



AGENDA
Public Records Board
June 12, 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 March 13, 2017 Minutes *
3. Comments from Chair (Blessing) - The chair will provide an overview of "The State of State Records," data recently compiled by the Council of State Archivists.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2017 Public Records Board Record Series (PRB) Index
(<http://publicrecordsboard.wi.gov/docview.asp?docid=28173&locid=165>)
 - 216 RDAs from 13 state agencies
 - 68 RDAs from 4 counties and local governments
 - 3 RDAs from the University of Wisconsin
 - 32 RDAs from the General Records Schedules
 - ii. Dept. of Transportation Extension Requests
 - 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. The Executive Secretary will discuss logistics of Board attendance at the State and Local Government Records Management Conference.
 - b. Legislative Audit Bureau Designee Perspective as Records Management Committee Member (RMC) - Anne Sappenfield will provide an overview of her role on the RMC when reviewing quarterly RDA submissions.
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				
Index #	RDA #	RDA Title	(* see Legend on last page)		

115-AGRICULTURE, TRADE & CONSUMER PROTECTION

/146/	WIEGHTS & MEASURES - TANKS				
1	00348000.	INSPECTOR RECORDS OF STORAGE TANK FACILITIES	Amendment	CR+10	DEST

144-FINANCIAL INSTITUTIONS

/3100/	CORPORATION FILING				
2	00080A00.	ANNUAL REPORTS & NEWLY ELECTED OFFICERS & DIRECTORS	Amendment	EVT+25	SHSW
		Withdrawn by Agency.			

255-PUBLIC INSTRUCTION

/100/	LIBRARIES AND TECHNOLOGY				
3	00250000.	WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADE 1	New	EVT+15	DEST
4	00251000.	WISCONSIN PUBLIC LIBRARY DIRECTOR CERTIFICATION - GRADES 2, 3, AND TEMPORARY	New	EVT+5	DEST
/700/	TEACHER LICENSING				
5	00037000.	TEACHER LICENSING, REVOCATION AND DENIAL RECORDS	Amendment	CR+75	DEST
		Description clarified.			

285B-UW MILWAUKEE

/003/	STUDENT AFFAIRS				
6	00000015.	CHILD ATTENDANCE RECORDS / SIGN-IN SHEETS	Renewal	CR+4	DEST
7	00027400.	CLIENT FILES	Renewal	EVT+7	DEST
		Description revised and Confidential/Access Protected changed to 'yes'.			
8	00226000.	CHILD FILES	Renewal	EVT+5	DEST

395-TRANSPORTATION

9	00006000.	FREEWAY OR EXPRESSWAY 84.295 DESIGNATION CASE FILE - PAPER RECORDS	Amendment	EVT+5	DEST
10	00006A00.	FREEWAY OR EXPRESSWAY DESIGNATION PROCESS DOCUMENTS	Amendment	EVT+5	DEST
11	00006B00.	FREEWAY OR EXPRESSWAY DESIGNATION CASE FILE - ELECTRONIC RECORDS	New	EVT+10	SHSW
		Disposition changed.			
12	00467000.	CONTROLLED ACCESS HIGHWAY CASE FILES - PAPER RECORDS	Amendment	EVT+5	DEST
		Description and event revised.			
13	00467A00.	CONTROLLED ACCESS DESIGNATION PROCESS DOCUMENTS	Amendment	EVT+5	DEST

