



---

## AGENDA

### Public Records Board – Records Management Committee Meeting

Tuesday, February 14, 2017 – 1:00pm – 3:30pm  
Legislative Audit Bureau  
Cattanach Training Room, 4th Floor  
22 East Mifflin Street  
Madison, WI 53703

---

1. Call To Order (Ferguson)
2. Approval of October 11, 2016 Minutes (Committee)
3. Review of Records Retention Disposition Authorizations (RDAs) on First Quarter 2017 Public Records Board Record Series (PRB) Index (<http://publicrecordsboard.wi.gov/docview.asp?docid=28068&locid=165>) (Committee)
  - 100 RDAs from 17 state agencies
  - 20 RDAs from 3 counties and local governments
  - 7 RDAs from the University of Wisconsin
  - 0 RDAs from the General Records Schedules
4. General Record Schedule Update (Barth)
  - Fiscal and Accounting Related Records – Renewal and Revision Update

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		(* see Legend on last page)		
Index #	RDA #	RDA Title			
<b>115-AGRICULTURE, TRADE &amp; CONSUMER PROTECTION</b>					
/734/	ARM - AG IMPACT				
1	00176000.	PROJECTS RELEASED FROM REQUIRING AGRICULTURAL IMPACT STATEMENTS	Amendment	CR+2	DEST
<b>144-FINANCIAL INSTITUTIONS</b>					
/3100/	CORPORATION FILING				
2	00169000.	CONTACT CENTER ANYWHERE (CCA) CALL RECORDINGS	New	CR+1 MO	DEST
<b>155-PUBLIC SERVICE COMMISSION</b>					
/002/	ADMINISTRATIVE SERVICES-RECORDS				
3	00002000.	GAS EXPLOSION REPORTS	Amendment	CR+50	DEST
4	00003000.	COMMISSION DECISIONS (FORMERLY BLUE X AND LETTER ORDERS)	Amendment	EVT+25	DEST
5	00006000.	COMMISSION MINUTE BOOKS	Amendment	EVT+20	SHSW
6	00014000.	UTILITY ANNUAL REPORTS	Amendment	CR+20	SHSW
7	00016000.	INTERVENOR COMPENSATION FILES	Amendment	EVT+4	DEST
8	00022000.	OFFICIAL FAX MACHINE LOG	Amendment	EVT+1	DEST
<b>165-SAFETY &amp; PROFESSIONAL SERVICES</b>					
/014/	ENFORCEMENT, DIVISION OF (DOE)				
9	00025000.	INFORMAL COMPLAINTS CASE FILES - ROUTINE	Amendment	EVT+5	DEST
10	00026000.	INFORMAL COMPLAINTS CASE FILES - ROUTINE - HOLD STATUS	Amendment	EVT+10	DEST
/400/	SAFETY AND BUILDINGS				
11	00045A00.	RENTAL WEATHERIZATION RECORDS / CERTIFICATES OF COMPLIANCE	Renewal	EVT+15	DEST
12	00050000.	MINE SAFETY TRAINING RECORDS	Renewal	CR+4	DEST
13	00171000.	WISCONSIN UNIFORM BUILDING PERMIT APPLICATION FILES	Amendment	EVT+3	DEST
14	00208000.	MANUFACTURED HOME PARKS - LICENSING CASE FILES	Amendment	EVT+3	DEST
15	00210000.	MANUFACTURED HOUSING TITLES	Amendment	EVT+5	DEST
16	00220000.	PERMIT APPLICATION TO PURCHASE SEPTIC TANKS	Amendment	EVT+5	DEST
17	00234000.	NON-BUILDING CORRESPONDENCE FILES	Amendment	EVT+3	DEST
18	00270000.	CROSS CONNECTION CONTROL ASSEMBLY REGISTRATION AND TEST REPORTING	Amendment	EVT+2	DEST

