAL REQUISITION RECORDS	New	EVT+3	DEST
<b>20</b>	W0000349.	VETERINARY MEDICINE CONTROLLED SUBSTANCE SCHEDULE II AND III LOG BOOK	New	CR+10	DEST
<b>21</b>	W0000350.	VETERINARY MEDICINE - RESEARCH DRUG REQUESTS	New	EVT+10	DEST
<b>22</b>	W0000351.	CLINICAL LABORATORY GENERAL TESTING RECORDS	New	EVT+2	DEST
<b>23</b>	W0000352.	CLINICAL LABORATORY PROFICIENCY TESTING RECORDS	New	EVT+2	DEST
<b>24</b>	W0000353.	LABORATORY EQUIPMENT RECORDS	New	EVT+2	DEST

370-NATURAL RESOURCES					
<b>25</b>	01237000.	LAND USE PERMISSION RECORDS	Amended	EVT+5	DEST
<b>26</b>	01245000.	WILDLIFE SWITCHBOARD CALL DATA	New	EVT+10	DEST
/030/	PUBLIC SAFETY AND RESOURCE PROTECTION				
<b>27</b>	01238000.	WILD GINSENG DEALER RECORDS	New	EVT+3	DEST
<b>28</b>	01239000.	WILDLIFE VIOLATOR COMPACT	New	EVT+3	DEST
/034/	SCIENCE SERVICES				
<b>29</b>	00400000.	OPERATOR CERTIFICATION RECORDS	Amended	EVT+3	DEST
<b>30</b>	00403000.	EXAMINATION ROSTERS AND RESULTS	Amended	EVT+6 MOS	DEST
/042/	DRINKING WATER & GROUNDWATER				
<b>31</b>	00028000.	PRIVATE WELL APPROVAL SUMMARY CASE FILES	Amended	EVT+10	DEST
		Event and description changed.			
<b>32</b>	00028C00.	WELL APPROVAL (AKA HI CAP) SYSTEM INVENTORY DATA	Amended	EVT+2	DEST
		Withdrawn by agency.			

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<b>33</b>	00063B00.	WELL CONSTRUCTION REPORTS	Amended	PERM	PERM
<b>34</b>	00065000.	DRILLER/PUMP INSTALLER EXAM RECORDS	Amended	EVT+2	DEST
<b>35</b>	00065B00.	DRILLER/PUMP INSTALLER/RIG OPERATOR LICENSEE MASTER FILE	Amended	EVT+3	DEST
<b>36</b>	00066000.	DRILLER/PUMP INSTALLER RENEWALS	Amended	EVT+6	DEST
<b>37</b>	00067000.	PRIVATE WELL ACTIVITY CASE FILES (COUNTY FILES)	Amended	EVT+2	DEST
<b>38</b>	00068A00.	PRIVATE WELL WATER LAB RESULTS	Amended	EVT+6	DEST
<b>39</b>	00089000.	PRODUCT & EQUIPMENT APPROVAL CASE FILE	Amended	EVT+25	DEST
<b>40</b>	00089A00.	APPROVED PRODUCTS LIST	Amended	EVT+3	DEST
		<b>Event and description changed.</b>			
<b>41</b>	00136000.	SPECIAL INVESTIGATION STUDIES	Amended	EVT+10	DEST
<b>42</b>	00138000.	DRILLER/PUMP INSTALLER/RIG OPERATOR CASE FILES	Amended	EVT+10	DEST
<b>43</b>	00394000.	WELL AND HEAT EXCHANGE DRILLHOLE FILL AND SEALING REPORTS	Amended	PERM	PERM
<b>44</b>	00690000.	COUNTY WELL DELEGATION ORDINANCE APPROVED CASE FILES	Amended	EVT+6	DEST
<b>45</b>	00691000.	COUNTY WELL DELEGATION ORDINANCE DENIED CASE FILES	Amended	EVT+6	DEST
<b>46</b>	00692000.	COUNTY WELL DELEGATION STAFF CERTIFICATION CASE FILES	Amended	EVT+6	DEST
<b>47</b>	00694000.	COUNTY WELL DELEGATION PROGRAM AUDITS	Amended	EVT+6	DEST
<b>48</b>	00695000.	COUNTY WELL DELEGATION ENFORCEMENT RECORDS	Amended	EVT+6	DEST
<b>49</b>	00696000.	COUNTY WELL DELEGATION SPECIAL MEETING CASE FILES	Amended	EVT+3	DEST
<b>50</b>	01240000.	LANDFILL VARIANCE CASE FILES	New	EVT+3	DEST
		<b>Withdrawn by agency.</b>			
<b>51</b>	01241000.	PRIVATE WATER VARIANCE FILES	New	EVT+20	DEST
		<b>Withdrawn by agency.</b>			
<b>52</b>	01242000.	SPECIAL WELL CASING DEPTH AREA AND SPECIAL AREAS OF WELL COMPENSATION ELIGIBILITY FILES	New	EVT+3	DEST
<b>53</b>	01243000.	UNDERGROUND INJECTION CONTROL DOCUMENTS	New	PERM	PERM
<b>54</b>	01244000.	OTHER DRILLHOLE FILLING AND SEALING REPORTS	New	EVT+6	DEST
<b>/090/</b>	<b>CUSTOMER AND OUTREACH SERVICES</b>				
<b>55</b>	00553000.	ACSBS LICENSING AGENT AND DEALERSHIP DEALER AGREEMENTS	Amended	EVT+10	DEST
		<b>Description and confidential response changed.</b>			