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14	00467B00.	CONTROLLED ACCESS HIGHWAY CASE FILES - ELECTRONIC RECORDS	New	EVT+10	DEST
15	00468000.	ABUTTING SUBDIVISION PLAT DOA REVIEW CASE - PAPER FILES	Amendment	EVT	SHSW
16	00468A00.	ABUTTING SUBDIVISION DOA REVIEW PROCESS DOCUMENTS	Amendment	EVT+10	DEST
17	00468B00.	NON-ABUTTING PLAT SUBDIVISION DOA REVIEW CASE FILE	Amendment	EVT+5	DEST
18	00468C00.	NON-ABUTTING PLAT SUBDIVISION DOA REVIEW PROCESS DOCUMENTS	Amendment	EVT+1	DEST
19	00468D00.	EXISTING SUBDIVISION MODIFICATION REQUESTS	New	EVT+10	DEST
20	00468E00.	ABUTTING SUBDIVISION PLAT DOA REVIEW CASE - ELECTRONIC FILES	New	EVT+5	SHSW
		Disposition changed.			
21	00469000.	TRANS 233 LAND DIVISION REVIEW (SPECIAL EXCEPTIONS, VARIANCES) CASE FILES	Amendment	EVT+10	DEST
		Description and event revised.			
22	00470000.	ASSESSOR'S PLAT REVIEW CASE FILES - WIS DOT IMPACT	Amendment	EVT+5	DEST
23	00470A00.	ASSESSOR'S PLAT REVIEW CASE FILES - NO WIS DOT IMPACT	Amendment	EVT+5	DEST
24	00471000.	ACCESS COVENANTS - PAPER FILES	Amendment	EVT	DEST
25	00471A00.	ACCESS COVENANTS - ELECTRONIC DOCUMENTS	Amendment	EVT+5	DEST
26	00700000.	COURTESY REVIEWS OF LAND DIVISIONS AND DEVELOPMENTS FOR LOCAL GOVERNMENTS	New	EVT+5	DEST
27	00701000.	ACCESS MODIFICATION REQUEST CASE FILES	New	EVT+20	DEST
28	00701A00.	ACCESS MODIFICATION REQUEST PROCESS DOCUMENTS	New	EVT	DEST
29	00702000.	DRIVEWAY DENIAL AND REVOCATION APPEALS CASE FILES	New	EVT+20	DEST
30	00702A00.	DRIVEWAY DENIAL AND REVOCATION APPEALS PROCESS DOCUMENTS	New	EVT	DEST
31	00703000.	INTERSTATE ACCESS JUSTIFICATION REQUESTS CASE FILE	New	EVT+40	DEST
32	00703A00.	INTERSTATE ACCESS JUSTIFICATION REQUESTS PROCESS DOCUMENTS	New	EVT+5	DEST
/012/	OFFICE OF PUBLIC AFFAIRS				
33	00039000.	PUBLIC COMMUNICATION REPORT	Extension	EVT+1 MO	DEST
34	00039A00.	PUBLIC COMMUNICATION REPORT	Extension	EVT+1 MO	DEST
35	00365000.	SPEECHES AND FEATURE ARTICLES	Extension	EVT+4	SHSW
36	00366000.	NEWS AND INFORMATION RELEASES	Extension	EVT+4	DEST
/122/	DMV - MOTOR CARRIER INSURANCE				
37	00105000.	MOTOR CARRIER INSURANCE - CERTIFICATES	Extension	EVT+3	DEST
38	00105A00.	MOTOR CARRIER INSURANCE	Extension	EVT+6	DEST
/126/	DMV - MCS				
39	00104000.	HEAVY VEHICLE USE TAX (HVUT)	Extension	EVT+1	DEST
40	00104A00.	HEAVY VEHICLE USE TAX (HVUT)	Extension	EVT+4	DEST
41	00106000.	WISCONSIN IDENTIFICATION STAMP-APPLICATIONS	Extension	EVT+1	DEST

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42	00106A00.	WISCONSIN IDENTIFICATION STAMP FILE	Extension	EVT+18 MQS	DEST
43	00107000.	INTERNATIONAL REGISTRATION PLAN AND RECIPROCAL AGREEMENTS	Extension	EVT+1	DEST
44	00108000.	INTERNATIONAL REGISTRATION PLAN - APPLICATIONS	Extension	EVT+5	DEST
45	00181000.	FUEL TAX FILES	Extension	EVT+4	DEST
46	00181A00.	FUEL TAX FILES	Extension	EVT+4	DEST
47	00181B00.	FUEL TAX ACCOUNTS FILE	Extension	EVT+4	DEST
48	00202000.	PRIVATE MOTOR CARRIER LEASES	Extension	CR+5	DEST
49	00203000.	TRIP PERMIT POST CARDS	Extension	CR+2	DEST
50	00204000.	S/L PRORATE PERMIT POST CARD	Extension	CR+5	DEST
51	00630000.	SSR INTERSTATE REGULATED AND EXEMPT APPLICATION FILE	Extension	CR+3	DEST
52	00654000.	HAZARDOUS MATERIALS TRANSPORTATION REGISTRATION FEE (PAPER RECORDS)	Extension	EVT	DEST
53	00654A00.	HAZARDOUS MATERIALS TRANSPORTATION REGISTRATION FEE (ELECTRONIC RECORDS)	Extension	EVT	DEST
/140/	DMV - DEALER LICENSING				
54	00211000.	DEALER LICENSE FILE	Extension	CR+7	DEST
55	00212000.	DEALER COMPLAINT FILE	Extension	CR+7	DEST
56	00213000.	MOTOR VEHICLE DEALER INSPECTIONS	Extension	CR+7	DEST
57	00214000.	DEALER HEARINGS FILE	Extension	CR+10	DEST
/162/	DMV-TITLE AND REGISTRATION				
58	00044000.	DISABLED VETERANS LICENSE PLATES APPLICATIONS	Extension	EVT+1 MO	DEST
59	00044A00.	DISABLED VETERANS LICENSE PLATES APPLICATIONS	Extension	EVT+7	DEST
60	00045000.	DISABLED PARKING IDENTIFICATION CARD APPLICATIONS	Extension	EVT+3 MOS	DEST
/233/	DMV - REVENUE & ACCOUNTINGS				
61	00223000.	CUSTOMER INFORMATION FILES	Amendment	EVT	DEST
		Description clarified.			
62	00223A00.	CUSTOMER INFORMATION FILES - NOT IMAGED	Amendment	EVT	DEST
/825/	DMV - VEHICLE RECORDS				
63	00022000.	VEHICLE RECORD CERTIFICATION & VERIFICATION	Extension	EVT+6 MO	DEST
64	00022A00.	VEHICLE RECORD CERTIFICATION & VERIFICATION	Extension	EVT+6 MO	DEST
65	00043000.	JUNKED AND RETURNED VEHICLE TITLES	Extension	EVT	DEST
66	00109000.	MOTOR VEHICLE REGISTRATION RENEWAL CROSS REFERENCE INDEX	Extension	EVT+2	DEST
67	00123B00.	OUT-OF-STATE TITLES	Extension	EVT	TRANS OTHER
68	00124000.	RETURNED LICENSE PLATE RECORD FILE	Extension	CR+1	DEST
69	00126000.	(STOP) VEHICLE RECORD UPDATE FILE	Extension	CR+1	DEST

