Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	**(* see Legend on last page)**		
285A-UW MADISON					
1	A0002012.	COUNSELING PSYCHOLOGY TRAINING CLINIC SESSION CAPTURES	New	CR+1	DEST
2	A0002013.	COUNSELING PSYCHOLOGY TRAINING CLINIC RECORDS	New	EVT+7	DEST
3	A0002014.	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY - STUDENT ASSESSMENT SERVICES RECORDS	New	EVT+7	DEST
4	A0002015.	SCHOOL PSYCHOLOGY TRAINING CLINIC RECORDS - MINORS	New	EVT+7	DEST
5	A0002016.	SCHOOL PSYCHOLOGY TRAINING CLINIC RECORDS - ADULTS	New	EVT+7	DEST
6	A0002017.	COUNSELING PSYCHOLOGY PRACTICUM AND INTERNSHIP AND EXTERNSHIP RECORDS	New	EVT+30	DEST
7	UWUGS100.	UNDERGRADUATE STUDENT ADMISSION APPLICATION - ACCEPTED, AND DID NOT ENROLL	Extension	EVT+5	DEST
8	UWUGS101.	UNDERGRADUATE STUDENT ADMISSIONS APPLICATION - NOT ACCEPTED, NOT ENROLLED OR INCOMPLETE	Extension	EVT+5	DEST
9	UWUGS102.	UNDERGRADUATE STUDENT ADMISSION APPLICATION MATERIALS - UNSOLICITED	Extension	EVT+5	DEST
10	UWUGS103.	UNDERGRADUATE STUDENT RECORD - ACCEPTED AND ENROLLED	Extension	EVT+10	DEST
11	UWUGS104.	UNDERGRADUATE PROGRAMS - STUDENT RECORDS - ACCEPTED AND ENROLLED	Extension	EVT+10	DEST
12	UWUGS105.	UNDERGRADUATE PROGRAMS - STUDENT RECORDS - ACCEPTED, BUT DID NOT ENROLL, NOT ACCEPTED, NOT ENROLLED OR INCOMPLETE	Extension	EVT+5	DEST
13	UWUGS106.	DEAN'S LIST OF HONOREES	Extension	EVT+5	UW-TRANS
14	UWUGS107.	UNDERGRADUATE STUDENT TEACHING OR STUDENT FIELD WORK OR INTERNSHIPS INCLUDING CONTENT EXAMS	Extension	EVT+10	DEST
15	UWUGS200.	GRADUATE CAREER STUDENT ADMISSIONS APPLICATION - ACCEPTED AND DID NOT ENROLL, WAS NOT ACCEPTED, WAS NOT ENROLLED OR INCOMPLETE	Extension	EVT+5	DEST
16	UWUGS201.	GRADUATE CAREER STUDENT RECORD - ACCEPTED AND ENROLLED	Extension	EVT+10	DEST
17	UWUGS202.	GRADUATE CAREER STUDENT RECORD - ACCEPTED AND ENROLLED - GRAD PROGRAM	Extension	EVT+10	DEST
18	UWUGS203.	GRADUATE SCHOOL PROGRAM QUALIFYING EXAMINATIONS OR PRELIMS	Extension	EVT+5	DEST
19	UWUGS204.	GRADUATE PROGRAMS ADVISORY DEGREE COMMITTEE RECORDS (THESIS, DISSERTATION OR FINAL ORAL EXAM AND WARRANT)	Extension	CR+5	UW-TRANS