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>255-PUBLIC INSTRUCTION</b>					
/320/	FOOD AND NUTRITION				
19	00041000.	USDA FOOD DISTRIBUTION RECORDS	Amendment	CR+7	DEST
20	00103000.	SCHOOL NUTRITION PROGRAM - SPECIAL CORRESPONDENCE	Amendment	EVT+5	DEST
<b>285A-UW MADISON</b>					
21	52001928.	ENVIRONMENTAL HEALTH DIVISION - QUALITY CONTROL / ASSURANCE RECORDS	New	EVT+6	DEST
22	52001929.	ENVIRONMENTAL HEALTH DIVISION - OPERATIONAL & PERFORMANCE RECORDS	New	EVT+6	DEST
23	52001930.	ENVIRONMENTAL HEALTH DIVISION - SUPPLIES & EQUIPMENT	New	EVT+6	DEST
24	52001931.	ENVIRONMENTAL HEALTH DIVISION - METHOD DEVELOPMENT AND RESEARCH PROJECT RECORDS	New	EVT+10	DEST
/521000/	WSLH - DIRECTORS OFFICE				
25	52001927.	WSLH DIRECTOR'S OFFICE RECORDS	New	EVT+5	DEST
<b>285K-UW STEVENS POINT</b>					
/285K/015/	BUSINESS AFFAIRS				
26	00116000.	TEMPORARY PARKING RECORDS	Renewal	CR+1	DEST
27	00120000.	PARKING CITATION PAYMENTS	Amendment	CR+3	DEST
<b>292- WI TECHNICAL COLLEGE SYSTEM</b>					
28	00021000.	EMERGENCY MEDICAL SERVICES EXAM RESULT BOOKS	Amendment	EVT+3	DEST
<b>395-TRANSPORTATION</b>					
/126/	DMV - MCS				
29	00201000.	OVERSIZE / OVERWEIGHT (OSOW) SINGLE TRIP OR MULTIPLE TRIP PERMITS FILE	Amendment	EVT+4	DEST
<b>435-HEALTH SERVICES</b>					
30	01121000.	NON-POLICY COMMUNICATION	New	EVT+1	DEST
/901/	DPH - HEALTH INFORMATION AND POLICY - VITAL RECORDS				
31	01076000.	VITAL RECORD AMENDMENTS INCLUDING ADMINISTRATIVE AND COURT-ORDERED	Amendment	P	PERM
32	01077000.	PATERNITY DOCUMENTS	Amendment	P	PERM

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

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

<b>437-CHILDREN &amp; FAMILIES</b>					
/100/	OFFICE OF THE SECRETARY				
33	00198000.	PRESS RELEASE / NEWS RELEASE / MEDIA ADVISORY	New	EVT+1	DEST
34	00199000.	REPORTS SUMMARIZING MEDIA CLIPS	New	EVT+1	DEST
35	00200000.	MEDIA LOG	New	EVT+1	DEST
36	00201000.	SPEECHES AND TALKING POINTS	New	EVT+3	DEST
37	00202000.	FEATURE ARTICLES	New	EVT+3	DEST
38	00203000.	EVENT RECORDS AND PLANNING DOCUMENTS	New	EVT+3	DEST
/305/	SAFETY AND WELL BEING, BUREAU OF: SAFETY AND PERFORMANCE, DIVISION OF				
39	00962000.	DECLARATION OF PATERNAL INTEREST	Amendment	EVT+1 MO	DEST
40	00962A00.	PATERNAL INTEREST REGISTRY - COURT INQUIRY	Amendment	EVT+2	DEST

<b>445-WORKFORCE DEVELOPMENT</b>					
/150/	OFFICE OF THE SECRETARY				
41	00041000.	LEGAL COUNSEL OPINIONS	Amendment	CR+20	SHSW
42	00042000.	LEGAL COUNSEL CASE FILES	Amendment	EVT+10	DEST
43	00483000.	CLIENT CONSULTATION RECORDS	New	EVT+6	DEST
/750/	WORKFORCE TRAINING				
44	00345000.	WISCONSIN'S WAGE RECORD INTERCHANGE SYSTEM (WRIS)	Amendment	CR+5	DEST
45	00429000.	STATE PLAN FOR WIOA PROGRAM	Amendment	CR+10	SHSW
46	00431000.	WIA/WIOA ANNUAL REPORTS	Amendment	CR+10	SHSW
47	00433000.	PROGRAM PARTICIPANT CASE RECORDS	Amendment	EVT+7	DEST
48	00434000.	PROGRAM PARTICIPANT COMPLAINTS	Renewal	EVT+3	DEST
49	00435000.	WIOA PROGRAM POLICY AND PROCEDURES	Amendment	EVT+7	DEST
50	00487000.	WIOA MONITORING	New	EVT+7	DEST
/770/	APPRENTICESHIP STANDARDS				
51	00410000.	APPRENTICE APPLICATIONS AND CONTRACTS	Amendment	EVT+60	DEST
52	00410A00.	CANCELLED APPRENTICE APPLICATIONS	New	EVT+10	DEST
53	00411000.	APPRENTICESHIP SPONSORS	Amendment	EVT+10	DEST
54	00412000.	APPRENTICESHIP COMMITTEES	Amendment	EVT+10	DEST