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56	000574D0.	RECREATIONAL DEALER VEHICLE REGISTRATION APPLICATIONS / RECEIPTS	New	EVT+3	DEST
		Description and confidential response changed.			

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<b>395-TRANSPORTATION</b>					
<b>57</b>	00426000.	SIX-YEAR HIGHWAY IMPROVEMENT PROGRAM PLAN FILES	Amended	EVT+6	SHSW
<b>58</b>	00428000.	META-MANAGER FILES - STATEWIDE DATA	Amended	EVT+10	DEST
<b>59</b>	00429A00.	STATE HIGHWAY PROGRAMS (SHP) DASHBOARD DATA	New	CR+6	DEST
<b>60</b>	00655000.	TRANSPORTATION PROJECTS COMMISSION (TPC) MAJOR HIGHWAY PROJECTS SELECTION RECORDS	Amended	EVT+15	SHSW
<b>61</b>	01260000.	FLOOD RESILIENCY EVALUATION RECORDS	New	EVT+10	DEST
<b>62</b>	01261000.	NEEDS ANALYSIS RECORDS	New	EVT+10	DEST

<b>435-HEALTH SERVICES</b>					
<b>63</b>	01155000.	HEALTH AND RESIDENTIAL CARE FACILITIES - LICENSURE, CERTIFICATION, AND PROVIDER INFORMATION	New	EVT+7	DEST
/225/	<i>DCTS - FACILITIES</i>				
<b>64</b>	00084000.	FACILITY MEAL DOCUMENTATION	Amended	FIS+3	DEST
<b>65</b>	00772000.	DENIED PRE-ADMISSION RECORDS	Amended	EVT+3	DEST
<b>66</b>	00922000.	CLIENT / PATIENT PROPERTY RECORDS	New	EVT+6	DEST
<b>67</b>	00949000.	MEDICATION / DRUG MANAGEMENT RECORDS	Amended	CR+5	DEST
<b>68</b>	01156000.	CLIENT / PATIENT ACCOUNT FILES	New	FIS+6	DEST
<b>69</b>	01157000.	FOOD SAFETY AND SANITATION	New	CR+3	DEST
<b>70</b>	01158000.	FACILITY ACTIVITY LOGBOOKS	New	EVT+3	DEST
<b>71</b>	01159000.	FACILITY PROGRAM FILES	New	CR+3	DEST
/641/	<i>DQA - CAREGIVER QUALITY</i>				
<b>72</b>	01055000.	REHABILITATION REVIEW APPLICATIONS	Amended	EVT+10	DEST
<b>73</b>	01086C00.	MISCONDUCT INVESTIGATIONS - SUBSTANTIATED AND REHABILITATION REVIEW DECISIONS	Amended	EVT+50	DEST
/642/	<i>DQA - EDUCATION SERVICES &amp; TECHNOLOGY</i>				
<b>74</b>	00788000.	NURSE AIDE, CAREGIVER, AND GUARDIANSHIP PROGRAMS	Amended	EVT+3	DEST
<b>75</b>	01140000.	NURSE AIDE REGISTRY	Amended	EVT+75	DEST

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<b>445-WORKFORCE DEVELOPMENT</b>					
<b>76</b>	00323000.	NON-POLICY COMMUNICATIONS	Amended	EVT+1	DEST
		<b>Description changed.</b>			
<b>77</b>	00363000.	DIVISION LIMITED ENGLISH PROFICIENCY (LEP) PLANS	Amended	EVT+5	SHSW
<b>78</b>	00364000.	DIVISION LEP SELF ASSESSMENTS AND EVALUATIONS	Amended	EVT+5	DEST
<b>79</b>	00366000.	LEP RELATED TOOLS	Amended	EVT+1	DEST
<b>80</b>	00368000.	LEP OMBUDSMAN	Amended	EVT+3	DEST
<b>81</b>	00370000.	LEP PROGRAM METRICS	Amended	CR+3	DEST
<i>/150/</i>	<i>OFFICE OF THE SECRETARY</i>				
<b>82</b>	00373000.	LEAD STAFF MEMOS	Amended	CR+3	SHSW
<b>83</b>	00482000.	PHOTOGRAPH, VIDEO, AUDIO, AND/OR INTERVIEW RELEASE AUTHORIZATION	Amended	CR+3	DEST
<i>/700/</i>	<i>ADMINISTRATORS OFFICE</i>				
<b>84</b>	00279000.	FOCUS GROUPS AND LISTENING SESSIONS - MATERIALS AND REPORTS	Amended	EVT+7	DEST