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20	UWUGS400.	SCHOLARSHIP AND FELLOWSHIP NOTICES - UNDERGRADUATE AND GRADUATE	Extension	EVT+5	DEST
21	UWUGS401.	STUDENT CRIMINAL BACKGROUND CHECK RECORDS FOR TEACHING, PROFESSIONAL EXPERIENCE, LICENSURE OR CERTIFICATION - UNDERGRADUATE AND GRADUATE	Extension	EVT+10	DEST
22	UWUGS500.	INTERNATIONAL PROGRAM FILES	Extension	EVT+5	DEST
23	UWUGS501.	INTERNATIONAL STUDENT FILES - ENROLLED	Extension	EVT+5	DEST
24	UWUGS502.	INTERNATIONAL STUDENT FILES - NOT ENROLLED	Extension	EVT+3	DEST
25	UWUGS600.	ATHLETE ACADEMIC RECORDS	Extension	CR+10	DEST
26	UWUGS601.	ATHLETIC ELIGIBILITY REPORTS - COMPLIANCE	Extension	CR+10	DEST
27	UWUGS602.	ATHLETIC PARTICIPATION / EQUITY IN ATHLETICS DISCLOSURE ACT - EADA DOCUMENTS	Extension	EVT+5	DEST
28	UWUGS700.	STUDENT ACADEMIC MISCONDUCT RECORDS - DISMISSAL, SUSPENSION, EXPULSION	Extension	EVT+25	UW-TRANS
29	UWUGS701.	FORMAL HEARINGS - STUDENT STATEMENT ON CONTENTS OF RECORDS REGARDING HEARING PANEL DECISIONS	Extension	EVT+25	DEST
30	UWUGS702.	FORMAL HEARINGS - STUDENT REQUEST FOR CORRECTIONS TO RECORDS AND FORMAL HEARINGS	Extension	EVT+25	DEST
31	UWUGS703.	FORMAL HEARINGS - WRITTEN DECISIONS OF HEARING PANELS	Extension	EVT+25	DEST
32	UWUGS800.	TRANSCRIPTS: OFFICIAL UW-MADISON STUDENT SCHOOL TRANSCRIPTS	Extension	P	PERM
33	UWUGS900.	COURSE - WAIT LIST	Extension	EVT	DEST
34	UWUGS901.	COURSE INSTRUCTIONAL MATERIALS INCLUDING COURSE MANAGEMENT SYSTEMS ONLINE	Extension	EVT+5	DEST
35	UWUGS902.	COURSE PAPERS, PROJECTS, AND OTHER ASSIGNMENTS BY STUDENTS	Extension	EVT+1	DEST
36	UWUGS904.	COURSE - GRADE BOOKS - ORIGINAL	Extension	EVT+5	DEST
37	UWUGS905.	COURSE - STUDENT COURSE EVALUATIONS	Extension	EVT+1	DEST
38	UWUGS906.	COURSE - RELATED GRIEVANCES - NOT GRADE DISPUTES	Extension	EVT+5	DEST
39	UWUGS907.	COURSE - OFFICIAL UW-MADISON COURSE CATALOG	Extension	CR+10	UW-TRANS
40	UWUGS908.	UW OFFICIAL GRADUATE SCHOOL CATALOG	Extension	CR+10	UW-TRANS
41	UWUGS909.	COURSE - OFFICIAL TIMETABLE/SCHEDULE OF CLASSES	Extension	CR+10	UW-TRANS

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42	UWUGS910.	ENROLLMENT AND CLASS LISTS	Extension	CR+3	DEST
43	UWUGS911.	ENROLLMENT VERIFICATION AND CERTIFICATIONS	Extension	EVT+3	DEST
44	UWUGS912.	ENROLLMENT REPORTS	Extension	CR+10	UW-TRANS
45	UWUGS913.	FERPA CONSENTS AND REQUESTS	Extension	EVT+10	DEST
/532850/	*SMPH - OBSTETRICS & GYNECOLOGY - MADISON GENERALIST*				
46	53001710.	OBSTETRICS & GYNECOLOGY - CLINICAL STUDIES, TRIALS AND PARTICIPANT RECORDS	Amended	EVT+15	DEST
/532920/	*SMPH - ICTR - CLINICAL & TRANSLATIONAL RESEARCH CORE*				
47	53001789.	WINHR ICTR CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUDY RECORDS	Extension	EVT+20	DEST
/533422/	*SMPH - COMPREHENSIVE CANCER CENTER - PREVENTATIVE ONCOLOGY*				
48	53001713.	PREVENTATIVE ONCOLOGY - CLINIC STUDIES, TRIALS AND PARTICIPANT RECORDS	Amended	EVT+15	DEST
/533440/	*SMPH - COMPREHENSIVE CANCER CENTER - CLINICAL ONCOLOGY*				
49	53001711.	UW CARBONE CANCER CENTER (UWCCC) PROTOCOLS	Amended	EVT+10	DEST
/534203/	*SMPH - MEDICINE - HOUSE STAFF*				
50	53001797.	MEO HOUSE STAFF SUBJECT OFFICE FILES	Extension	EVT+3	UW-TRANS
51	53001798.	MEO THIRD AND FOURTH YEAR RESIDENCY EVALUATION / ASSESSMENT	Extension	EVT+6	DEST
52	53001799.	MEO RESIDENCY APPLICATION - NOT ACCEPTED, NOT ENROLLED	Extension	EVT+3	DEST
/538900/	*SMPH - PSYCHIATRY*				
53	53001754.	PSYCHIATRIC CLINICAL STUDIES, TRIALS, AND PARTICIPANT STUDY RECORDS	Amended	EVT+10	DEST
54	53001755.	PSYCHIATRIC CLINIC HEALTH RECORDS	Amended	EVT+50	DEST
/930155/	*CONTINUING STUDIES - ADMINISTRATION - STUDENT RECORDS*				
55	93001909.	CONTINUING STUDIES - ADULT CAREER & SPECIAL STUDENT APPLICANTS - ACCEPTED	Amended	EVT+10	DEST
285G-UW PARKSIDE					
56	00050000.	TUITION APPEALS	Amended	EVT+3	DEST
57	00051000.	REQUEST FOR AN INCOMPLETE	Amended	EVT+1	DEST
58	00053000.	PERMIT TO REGISTER FOR INDEPENDENT STUDY	Amended	EVT+1	DEST