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
55	00412A00.	OFFICIAL COMMITTEE BOOKS	Renewal	EVT+10	SHSW
56	00413000.	COMPLIANCE WITH EXECUTIVE ORDER (EO) #108	Amendment	EVT+10	DEST
57	00415000.	EXCEPTIONS OR MODIFICATIONS RELATING TO EMPLOYMENT OF APPRENTICES	Amendment	EVT+6	DEST
58	00484000.	APPRENTICE COMPLETION AWARD PROGRAM	New	CR+10	DEST
59	00485000.	COMPLAINTS AND APPEALS	New	EVT+6	DEST
60	00486000.	WISCONSIN APPRENTICESHIP MANUAL	New	EVT+7	DEST
<b>465-MILITARY AFFAIRS</b>					
61	00001000.	PRIOR SERVICE RECORDS	Amendment	P	PERM
62	00041000.	ENGINEER PROJECT FOLDERS	Renewal	EVT+60	SHSW
<b>485-VETERANS AFFAIRS</b>					
/003/	VETERANS BENEFITS - CEMETARIES AND MILITARY HONORS				
63	00119000.	INTERMENT RECORDS	Amendment	EVT+1	DEST
64	00119A00.	INTERMENT REGISTER RECORDS	Amendment	P	PERM
65	00119B00.	PRE-REGISTRATION FOR INTERMENT RECORDS	Amendment	EVT+1	DEST
<b>505-ADMINISTRATION</b>					
/216/	ENVIRONMENTAL IMPROVEMENT FUND				
66	00118000.	EIF MANAGEMENT INFORMATION SYSTEM	Amendment	EVT+5	DEST
/334/	RECORDS MANAGEMENT-ENTERPRISE OPERATIONS				
67	00074000.	INVENTORY MAINTENANCE REQUESTS	Renewal	EVT+25	DEST
/700/	ENERGY				
68	00162000.	ENERGY CONTRACT FILES	Renewal	EVT+7	DEST
/711/	HOUSING AND COMMUNITY RESOURCES				
69	00354000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) HOMEBUYER - GRANT CASE FILES	Renewal	EVT+30	DEST
70	00355000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) HOMEBUYER - GRANT ADMINISTRATION FILES	Renewal	EVT+10	DEST
/900/	INTERGOVERNMENTAL RELATIONS				
71	00161000.	MUNICIPAL RECORDS	Amendment	P	PERM
72	00161A00.	MUNICIPAL RECORDS - PAPER - PRE-2015	New	EVT+2	SHSW

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

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

507-PUBLIC LANDS, BOARD OF COMM.					
73	00032000.	ESCHEATED ESTATE FILES	Amendment	P	PERM

515-EMPLOYEE TRUST FUNDS					
/700/	ETF DEPARTMENT RECORDS				
74	00167000.	MEBS - BUSINESS DATASETS	Renewal	EVT	DEST
75	00167A00.	MEBS - EMPLOYER ACTIVITY UPLOAD (EMEB)	Amendment	CR+3	DEST
76	00167B00.	MEBS - USER INTERFACE	Renewal	EVT	DEST
77	00167C00.	MEBS - MONTHLY 820 FILE AND FULL FILE COMPARE (FFC) FILES	Amendment	EVT+3	DEST
78	00167D00.	MEBS - DAILY HIPPA 834 FILES, EXCEPTION FILES, 999 FILES, DAILY EGWP, AND PBM 834 FILES	Amendment	CR+1	DEST
79	00167F00.	MEBS - EXTRACTS AND VIEWS	Renewal	CR+3	DEST
80	00167G00.	MEBS - UWHC INGEST	Renewal	EVT+3	DEST
81	00167H00.	MEBS - OUTPUT REPORTS	Renewal	CR+3	DEST
82	00167I00.	MEBS - VENDOR HEALTH SCREENING FILES	Amendment	EVT+3	DEST
83	00171000.	BCS - MEMBER RECORDS	Renewal	EVT	DEST
84	00171A00.	BCS - TABLES	Renewal	EVT	DEST
85	00171B00.	BCS INPUTS - INQUIRIES, HEALTH INSURANCE COMPLAINTS AND DETERMINATIONS	Amendment	EVT+7	DEST
86	00171C00.	BCS OUTPUTS	Renewal	CR+3	DEST
87	00176000.	INTERNAL COMMUNICATIONS	New	CR+3	DEST
88	00177000.	EXTERNAL COMMUNICATIONS	New	CR+3	DEST

536-INVESTMENT BOARD					
89	00003000.	PRIVATE EQUITY AND DEBT INVESTMENT DOCUMENTS	Amendment	EVT+7	DEST
90	00010000.	TRADING DOCUMENTS FOR NON DERIVATIVES SECURITIES	Amendment	EVT+7	DEST
91	00014000.	REPURCHASE AGREEMENTS	Amendment	EVT+10	DEST
92	00058000.	INVESTMENT OPPORTUNITY REVIEW	Amendment	CR+1	DEST
93	00094000.	DERIVATIVES RELATED AGREEMENTS AND RECORDS	New	EVT+10	SHSW
/130/	LEGAL				
94	00015000.	OUTSIDE LEGAL COUNSEL FILES	Amendment	EVT+7	DEST
95	00033000.	LEGAL DRAFT AGREEMENTS FOR INVESTMENT TRANSACTIONS	Amendment	EVT+7	DEST
/140/	HUMAN RES				
96	00047000.	AFFIRMATIVE ACTION DISABILITY SURVEY	Amendment	EVT+5	DEST

