

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

115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
/813/	OFFICE OF SECRETARY				
1	00049000.	LEGAL CASE FILES	Renewal	EVT+24	DEST

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

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

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

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

370-NATURAL RESOURCES					
25	01237000.	LAND USE PERMISSION RECORDS	Amended	EVT+5	DEST
26	01245000.	WILDLIFE SWITCHBOARD CALL DATA	New	EVT+10	DEST
<i>/030/</i>	<i>PUBLIC SAFETY AND RESOURCE PROTECTION</i>				
27	01238000.	WILD GINSENG DEALER RECORDS	New	EVT+3	DEST
28	01239000.	WILDLIFE VIOLATOR COMPACT	New	EVT+3	DEST
<i>/034/</i>	<i>SCIENCE SERVICES</i>				
29	00400000.	OPERATOR CERTIFICATION RECORDS	Amended	EVT+3	DEST
30	00403000.	EXAMINATION ROSTERS AND RESULTS	Amended	EVT+6 MOS	DEST
<i>/042/</i>	<i>DRINKING WATER & GROUNDWATER</i>				
31	00028000.	PRIVATE WELL APPROVAL SUMMARY CASE FILES	Amended	EVT+10	DEST
32	00028C00.	WELL APPROVAL (AKA HI CAP) SYSTEM INVENTORY DATA	Amended	EVT+2	DEST
33	00063B00.	WELL CONSTRUCTION REPORTS	Amended	PERM	PERM
34	00065000.	DRILLER/PUMP INSTALLER EXAM RECORDS	Amended	EVT+2	DEST

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		
35	00065B00.	DRILLER/PUMP INSTALLER/RIG OPERATOR LICENSEE MASTER FILE	Amended	EVT+3	DEST
36	00066000.	DRILLER/PUMP INSTALLER RENEWALS	Amended	EVT+6	DEST
37	00067000.	PRIVATE WELL ACTIVITY CASE FILES (COUNTY FILES)	Amended	EVT+2	DEST
38	00068A00.	PRIVATE WELL WATER LAB RESULTS	Amended	EVT+6	DEST
39	00089000.	PRODUCT & EQUIPMENT APPROVAL CASE FILE	Amended	EVT+25	DEST
40	00089A00.	APPROVED PRODUCTS LIST	Amended	EVT+3	DEST
41	00136000.	SPECIAL INVESTIGATION STUDIES	Amended	EVT+10	DEST
42	00138000.	DRILLER/PUMP INSTALLER/RIG OPERATOR CASE FILES	Amended	EVT+10	DEST
43	00394000.	WELL AND HEAT EXCHANGE DRILLHOLE FILL AND SEALING REPORTS	Amended	PERM	PERM
44	00690000.	COUNTY WELL DELEGATION ORDINANCE APPROVED CASE FILES	Amended	EVT+6	DEST
45	00691000.	COUNTY WELL DELEGATION ORDINANCE DENIED CASE FILES	Amended	EVT+6	DEST
46	00692000.	COUNTY WELL DELEGATION STAFF CERTIFICATION CASE FILES	Amended	EVT+6	DEST
47	00694000.	COUNTY WELL DELEGATION PROGRAM AUDITS	Amended	EVT+6	DEST
48	00695000.	COUNTY WELL DELEGATION ENFORCEMENT RECORDS	Amended	EVT+6	DEST
49	00696000.	COUNTY WELL DELEGATION SPECIAL MEETING CASE FILES	Amended	EVT+3	DEST
50	01240000.	LANDFILL VARIANCE CASE FILES	New	EVT+3	DEST
51	01241000.	PRIVATE WATER VARIANCE FILES	New	EVT+20	DEST
52	01242000.	SPECIAL WELL CASING DEPTH AREA AND SPECIAL AREAS OF WELL COMPENSATION ELIGIBILITY FILES	New	EVT+3	DEST
53	01243000.	UNDERGROUND INJECTION CONTROL DOCUMENTS	New	PERM	PERM
54	01244000.	OTHER DRILLHOLE FILLING AND SEALING REPORTS	New	EVT+6	DEST
/090/	<i>CUSTOMER AND OUTREACH SERVICES</i>				
55	00553000.	ACSBS LICENSING AGENT AND DEALERSHIP DEALER AGREEMENTS	Amended	EVT+10	DEST
56	000574D0.	RECREATIONAL DEALER VEHICLE REGISTRATION APPLICATIONS / RECEIPTS	New	EVT+3	DEST

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

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

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

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

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

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

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

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

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

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

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

113	IT000040.	USER SUPPORT RECORDS	Amended	EVT+0	DEST
114	IT000041.	SOFTWARE MANAGEMENT RECORDS	Amended	EVT+1	DEST
115	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.

MUNICIPALITIES					
/013251/	MADISON, CITY OF				
116	GS000051.	SURVEILLANCE RECORDINGS - WITH INCIDENT	Amended	CR+120 DAYS	DEST
117	GS00051A.	SURVEILLANCE RECORDINGS - WITHOUT INCIDENT	New	CR+5 DAYS	DEST
/30/	ASSESSOR				
118	AS000008.	PROPERTY FILES	Amended	PERM	PERM
/72/	FIRE				
119	FD000001.	EMS REPORTS	Renewal	FIS+6	DEST
/041251/	MILWAUKEE				
/162/	DEPARTMENT OF EMPLOYEE RELATIONS				
120	25-0011	EMPLOYEE TALENT AND DEVELOPMENT FILES	New	EVT+3	DEST
121	25-0012	HUMAN CAPITAL MANAGEMENT SYSTEM INTEGRATION RECORDS	New	EVT+4 MOS	DEST
/164/	DEPARTMENT OF EMPLOYEE RELATIONS				
122	25-S013	HUMAN CAPITAL MANAGEMENT SYSTEM INPUT FORMS	New	EVT+4 MO	DEST
123	89-0071	RESIDENCY STATEMENT / CHANGE RECORDS	Amended	EVT+2	DEST
/165/	DEPARTMENT OF EMPLOYEE RELATIONS				
124	25-0007	BENEFIT CHANGE LIFE EVENT DOCUMENTATION	New	EVT+3 MOS	DEST
/167/	DEPARTMENT OF EMPLOYEE RELATIONS				
125	75-0089	GRIEVANCE RECORD - NON-ARBITRATION	Amended	EVT+10	DEST
/168/	DEPARTMENT OF EMPLOYEE RELATIONS				
126	15-0011	CRITICAL INCIDENT MANAGEMENT FILES	Renewal	EVT+7	DEST

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

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

Agency Name and #				
Division #	Division Name		Request *	Retention
Index #	RDA #	RDA Title	Disposition *	
(* 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