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70	00210000.	FICTITIOUS VEHICLE REGISTRATION CONTACTS	Extension	EVT	DEST
71	00210A00.	FICTITIOUS VEHICLE REGISTRATION CONTACT FILE	Extension	EVT	DEST
72	00231000.	TRAFFIC VIOLATION & REGISTRATION PROGRAM (TVRP) CASE FILE	Extension	EVT	DEST
73	00231A00.	TRAFFIC VIOLATION & REGISTRATION PROGRAM (TVRP) CASE FILE	Extension	EVT+6	DEST
74	00231B00.	TRAFFIC VIOLATION & REGISTRATION PROGRAM (TVRP) CASE FILE	Extension	EVT+6	DEST
75	00232000.	VEHICLE TEMPORARY LICENSE PLATE FILE	Extension	CR+2	DEST
76	00357000.	REQUEST TO WITHHOLD NAME AND ADDRESS	Extension	EVT	DEST
77	00433000.	REGISTRATION RENEWAL AUDIT FILE	Extension	EVT+7	DEST
78	00434000.	TITLE AUDIT FILE	Extension	EVT+7	DEST
79	00435000.	BASE PLATE REGISTRATION CROSS REFERENCE FILE	Extension	EVT+7	DEST
80	00436000.	REGISTRATION TELEPHONE AUTHORIZATIONS FILE	Extension	CR+7	DEST
81	00436A00.	REGISTRATION TELEPHONE AUTHORIZATIONS CROSS REFERENCE FILE	Extension	CR+7	DEST
82	00437000.	PURGE VEHICLE IDENTIFICATION NUMBER (VIN) FILE	Extension	EVT+6 MO	DEST
83	00438000.	MOTOR VEHICLE REGISTRATION LICENSE PLATE NUMBER FILE	Extension	CR+7	DEST
84	00495000.	MOTOR VEHICLE REGISTRATION RENEWALS	Extension	EVT	DEST
85	00495A00.	MOTOR VEHICLE REGISTRATION RENEWALS	Extension	EVT	DEST
86	00495B00.	MOTOR VEHICLE REGISTRATION RENEWALS	Extension	EVT	DEST
87	00547000.	VEHICLE/DRIVER RECORD INFORMATION REQUEST FILE	Extension	CR+1 MO	DEST
88	00590000.	REFUND FILE	Extension	CR+3 MOS	DEST
89	00591000.	COUNTY LIEN FILE	Extension	CR+1 MO	DEST
90	00592000.	REFUND/CUSTOMER SERVICE CORRESPONDENCE FILES	Extension	CR+6 MOS	DEST
91	00593000.	REFUND/CUSTOMER SERVICE CORRESPONDENCE FILES	Extension	CR+6 MOS	DEST
/841/	DMV - IRP				
92	00122000.	IRP, IFTA, WIFT AUDIT FILES	Extension	EVT+5	DEST
93	00122A00.	IRP, IFTA, WIFT AUDIT FILE	Extension	EVT+5	DEST
94	00181000.	FUEL TAX FILES	Extension	EVT+4	DEST
95	00203000.	TRIP PERMIT POST CARDS	Extension	CR+2	DEST

410-CORRECTIONS					
96	00018000.	INITIAL CLASSIFICATION AND RECLASSIFICATION TRACKING OF WORK PROCESSES RECORDS	New	EVT+7	DEST
97	00053B00.	INTERSTATE CORRECTIONS COMPACT - BED DAYS TRACKING INPUTS AND OUTPUTS	Amendment	EVT+7	DEST

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425-EMPLOYMENT RELATIONS COMMISSION					
/425/	EMPLOYMENT RELATIONS COMMISSION				
98	00033000.	ANNUAL CERTIFICATION ELECTION ORIGINAL DECISIONS AND INDEX	Amendment	EVT+5	SHSW

437-CHILDREN & FAMILIES					
/100/	OFFICE OF THE SECRETARY				
99	00204000.	LEGAL COUNSEL FILES	New	EVT+3	SHSW
	Disposition changed and title revised.				
100	00205000.	LEGAL COUNSEL LITIGATION CASE FILES	New	EVT+10	DEST
101	00206000.	LEGAL COUNSEL LITIGATION CASE FILES - SIGNIFICANT	New	EVT+25	SHSW
	Disposition changed.				
/460/	CHILD SUPPORT, BUREAU OF: FAMILY AND ECONOMIC SECURITY, DIVISION OF				
102	00371000.	CHILD SUPPORT MAINTENANCE & FINANCIAL RECORDS	Amendment	EVT+27	DEST
	Event revised.				