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
/230/	OPERATIONS				
97	00042000.	STATE INVESTMENT FUNDS (SIF) DISTRIBUTIONS AND EARNINGS	Amendment	FIS+5	DEST
98	00054000.	PRICING VALUATION - PRIVATE EQUITY AND DEBT PORTFOLIOS	Amendment	EVT+7	DEST
/410/	DOMESTIC FI				
99	00007000.	PUBLIC BOND FILES	Amendment	EVT+7	DEST
100	00039000.	INDENTURES	Amendment	EVT+7	DEST
/520/	REAL ESTATE				
101	00097000.	DUE DILIGENCE DOCUMENTS FOR REAL ESTATE DIRECT INVESTMENTS	Amendment	EVT+7	DEST
/600/	ANL & FUND MGMT				
102	00086000.	EXTERNAL INVESTMENT MANAGER - REQUIRED DOCUMENTS	Amendment	EVT+7	DEST
<b>680-SUPREME COURT</b>					
/004/	BOARD OF BAR EXAMINERS				
103	00014000.	BAR APPLICANT FILES: ADMISSIONS	Amendment	EVT+45	SHSW
104	00025000.	REINSTATEMENT/READMISSION FILES	Renewal	EVT+45	SHSW
105	00070000.	CORPORATE COUNSEL REGISTRATION	New	EVT+45	DEST
/006/	COURT OF APPEALS CLERKS OFFICE				
106	00013000.	COURT OF APPEALS AND SUPREME COURT CASE FILES	Amendment	EVT+45	SHSW
107	00018000.	ORDERS OF ADMISSION TO PRACTICE LAW IN WISCONSIN	Renewal	EVT+55	SHSW

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

**COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT**

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>CITIES</b>					
/030241/	CITY OF KENOSHA				
108	00001000.	SQUAD VIDEO RECORDINGS	New	CR+121 DAYS	DEST
109	00002000.	BUS AND STREET CAR VIDEO RECORDINGS	New	CR+121 DAYS	DEST
/041251/	CITY OF MILWAUKEE				
110	D10-0047	CITY REAL ESTATE-ROUTINE BID DOCUMENTS / REJECTED & CANCELLED OFFERS	Amendment	FIS+1	DEST
111	D15-0006	BID OPENING SIGN-IN FORMS	New	FIS+10	DEST
112	D16-0003	COMMERCIAL CORRIDOR TEAM GRANT FILES - CITY FUNDED-COMPLETED PROJECTS	Amendment	FIS+3	DEST
113	D16-0004	FORECLOSED COMMERCIAL PROPERTY RENOVATION FUND RECORDS	Amendment	FIS+3	DEST
114	D16-0006	BID/NID STREETScape PROJECTS AND SPECIAL PROJECTS OR PROGRAMS	Amendment	FIS+5	DEST
115	D16-0007	BUSINESS RESOURCE COMMITTEE RECORDS AND MINUTES	Amendment	FIS+5	DEST
116	D16-0026	STRUCTURE APPLICATION NOTIFICATIONS - RETURNED	New	FIS+2	DEST
117	D16-0047	TAX WITHHOLDING STATEMENTS	New	EVT+8	DEST
118	D16-0050	DIRECT DEPOSIT AUTHORIZATION FORMS - INACTIVE EMPLOYEES	New	FIS+8	DEST
119	D16-0055	COMMERCIAL CORRIDOR TEAM GRANT FILES - CITY FUNDED - INCOMPLETE PROJECTS	New	EVT+1	DEST
120	D16-E001	STRUCTURE APPLICATIONS E-VAULT	New	FIS+10	DEST
121	D16-E051	DIRECT DEPOSIT AUTHORIZATION FORMS (ELECTRONIC)	New	EVT+8	DEST
122	D16-E053	ELECTRONIC FAX RECORDS	New	CR+120 DAYS	DEST
123	D16-S001	STRUCTURE APPLICATIONS	New	EVT+3 MOS	DEST
124	D16-S051	DIRECT DEPOSIT AUTHORIZATION FORMS (PAPER)	New	EVT+3 MOS	DEST
125	D95-0036	PUBLIC WORKS CONTRACTS	Renewal	CR+20	DEST

\*\* This index is a summary of Records Series submissions for this quarter. State agency record series' can be viewed on the Public Records Board website.



Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>MUNICIPALITIES</b>					
/036151/	VILLAGE OF MISHICOT				
126	00001000.	VIDEO RECORDINGS	New	CR+120 DAYS	DEST
127	00002000.	WRITTEN WARNINGS	New	CR+1	DEST

### Request and Disposition Legend

New: Submission has not been reviewed before  
 Amendment: 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