<b>455-JUSTICE</b>					
<i>/302/</i>	<i>OFFICE OF SCHOOL SAFETY</i>				
<b>85</b>	00076000.	BEHAVIORAL THREAT ASSESSMENT AND MANAGEMENT APPLICATION DATA	New	EVT+1 DAY	DEST

<b>566-REVENUE</b>					
<i>/8421/</i>	<i>LOTTERY</i>				
<b>86</b>	00363000.	NON-WINNING ENTIRES FOR LOTTERY DRAWINGS	Amended	EVT+1 DAY	DEST
<b>87</b>	00365000.	VIDEO AND AUDIO RECORDING OF DRAWINGS	Amended	EVT+6 MOS	DEST
<b>88</b>	00378000.	ACCOUNT ADJUSTMENTS TO RETAILERS	Amended	EVT+2	DEST
		<b>Event and description changed.</b>			
<b>89</b>	00484000.	WINNER AWARENESS	New	EVT+10	DEST

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575-SECRETARY OF STATE					
/004/	GOVERNMENT RECORDS DIVISION				
<b>90</b>	00004000.	LEGISLATIVE SESSION DOCUMENTS	Amended	EVT+2	SHSW
<b>91</b>	00023000.	SENATE AND ASSEMBLY JOURNALS	Amended	EVT+4	SHSW
<b>92</b>	00037000.	ASSORTED DEEDS - NOT COVERED BY OTHER DEED RDAS	Amended	PERM	PERM
<b>93</b>	00038000.	FORESTRY DEEDS	Amended	PERM	PERM
<b>94</b>	00039000.	PARKS DEEDS	Amended	PERM	PERM
<b>95</b>	00040000.	BUILDING DEEDS	Amended	PERM	PERM
<b>96</b>	00050000.	OATHS	Amended	PERM	PERM
<b>97</b>	00061000.	APOSTILLES REGISTER	New	PERM	PERM
<b>98</b>	00062000.	UNDELIVERABLE APOSTILLES RECORDS	New	EVT+7	DEST
<b>99</b>	00063000.	APOSTILLES CERTIFICATE TEMPLATES	New	PERM	PERM

GENERAL RECORDS SCHEDULE					
<b>100</b>	IT000003.	IT MANAGEMENT REPORTS, MEASURES, AND METRICS	Amended	EVT+4	DEST
<b>101</b>	IT000010.	SYSTEMS AND HARDWARE DOCUMENTATION	Amended	EVT+4	DEST
<b>102</b>	IT000016.	IT SERVICE SUPPORT DOCUMENTATION	Amended	EVT+1	DEST
<b>103</b>	IT000020.	NETWORK SUPPORT OR CIRCUIT INSTALLATION AND SERVICE HISTORY SUMMARY	Amended	EVT+5	DEST
<b>104</b>	IT000023.	OPERATIONAL AND OTHER AUTOMATED LOGS	Amended	EVT+0	DEST
<b>105</b>	IT000026.	ACCESS LOGS	Amended	CR+1	DEST
<b>106</b>	IT000027.	INTERNET USE LOGS	Amended	CR+3 MOS	DEST
<b>107</b>	IT000029.	TELEPHONE SYSTEM CALL DETAIL	Amended	CR+1	DEST
<b>108</b>	IT000031.	TELECOM MAINTENANCE WORK ORDER FILES AND LOGS	Amended	EVT+1	DEST
<b>109</b>	IT000032.	USER ACCESS REQUESTS & AUTHORIZATIONS	Amended	EVT+2	DEST
<b>110</b>	IT000033.	EMPLOYEE / CONTRACTOR / VENDOR RESPONSIBILITY ACKNOWLEDGEMENT AGREEMENTS, TRUSTED USE AGREEMENTS	Amended	EVT+8	DEST
<b>111</b>	IT000034.	ASSIGNMENT AND AUTHORIZATION OF SECURITY OFFICER AND PERSONNEL WITH ADMINISTRATOR PRIVILEGES	Amended	EVT+4	DEST
<b>112</b>	IT000035.	INCIDENT AND INVESTIGATION REPORTS	Amended	EVT+5	DEST

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<b>113</b>	IT000040.	USER SUPPORT RECORDS	Amended	EVT+0	DEST
<b>114</b>	IT000041.	SOFTWARE MANAGEMENT RECORDS	Amended	EVT+1	DEST
<b>115</b>	IT000042.	WEB MANAGEMENT AND OPERATIONS	Amended	EVT+0	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.