445-WORKFORCE DEVELOPMENT					
/160/	ASD ADMINISTRATORS OFFICE				
103	00488000.	PUBLICATION HISTORY FILE	New	EVT+5	DEST
/620/	UNEMPLOYMENT INSURANCE				
104	00001000.	CANCELLED CONTRIBUTION TAX REFUND CHECKS	Renewal	EVT+4	DEST
105	00002000.	CANCELLED BENEFIT - SPECIAL CHECKS - PAPER	Renewal	EVT+4	DEST
106	00003000.	CANCELLED UNEMPLOYMENT INSURANCE BENEFIT CHECKS	Renewal	EVT+1	DEST
107	00020B00.	"1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX YEAR TO DATE SUMMARY FILES	Renewal	EVT+10	DEST
108	00020D00.	"1099G" UNEMPLOYMENT INSURANCE BENEFITS / TAX TNNI (TEN NINETY NINE) FILE	Renewal	EVT+10	DEST
109	00020E00.	"1099" UNEMPLOYMENT INSURANCE BENEFITS / TAX - MISCLASSIFIED WORKERS	Renewal	EVT+4	DEST
110	00047000.	UI BUREAU OF TAX AND ACCOUNTING EMPLOYER RECORDS	Renewal	EVT+90 DAYS	DEST
111	00047B00.	UI QUARTERLY TAX (CONTRIBUTION) REPORT	Amendment	EVT+6	DEST
112	00047C00.	UI QUARTERLY TAX (CONTRIBUTION) REPORTS, APPEALS PENDING, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Renewal	EVT+6	DEST
113	00049B00.	UI QUARTERLY WAGE REPORT	Renewal	EVT+6	DEST
	Description revised.				

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114	00049C00.	UI QUARTERLY WAGE REPORT- APPEALS, BANKRUPTCIES, AND DELINQUENT EMPLOYERS	Renewal	EVT+6	DEST
115	00049D00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS	Renewal	EVT+6	DEST
		Description revised.			
116	00049E00.	UI QUARTERLY WAGE REPORT APPLICATION RECORDS - WAGE ONLY EMPLOYERS	Renewal	EVT	DEST
117	00050000.	UI QUARTERLY WAGE REPORTS	Renewal	EVT	DEST
118	00056000.	UI RECEIPT BOOKS	Renewal	EVT+6	DEST
119	00057000.	UI DEPOSIT SLIPS, CREDIT MEMOS & DEPOSIT TAPES	Renewal	EVT+4	DEST
120	00058000.	MONTHLY SUMMARY TOTALS AND VOUCHERS	Renewal	EVT+6	DEST
121	00065000.	UNEMPLOYMENT INSURANCE (UI) BENEFIT CLAIMANT RECORDS	Renewal	EVT+90 DAYS	DEST
122	00065A00.	PROGRAM INTEGRITY HISTORY RECORDS	Amendment	EVT+6	DEST
123	00068000.	CHECK BATCH RECORDS	Renewal	EVT+4	DEST
124	00072000.	RETURN CHECK RECORD	Renewal	EVT+4	DEST
125	00082D00.	NON-SUBJECT EMPLOYER HISTORY FILES	Renewal	EVT+3	DEST
126	00083E00.	SUBJECT EMPLOYER HISTORY FILES - DELINQUENT MONETARY INITIAL DETERMINATIONS	Renewal	CR+15	DEST
127	00083G00.	SUBJECT EMPLOYER HISTORY FILES	Renewal	EVT+4	DEST
128	00083H00.	SUBJECT EMPLOYER HISTORY FILES - TAX DELINQUENCY	Renewal	EVT+10	DEST
129	00088000.	OUTSTANDING CHECK LISTS	Renewal	CR+5	DEST
130	00089000.	BANK RECONCILIATIONS	Renewal	FIS+4	DEST
131	00097D00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, FULL RECOVERY	Renewal	EVT+10	DEST
132	00097E00.	COLLECTIONS CLOSED LEGAL BENEFIT AND TAX DELINQUENT OVERPAYMENT FOLDERS, PARTIAL OR NO RECOVERY	Renewal	EVT+4	DEST
133	00157000.	RETURNED CHECK INDEX CARDS	Renewal	CR+4	DEST
134	00159000.	REPLACEMENT CHECK AUTHORIZATION	Renewal	EVT+4	DEST
135	00182000.	TRADE READJUSTMENT ALLOWANCE (TRA) CLAIMANT BENEFIT AND EMPLOYER RECORDS	Renewal	EVT+4	DEST
		Description revised.			
136	00185000.	INTERSTATE BENEFIT AND COMBINED WAGE RECORDS	Renewal	EVT+4	DEST
137	00223000.	BENEFIT CLAIMANT HISTORY AND ADJUDICATION / CALL CENTER RECORDS	Amendment	EVT+6	DEST
138	00236B00.	UNEMPLOYMENT INSURANCE FORCE PAY ORDER AND CONTROL REGISTER	Renewal	EVT+4	DEST
139	00258000.	NEW HIRE TRANSACTION AUDIT LOG	Renewal	CR+1	DEST
140	00259000.	NEW HIRE REPORTS	Renewal	EVT+24 HRS	DEST

