



AGENDA
Public Records Board
March 13, 2017
1:00pm – 3:30pm
Legislative Audit Bureau
Cattanach Training Room, 4th Floor
22 East Mifflin Street
Madison, WI 53703

1. Call to Order (Blessing)
2. Approval of November 14, 2016 Minutes *
3. Comments from Chair – (Blessing) - Matt Blessing will provide an update on the State Archives Preservation Facility (SAPF), currently under construction on Madison's east side. When completed, the new SAPF will preserve the majority of state government records with long-term administrative, legal, and historical value.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. 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=28092&locid=165>)
 - 92 RDAs from 17 state agencies
 - 18 RDAs from 3 counties and local governments
 - 7 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Broady-Rudd) - Sandy Broady-Rudd will provide an update on the Committee's current projects.
5. Other Business
 - a. Annual Elections of Public Records Board Officers * - Board to elect officers
 - b. Board Annual Letter * - Letter reporting Board activity to State Agency Deputy Secretaries
 - c. Stacey Ralston, Deputy Administrator, Division of Personnel Management – Ms. Ralston will provide the Board with information on the project to move State of Wisconsin employees' personnel files from paper to electronic format.

6. Adjourn

* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.

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

115-AGRICULTURE, TRADE & CONSUMER PROTECTION					
/734/	ARM - AG IMPACT				
1	00176000.	PROJECTS RELEASED FROM REQUIRING AGRICULTURAL IMPACT STATEMENTS	Amendment	CR+2	DEST

144-FINANCIAL INSTITUTIONS					
/3100/	CORPORATION FILING				
2	00169000.	CONTACT CENTER ANYWHERE (CCA) CALL RECORDINGS	New	CR+1 MO	DEST
		Withdrawn by agency.			

155-PUBLIC SERVICE COMMISSION					
/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

165-SAFETY & PROFESSIONAL SERVICES					
/014/	ENFORCEMENT, DIVISION OF (DOE)				
9	00025000.	INFORMAL COMPLAINTS CASE FILES - ROUTINE	Amendment	EVT+5	DEST
		Confidential/Access Protected citation revised.			
10	00026000.	INFORMAL COMPLAINTS CASE FILES - ROUTINE - HOLD STATUS	Amendment	EVT+10	DEST
		Confidential/Access Protected citation revised.			
/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		(* see Legend on last page)		
Index #	RDA #	RDA Title			

255-PUBLIC INSTRUCTION					
/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

285A-UW MADISON					
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

285K-UW STEVENS POINT					
/285K/015/	BUSINESS AFFAIRS				
26	00116000.	TEMPORARY PARKING RECORDS	Renewal	CR+1	DEST
27	00120000.	PARKING CITATION PAYMENTS	Amendment	CR+3	DEST
		Confidential/Access Protected changed to 'no'.			

292- WI TECHNICAL COLLEGE SYSTEM					
28	00021000.	EMERGENCY MEDICAL SERVICES EXAM RESULT BOOKS	Amendment	EVT+3	DEST

395-TRANSPORTATION					
/126/	DMV - MCS				
29	00201000.	OVERSIZE / OVERWEIGHT (OSOW) SINGLE TRIP OR MULTIPLE TRIP PERMITS FILE	Amendment	EVT+4	DEST

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

435-HEALTH SERVICES					
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

437-CHILDREN & FAMILIES					
/100/	OFFICE OF THE SECRETARY				
33	00198000.	PRESS RELEASE / NEWS RELEASE / MEDIA ADVISORY	New	EVT+1	SHSW
		Disposition changed to transfer to WHS.			
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	SHSW
		Disposition changed to transfer to WHS.			
37	00202000.	FEATURE ARTICLES	New	EVT+3	SHSW
		Disposition changed to transfer to WHS.			
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

445-WORKFORCE DEVELOPMENT					
/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

** 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			
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
		Confidential/Access Protected changed to 'yes'.			
54	00412000.	APPRENTICESHIP COMMITTEES	Amendment	EVT+10	DEST
55	00412A00.	OFFICIAL COMMITTEE BOOKS	Renewal	EVT+10	SHSW
56	00413000.	COMPLIANCE WITH EXECUTIVE ORDER (EO) #108	Amendment	EVT+10	DEST
		Withdrawn by agency.			
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
465-MILITARY AFFAIRS					
61	00001000.	PRIOR SERVICE RECORDS	Amendment	P	PERM
		Withdrawn due to lack of response.			
62	00041000.	ENGINEER PROJECT FOLDERS	Renewal	EVT+60	SHSW
		Withdrawn due to lack of response.			
485-VETERANS AFFAIRS					
/003/	VETERANS BENEFITS - CEMETARIES AND MILITARY HONORS				
63	00119000.	INTERMENT RECORDS	Amendment	EVT+1	DEST
		Description clarified.			
64	00119A00.	INTERMENT REGISTER RECORDS	Amendment	P	PERM
65	00119B00.	PRE-REGISTRATION FOR INTERMENT RECORDS	Amendment	EVT+1	DEST
		Description clarified.			