<b>MUNICIPALITIES</b>					
/013251/	<i>MADISON, CITY OF</i>				
<b>116</b>	GS000051.	SURVEILLANCE RECORDINGS - WITH INCIDENT	Amended	CR+120 DAYS	DEST
		<b>Description changed.</b>			
<b>117</b>	GS00051A.	SURVEILLANCE RECORDINGS - WITHOUT INCIDENT	New	CR+5 DAYS	DEST
/30/	<i>ASSESSOR</i>				
<b>118</b>	AS000008.	PROPERTY FILES	Amended	PERM	PERM
/72/	<i>FIRE</i>				
<b>119</b>	FD000001.	EMS REPORTS	Renewal	FIS+6	DEST
/041251/	<i>MILWAUKEE</i>				
/162/	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				
<b>120</b>	25-0011	EMPLOYEE TALENT AND DEVELOPMENT FILES	New	EVT+3	DEST
<b>121</b>	25-0012	HUMAN CAPITAL MANAGEMENT SYSTEM INTEGRATION RECORDS	New	EVT+4 MOS	DEST
/164/	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				
<b>122</b>	25-S013	HUMAN CAPITAL MANAGEMENT SYSTEM INPUT FORMS	New	EVT+4 MO	DEST
<b>123</b>	89-0071	RESIDENCY STATEMENT / CHANGE RECORDS	Amended	EVT+2	DEST
/165/	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				
<b>124</b>	25-0007	BENEFIT CHANGE LIFE EVENT DOCUMENTATION	New	EVT+3 MOS	DEST
/167/	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				
<b>125</b>	75-0089	GRIEVANCE RECORD - NON-ARBITRATION	Amended	EVT+10	DEST
/168/	<i>DEPARTMENT OF EMPLOYEE RELATIONS</i>				



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<b>126</b>	15-0011	CRITICAL INCIDENT MANAGEMENT FILES	Renewal	EVT+7	DEST
<b>127</b>	15-0013	EMPLOYEE ASSISTANCE PROGRAM CLIENT FILES	Amended	EVT+7	DEST
<i>/287/</i>	<i>EMPLOYEES RETIREMENT SYSTEM</i>				
<b>128</b>	02-0007	INVESTMENT MANAGER PERFORMANCE EVALUATION	Renewal	EVT+7	DEST
<i>/300/</i>	<i>MILWAUKEE POLICE DEPARTMENT</i>				
<b>129</b>	25-0009	DEPARTMENTAL MEMORANDA - DEPARTMENTS	New	EVT+3	DEST
<b>130</b>	60-0224	DEPARTMENTAL MEMORANDA - DEPARTMENT-WIDE - ORIGINAL	Amended	EVT+7	DEST
<b>131</b>	60-0225	OFFICIAL ORDERS AND MEMORANDA - CHIEF OF POLICE	Amended	EVT+7	TRANS OTHER
<b>132</b>	90-0078	PROPERTY BOARD-UP FILES	New	EVT+7	DEST
<i>/501/</i>	<i>DEPARTMENT OF PUBLIC WORKS</i>				
<b>133</b>	97-0116	RANDOM DRUG & ALCOHOL TESTS - NEGATIVE REPORTS	Renewal	CR+7	DEST
<i>/581/</i>	<i>DEPARTMENT OF PUBLIC WORKS</i>				
<b>134</b>	17-0003	CASE ENFORCEMENT VIOLATION	Amended	EVT+7	DEST
<b>135</b>	65-0137	HAZARDOUS TREE REPORT FILE	Amended	EVT+7	DEST
<i>/900/</i>	<i>CITYWIDE GLOBAL SCHEDULES</i>				
<b>136</b>	10-0018	DISPATCH NON-COMPLIANCE REPORT	Amended	EVT+2	DEST
		<b>Description changed.</b>			
<b>137</b>	23-0004	COMPUTER-AIDED DISPATCH DATA - EMERGENCY MANAGEMENT	Amended	EVT+7	DEST
<b>138</b>	23-0030	RECORDINGS OF INCOMING TELEPHONE CALLS (EMERGENCY SERVICES)	Amended	EVT+4 MOS	DEST
		<b>Description changed.</b>			
<b>139</b>	25-0008	AUDIO / VIDEO RECORDINGS - PERSONNEL RELATED	New	EVT+4 MOS	DEST
		<b>Withdrawn by City.</b>			
<b>140</b>	25-0010	TRAINING MATERIALS	New	EVT+3 MOS	DEST

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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