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141	00259B00.	STATE DIRECTORY OF NEW HIRES	Renewal	EVT+6	DEST
142	00308A00.	REQUIRED FEDERAL STATISTICAL REPORTS	Amendment	EVT+4	DEST
143	00336000.	UNEMPLOYMENT INSURANCE BENEFITS APPLICATION SYSTEM	Renewal	EVT+6	DEST
		Description revised.			
144	00336A00.	INITIAL CLAIMS - INCOMPLETE	Renewal	CR+28 DAYS	DEST
145	00336B00.	WEEKLY BENEFIT CLAIMS	Renewal	EVT+6	DEST
146	00336C00.	WEEKLY BENEFIT CLAIMS - LVIS	Amendment	EVT+3 WKS	DEST
147	00336D00.	INTERACTIVE VOICE RESPONSE (IVR) / INTERNET AUDIT RECORDS - INITIAL AND WEEKLY CLAIMS	Renewal	EVT+3	DEST
148	00336E00.	UNEMPLOYMENT INSURANCE (UI) HANDBOOKS - EMPLOYER AND CLAIMANT	Renewal	EVT+7	DEST
149	00338000.	STATE UNEMPLOYMENT INSURANCE TAX ENTERPRISE SYSTEM (SUITES) EMPLOYER ACCOUNT RECORD	Renewal	EVT+15	DEST
150	00338A00.	TAX COLLECTION LETTERS	Renewal	EVT+6	DEST
151	00338B00.	UI TAX AUDIT - UI FIELD AUDIT APPLICATION RECORDS	Renewal	EVT+4	DEST
152	00338C00.	UI TAX AUDIT - COMPLETED UI FIELD AUDITS	Renewal	EVT+6	DEST
153	00338E00.	BENEFIT COLLECTION LETTERS	Renewal	EVT+4	DEST
154	00338I00.	OUTGOING CORRESPONDENCE	Renewal	CR+6	DEST
155	00338J00.	GREAT PLAINS GENERAL LEDGER	Renewal	EVT+6	DEST
156	00339000.	UI TAX AND ACCOUNTING MANAGEMENT REPORTS	Renewal	EVT+7	DEST
		Retention revised.			
157	00379000.	CLAIMANT FOLLOW-UP ON TASKS AND REJECTS FROM THE UI BENEFIT SYSTEM	Renewal	EVT	DEST
158	00379A00.	ADJUDICATION SCHEDULING APPLICATION RECORDS	Renewal	CR+9 MOS	DEST
159	00389000.	COED - CONDITIONS OF EMPLOYMENT DATA AND REPORT	Renewal	CY+6	DEST
160	00395000.	BENEFIT ACCURACY MEASUREMENT (BAM) INVESTIGATION VERIFICATION (AUDIT) CASE FILES	Amendment	EVT+4	DEST
161	00395A00.	BENEFIT ACCURACY MEASUREMENT (BAM) UNITED STATES DEPARTMENT OF LABOR (DOL) SUN SYSTEM	Amendment	CR+4	DEST
162	00395B00.	BENEFIT ACCURACY MEASUREMENT (BAM) WISCONSIN EXECUTIVE SUMMARY AND USDOL ANNUAL REPORT	Amendment	EVT	DEST
163	00396000.	TAX PERFORMANCE SYSTEM (TPS) PROCESSED CASES, FILES, AND ANNUAL REPORT	Amendment	CR+4	DEST
164	00396A00.	TAX PERFORMANCE SYSTEM (TPS) UNIVERSE DATA FILES	Amendment	CR+2	DEST
165	00436000.	UI SSA QUERIES AUDIT TRAIL (UIQ)	Amendment	EVT+7	DEST
166	00465000.	IRS (INTERNAL REVENUE SERVICE) FEDERAL TAX INFORMATION	Amendment	EVT+6	DEST
167	00465A00.	IRS FEDERAL TAX INFORMATION AUDIT LOGS	New	EVT+7	DEST