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285W-UW SYSTEM ADMINISTRATION					
59	UWADM018.	UNIVERSITY MEETING RECORDS	Amended	EVT+3	UW-TRANS
60	W0000375.	RESEARCH & SPONSORED PROGRAM RECORDS - ACCEPTED PROPOSALS	New	EVT+15	DEST
61	W0000376.	RESEARCH & SPONSORED PROGRAMS & GRANTS - PROPOSALS REJECTED OR NO RESPONSE	New	EVT+4	DEST
62	W0000377.	RESEARCH & SPONSORED PROGRAMS & GRANTS - FINAL TECHNICAL REPORTS	New	EVT+4	UW-TRANS
63	W0000378.	RESEARCH - RELATED AGREEMENTS	New	EVT+50	DEST
64	W0000379.	INTELLECTUAL PROPERTY AND BAYH-DOLE ACT AGREEMENTS	New	EVT+50	DEST
65	W0000380.	EQUITY REVIEW FILES	New	PERM	PERM
395-TRANSPORTATION					
/832/	*DBM - RISK & SAFETY MANAGEMENT*				
66	00130000.	STATE HIGHWAY PROPERTY DAMAGE CLAIMS FILES	Amended	EVT+4	DEST
		Confidential response changed and citation added.			
67	00130B00.	VIRTEL - DAMAGE CLAIMS CICS SYSTEM - CLAIMS DETAIL DATA	Amended	EVT+4	DEST
435-HEALTH SERVICES					
/225/	*DCTS - FACILITIES*				
68	01158000.	FACILITY ACTIVITY LOGBOOKS	Amended	EVT+3	DEST
455-JUSTICE					
69	00007000.	OPINIONS OF ATTORNEY GENERAL	Amended	PERM	PERM
70	00007A00.	OPINIONS OF ATTORNEY GENERAL - DEVELOPMENT MATERIALS	New	EVT+20	DEST
/202/	*BUREAU OF JUSTICE INFORMATION & ANALYSIS*				
71	00060000.	STATUTORILY REQUIRED CRIMINAL JUSTICE DATA	Amended	PERM	PERM

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505-ADMINISTRATION					
/334/	*RECORDS MANAGEMENT*				
72	00074000.	INVENTORY MAINTENANCE REQUESTS	Amended	EVT+25	DEST
515-EMPLOYEE TRUST FUNDS					
/700/	*ETF DEPARTMENT RECORDS*				
73	00317000.	JUDICIAL OFFICER PRIVACY PROTECTION REQUESTS	New	EVT+10	DEST
		Confidential citation changed.			
521-ETHICS COMMISSION					
74	00002000.	ETHICS GUIDELINES	Amended	EVT+6	SHSW
75	00003000.	FORMAL ADVISORY OPINIONS	Amended	EVT+6	SHSW
76	00004000.	INFORMAL ADVISORY OPINIONS	Amended	EVT+6	DEST
77	00005000.	ACTIONED COMPLAINT CASE FILES	Amended	EVT+6	SHSW
78	00006000.	NON-ACTIONED COMPLAINT CASE FILES	Amended	EVT+6	DEST
566-REVENUE					
/8421/	*LOTTERY*				
79	00469000.	INSTANT SCRATCH GAME MASTER FILE	Amended	EVT+10	DEST