** 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			

505-ADMINISTRATION

/216/	ENVIRONMENTAL IMPROVEMENT FUND				
66	00118000.	EIF MANAGEMENT INFORMATION SYSTEM	Amendment	EVT+5	DEST
		Withdrawn by agency.			
/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
		Withdrawn by agency.			
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
		Withdrawn by agency.			
72	00161A00.	MUNICIPAL RECORDS - PAPER - PRE-2015	New	EVT+2	SHSW
		Withdrawn by agency.			

507-PUBLIC LANDS, BOARD OF COMM.

73	00032000.	ESCHEATED ESTATE FILES	Amendment	P	PERM
		Description revised.			

515-EMPLOYEE TRUST FUNDS

/700/	ETF DEPARTMENT RECORDS				
74	00167000.	MEBS - BUSINESS DATASETS	Renewal	EVT+0	DEST
		Event revised.			
75	00167A00.	MEBS - EMPLOYER ACTIVITY UPLOAD (EMEB)	Amendment	CR+3	DEST
76	00167B00.	MEBS - USER INTERFACE	Renewal	EVT+0	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

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name		(* see Legend on last page)		
Index #	RDA #	RDA Title			
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+0	DEST
		Event revised.			
84	00171A00.	BCS - TABLES	Renewal	EVT+0	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
		Description clarified.			
88	00177000.	EXTERNAL COMMUNICATIONS	New	CR+3	DEST
		Decription clarified.			

536-INVESTMENT BOARD					
Index #	RDA #	RDA Title	Request *	Retention	Disposition *
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	SHSW
		Disposition changed to transfer to WHS.			
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 AGREEMENTS WORKING DOCUMENTS FOR INVESTMENT TRANSACTIONS	Amendment	EVT+7	DEST
		Title and description revised.			
/140/	HUMAN RES				
96	00047000.	AFFIRMATIVE ACTION DISABILITY SURVEY	Amendment	EVT+5	DEST
		Event revised.			
/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

** 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)		
/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
680-SUPREME COURT					
/004/	BOARD OF BAR EXAMINERS				
103	00014000.	BAR APPLICANT FILES: ADMISSIONS	Amendment	EVT+45	SHSW
		Pll Registry field completed.			
104	00025000.	REINSTATEMENT/READMISSION FILES	Amendment	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		(* see Legend on last page)		
Index #	RDA #	RDA Title			

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.

CITIES					
/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	CY+1	DEST
		Event revised.			
111	D15-0006	BID OPENING SIGN-IN FORMS	New	EVT+3 MOS	DEST
		Event and retention revised.			
112	D16-0003	COMMERCIAL CORRIDOR TEAM GRANT FILES - CITY FUNDED-COMPLETED PROJECTS	Amendment	EVT+4	DEST
		Event, description and retention revised.			
113	D16-0004	FORECLOSED COMMERCIAL PROPERTY RENOVATION FUND RECORDS	Amendment	EVT+4	DEST
		Event, description and retention revised.			
114	D16-0006	BID/NID STREETScape PROJECTS AND SPECIAL PROJECTS OR PROGRAMS	Amendment	EVT+5	DEST
		Event and description revised.			
115	D16-0007	BUSINESS RESOURCE COMMITTEE RECORDS AND MINUTES	Amendment	CY+5	DEST
		Event revised.			
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
		Event and description revised.			
120	D16-E001	STRUCTURE APPLICATIONS E-VAULT	New	EVT+10	DEST
		Event revised.			

** 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		Request *	Retention	Disposition *
Index #	RDA #	RDA Title			
			(* see Legend on last page)		
121	D16-E051	DIRECT DEPOSIT AUTHORIZATION FORMS Title and medium revised.	New	EVT+8	DEST
122	D16-E053	FAX RECORDS Title and description revised. Confidential/Access Protected changed to 'no'.	New	CR+120 DAYS	DEST
123	D16-S001	STRUCTURE APPLICATIONS Withdrawn and combined with D16-E001.	New	EVT+3 MOS	DEST
124	D16-S051	DIRECT DEPOSIT AUTHORIZATION FORMS (PAPER) Withdrawn and combined with D16-E051.	New	EVT+3 MOS	DEST
125	D95-0036	PUBLIC WORKS CONTRACTS Event and description revised.	Renewal	EVT+20	DEST

MUNICIPALITIES					
/036151/	VILLAGE OF MISHICOT				
126	00001000.	VIDEO RECORDINGS Retention changed to 121 days.	New	CR+121 DAYS	DEST
127	00002000.	WRITTEN WARNINGS Title and description revised.	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