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		Description revised.			
168	00468000.	CHILD SUPPORT ORDERS FOR WITHHOLDINGS FROM BENEFIT PAYMENTS	Amendment	EVT+4	DEST
169	00475000.	BENEFIT CLAIMANT DIRECT DEPOSIT AUTHORIZATIONS	Renewal	EVT	DEST
170	00489000.	UI BENEFITS ARCHIVED RECORDS	New	CR+15	DEST
171	00490000.	IRS FTI USER ACKNOWLEDGEMENTS	New	EVT+5	DEST
/800/	WORKER'S COMPENSATION				
172	00127000.	WORKERS COMPENSATION (WC) CLAIM FILES FOLDERS	Renewal	EVT+12	DEST
173	00127B00.	WORKERS COMPENSATION CLAIM RECORDS - INTEGRATED CLAIM MANAGEMENT SYSTEM (ICMS)	Renewal	EVT+12	DEST
174	00127C00.	PURGED WORKER'S COMPENSATION CLAIM RECORDS - PRGSKEL	Renewal	EVT+12	DEST
175	00127D00.	WORKERS COMPENSATION CLAIM DOCUMENTS - TO BE IMAGED	Renewal	EVT+2 MOS	DEST
176	00127F00.	WORKERS COMPENSATION CLAIM DOCUMENTS-IMAGED	Renewal	EVT+12	DEST
177	00132000.	WC 2ND INJURIES AND CHILDREN'S ADDITIONAL DEATH BENEFIT FUND	Renewal	EVT+7	DEST
178	00135000.	NOT REPORT MATTERS - INQUIRIES OR POTENTIAL CLAIMS FILE	Renewal	EVT+2	DEST
179	00401000.	WORKER'S COMPENSATION INTERLOCUTORY FINDINGS, ORDERS, AND AWARDS	Renewal	EVT+80	DEST
180	00472000.	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) CORRESPONDENCE RELATED TO WORKER'S COMPENSATION CLAIMS	New	EVT+80	DEST
181	00491000.	WORKER'S COMPENSATION VOCATIONAL REHABILITATION SPECIALIST FILES RELATED TO INJURED WORKERS	New	EVT+6	DEST
182	00492000.	DATA OUTPUT FROM BI-WEEKLY MATCHING OF DIVISION OF VOCATIONAL REHABILITATION CLOSED ORDER OF SELECTION LIST TO WORKER'S COMPENSATION INTEGRATED CLAIMS MANAGEMENT SYSTEM (ICMS) CLAIMANT DATA	New	EVT+1	DEST

455-JUSTICE					
/211/	CRIMINAL INVESTIGATION				
183	00061000.	BACKGROUND CHECKS INVESTIGATIVE FILES - OTHER AGENCIES	New	EVT+15 DAYS	DEST

485-VETERANS AFFAIRS					
/024/	PROGRAMS AND SERVICES - STATE APPROVING AGENCY				
184	00148000.	FACILITY APPROVAL RECORDS	New	EVT+3	DEST
185	00149000.	FACILITY CERTIFICATE OF DISAPPROVAL	New	EVT+10	DEST
		Description revised.			

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186	00149A00.	FACILITY DISAPPROVAL RECORDS	New	EVT+1	DEST
		Description revised.			
187	00150000.	INSPECTION AND INVESTIGATION RECORDS AND REPORTS	New	EVT+3	DEST
188	00151000.	CONTRACTS, BUSINESS PLANS, AND REPORTS	New	CR+7	DEST
189	00152000.	LISTS OF INSTITUTIONS AND VETERANS	New	EVT+3	DEST

505-ADMINISTRATION					
/900/	INTERGOVERNMENTAL RELATIONS				
190	00122000.	REIMBURSEMENTS TO MUNICIPALITIES FOR SERVICES RENDERED	Renewal	CR+5	DEST
191	00123000.	WISCONSIN RESIDENT POPULATION ESTIMATES	Renewal	CR+12	DEST
192	00157000.	MUNICIPAL INCORPORATION AND CONSOLIDATION FILES	Renewal	CR+10	SHSW
		Description revised.			
193	00158000.	ANNEXATION FILES	Renewal	CR+10	SHSW
194	00275000.	COUNTY PLANS FOR LAND RECORDS MODERNIZATION	Renewal	EVT+1	SHSW
195	00346000.	COOPERATIVE BOUNDARY PLAN AND AGREEMENT FILES	Renewal	CR+10	SHSW
196	00369000.	TRIBAL RELATIONS TRIBAL DIRECTORY AND DEPARTMENT OF ADMINISTRATION ACTION PLAN	Renewal	EVT+1	SHSW
		Withdrawn by Agency.			
197	00371000.	PLAT INDEX	Amendment	FIS+1	DEST
198	00372000.	SUBDIVISION PLAT AND CERTIFIED SURVEY MAP FILES	Amendment	CR+5	DEST
199	00373000.	ASSESSOR'S PLAT FILES	Amendment	CR+5	DEST
200	00374000.	PLAT FILE MICROFILM	Renewal	P	PERM
201	00375000.	PLAT AND MAP COMPUTATIONS	Amendment	CR+5	DEST
202	00376000.	PLAT PROJECTS RECORDS	Amendment	P	PERM
		Description revised.			