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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*				
80	GS000010.	BUDGET REQUESTS - DEPARTMENTS	Amended	FIS+6	DEST
81	GS000018.	GENERAL CORRESPONDENCE	Amended	EVT+7	DEST
82	GS000019.	GENERAL PROGRAM OR SUBJECT FILES	Amended	EVT+5	DEST
		Disposition changed.			
83	GS000024.	PAYROLL RELATED RECORDS	Amended	EVT+15	DEST
84	GS000030.	CONTRACTS	Amended	EVT+6	DEST
85	GS000037.	GRANT FILES	Amended	EVT+7	DEST
86	GS000042.	AUDITS	Amended	EVT+7	DEST
		Confidential citation changed.			
87	GS000066.	PROCUREMENT REQUEST FOR BID / PROPOSAL / INFORMATION	Amended	EVT+7	DEST
/11/	*MONONA TERRACE*				
88	MT000002.	EVENT FILES	Renewal	EVT+7	DEST
		Withdrawn by agency.			
89	MT000003.	PRE-OPENING RECORDS	Amended	PERM	PERM
		Withdrawn by agency.			
/33/	*FINANCE*				
90	CP000001.	AMBULANCE RECORDS	Amended	FIS+7	DEST
91	CP000003.	DEBT ISSUES & DEBT SERVICE PAYMENT	Amended	FIS+28	DEST
92	CP000024.	BUDGET DOCUMENTS	New	FIS+7	DEST
/37/	*SENIOR CENTER*				
93	SC000002.	SENIOR CENTER PROJECT FILES	Amended	FIS+7	DEST

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/38/	*HUMAN RESOURCES*				
94	HR000006.	FLEX SPENDING	Amended	EVT+8	DEST
		Confidential citation changed.			
95	HR000011.	LIFE AND WAGE INSURANCE	Amended	EVT+8	DEST
		Confidential citation changed.			
/39/	*MUNICIPAL COURT*				
96	MC000002.	COURT AUDIO RECORDINGS	Amended	CR+10	DEST
		Confidential citation changed.			
/46/	*TREASURER*				
97	TR000001.	ANIMAL LICENSES	Amended	FIS+4	DEST
98	TR000002.	BANKING AND INVESTMENT	Amended	FIS+7	DEST
99	TR000003.	TAX RECORDS	Amended	FIS+7	DEST
/49/	*COMMUNITY DEVELOPMENT AUTHORITY-HOUSING*				
100	HO000001.	CANCELLED APPLICATIONS	Amended	FIS+3	DEST
101	HO000004.	PROJECT DEVELOPMENTS	Amended	EVT+10	DEST
102	HO000007.	TENANT TRANSACTION FILES	Amended	FIS+10	DEST
103	HO000009.	PARTICIPANT FILES	Amended	EVT+3	DEST
		Confidential citation changed.			
104	HO000010.	PARTICIPANT FILES - MONEY OWED	Amended	EVT+10	DEST
/50/	*METRO*				
105	ME000001.	ACCIDENTS AND INCIDENTS	Amended	EVT+7	DEST
106	ME000002.	PARATRANSIT RECORDS	Amended	EVT+7	DEST
		Confidential citation changed.			
/60/	*PARKS*				
107	PA000005.	ANNUAL PARK PERMITS	Amended	FIS+3	DEST
108	PA000006.	PARKS DEVELOPMENT	Amended	EVT+10	TRANS OTHER
109	PA000007.	FOREST HILL CEMETERY	Amended	PERM	PERM

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292-16 NORTHWOOD TECHNICAL COLLEGE SYSTEM					
/200/	*ACADEMIC AFFAIRS*				
110	AA001500.	BLACKBOARD RECORDS - ALL COURSES	New	EVT+7	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