515-EMPLOYEE TRUST FUNDS					
/700/	ETF DEPARTMENT RECORDS				
203	00099000.	SECRETARY'S OFFICE CORRESPONDENCE	Amendment	CR+5	SHSW
204	00178000.	LEGISLATIVE HISTORY FILES	New	P	PERM
205	00178A00.	LEGISLATIVE HISTORY FILES - PAPER	New	EVT+5	DEST

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566-REVENUE					
/1120/	AUDIT BUREAU				
206	00470000.	TAX ACCOUNT INFORMATION	New	EVT+7	DEST
207	00470A00.	TAX ACCOUNT INFORMATION - NET BUSINESS LOSS (NBL)	New	EVT+27	DEST
208	00470B00.	TAX ACCOUNT INFORMATION - CREDIT THAT CAN BE CARRIED FORWARD	New	EVT+21	DEST
209	00470C00.	TAX ACCOUNT INFORMATION - AUDIT	New	EVT+10	DEST
210	00470D00.	TAX ACCOUNT INFORMATION - COLLECTIONS	New	EVT+1 MO	DEST
211	00470E00.	TAX ACCOUNT INFORMATION - WARRANT	New	EVT+1 MO	DEST
212	00470F00.	TAX ACCOUNT INFORMATION - CRIMINAL INVESTIGATION	New	EVT+10	DEST
/2100/	LOCAL FINANCIAL ASSISTANCE				
213	00474000.	ROOM TAX REPORT	New	CR+7	DEST
/2310/	EQUALIZATION-CENTRAL/TIF				
214	00473000.	TAX INCREMENTAL DISTRICTS ANNUAL REPORTS	New	CR+7	DEST
/2600/	ASSESSMENT PRACTICES				
215	00414000.	BOARD OF REVIEW MEMBER TRAINING AFFIDAVIT	Amendment	CR+7	DEST
216	00471000.	ASSESSORS - SPECIFIC INFORMATION RELATED TO INDIVIDUAL	New	EVT+1	DEST
217	00472000.	ASSESSORS - NON SPECIFIC EDUCATION	New	CR+5	DEST
/8421/	LOTTERY				
218	00358000.	APPLICATION TRACKING AND LICENSING	Amendment	EVT+5	DEST
		Description revised.			

765-035-LEG COUNCIL					
/765-035/	LEGISLATURE - LEGISLATIVE COUNCIL				
219	00011000.	FILES FOR COMMITTEES OF THE JOINT LEGISLATIVE COUNCIL	New	EVT+20	SHSW
		PII Registry response changed.			
220	00012000.	NEW LEGISLATOR TRAINING FILES	New	EVT+20	SHSW
		PII Registry response changed.			

GENERAL RECORDS SCHEDULE					
	WISCONSIN'S PUBLIC LIBRARIES AND PUBLIC LIBRARY SYSTEMS				
		Historical Records section on page 1 revised per guidance received from WHS Staff.			
221	00001000	BYLAWS	Renewal	EVT+0	DEST
222	00002000	ANNUAL REPORTS	Renewal	EVT+2	DEST

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223	00003000	DONOR FILES - MONETARY DONATIONS	Renewal	EVT+5	DEST
224	00004000	DONOR FILES - PROPERTY DONATIONS	Renewal	EVT+5	DEST
225	00005000	PATRON INCIDENT AND DISCIPLINARY FILES	Renewal	EVT+5	DEST
226	00006000	PURCHASE REQUEST	Renewal	EVT+1	DEST
227	00007000	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS	Renewal	EVT+6	DEST
228	00008000	LEGAL OPINIONS	Renewal	EVT+5	DEST
229	00009000	LITIGATION FILES	Renewal	EVT+5	DEST
230	00010000	ACCIDENT REPORTS / CLAIMS	Renewal	EVT+7	DEST
231	00011000	BUDGET RECORDS	Renewal	FIS+6	DEST
232	00012000	ANNUAL INVENTORY AND DEPRECIATION SCHEDULES	Renewal	FIS+5	DEST
233	00013000	BIBLIOGRAPHIC RECORDS AND FINDING AIDS	Renewal	EVT+0	DEST
234	00014000	ITEM LEVEL RECORD	Renewal	EVT+0	DEST
235	00015000	AUTHORITY FILES	Renewal	EVT+0	DEST
236	00016000	PATRON REGISTRATION AND APPLICATION FORMS	Renewal	EVT+0	DEST
237	00017000	PATRON LEVEL RECORD	Renewal	EVT+0	DEST
238	00018000	OVERDUE NOTICES	Renewal	EVT+0	DEST
239	00019000	LIBRARY USE REPORTS AND STATISTICS	Renewal	CR+1	DEST
240	00020000	INTERLIBRARY LOAN RECORDS	Renewal	EVT+0	DEST
241	00021000	INTERLIBRARY LOAN REQUEST RECORDS	Renewal	EVT+30 DAYS	DEST
242	00022000	LOG OF INTERLIBRARY LOAN TRANSACTIONS	Renewal	EVT+30 DAYS	DEST
243	00023000	INTERNET, EQUIPMENT OR ROOM USE AGREEMENTS	Renewal	EVT+0	DEST
		Event revised.			
244	00024000	REFERENCE REQUESTS & RESPONSES	Renewal	EVT+0	DEST
245	00025000	PROGRAMMING AND EVENTS FILES	Renewal	EVT+1	DEST
246	00026000	CONTEST ENTRY FORMS	Renewal	EVT+30 DAYS	DEST
247	00027000	PRESS RELEASES	Renewal	CR+5	DEST
248	00028000	ARCHIVAL ACCESSION / DEACCESSION RECORDS AND PROCESSING FILES	Renewal	PERM	PERM
249	00029000	LIBRARY SYSTEM PLANS	Renewal	EVT+10	SHSW
		Disposition revised.			
250	00030000	MATERIALS AND ROTATING COLLECTIONS RECORDS	Renewal	EVT+0	DEST
251	00031000	MATERIALS AND ROTATING COLLECTIONS USE SUMMARY	Renewal	EVT+30 DAYS	DEST
252	00032000	DELIVERY SERVICE FORMS	Renewal	EVT+0	DEST

Agency Name and #			Request *	Retention	Disposition *
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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.

COUNTIES					
/067/	WAUKESHA COUNTY				
253	AA1001	ACCIDENT REPORTS (COUNTY-WIDE HIGHWAY RELATED ACCIDENTS)	Amended	FIS+7	DEST
254	AA1002	ACQUISITION FILES (RIGHT OF WAY FILES)	Amended	PERM	PERM
255	AA1042	ADOPT A HIGHWAY PROGRAM RECORDS	New	EVT+3	DEST
256	AA1043	AIRPORT AIR SPACE AND RUNWAY ALLOWANCES	New	EVT+7	DEST
257	AA1044	AIRPORT CONTROL PLANS	New	EVT+3	DEST
258	C0003	AIRPORT FUEL FLOWAGE FEE REPORTS	Amended	FIS+7	DEST
259	AA1045	AIRPORT INCIDENT REPORTS	New	FIS+7	DEST
		Event revised and Confidential/Access Protected changed to 'yes'.			
260	AA1046	AIRPORT INSPECTION RECORDS	New	FIS+3	DEST
261	VC0007	AIRPORT LICENSES	Amended	EVT+3	DEST
262	C0005	AIRPORT TOWER ACTIVITY REPORTS	Amended	FIS+7	DEST
263	AA1047	AIRPORT WILDLIFE INCIDENT RECORDS	New	FIS+3	DEST
264	EE0018	ASBESTOS FILES	Amended	PERM	PERM
265	AA1048	BUILDING ACCESS ADMINISTRATION RECORDS	New	EVT+3	DEST
266	VEE0007	BUILDING ACCESS LOGS	Amended	FIS+3	DEST
267	AA1049	CONSTRUCTION AS-BUILT DRAWINGS – BRIDGES, ROADS, RUNWAYS	New	PERM	PERM
268	AA1055	CONSTRUCTION AS-BUILT DRAWINGS – BUILDINGS AND OTHER STRUCTURES	New	EVT+100	DEST
		Event revised.			
269	L2003	CONSTRUCTION PROJECT FILES	Amended	EVT+0	DEST
270	AA1011	DAILY TRAFFIC RECORD, ANNUAL	Amended	EVT+0	DEST
271	L2001	DEMOLITION FILES	Amended	EVT+25	DEST
272	AA1012	EMPLOYEE COMMUTE OPTIONS PROGRAM	Amended	FIS+3	DEST
273	AA1014	FEDERAL TRANSIT ADMINISTRATION (FTA) REPORTS	Amended	FIS+7	DEST
274	AA1018	HIGHWAY CERTIFICATION	Amended	EVT+1	DEST
275	EE0005	INSPECTION REPORTS, BUILDING	Amended	FIS+7	DEST

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276	AA1050	INSPECTION REPORTS, INFRASTRUCTURE	New	EVT+0	DEST
277	AA1020	LOCAL ROAD IMPROVEMENT PROGRAM RECORDS	Amended	EVT+6	DEST
278	AA1051	MONITORING AND SURVEILLANCE RECORDINGS	New	CR+121 Days	DEST
		Retention revised.			
279	AA1029	PERMITS - ACCESS AND UTILITY	Amended	PERM	PERM
280	AA1052	PERMITS - TRAVEL / HIGHWAY USE	New	FIS+3	DEST
281	AA1033	SAFETY TRAINING RECORDS	Amended	FIS+6	DEST
282	AA1034	SIGN MAINTENANCE AND INSTALLATION FILES	Amended	FIS+7	DEST
283	AA1035	SIGNAL TIMING RECORDS	Amended	FIS+10	DEST
284	EE0017	UTILITY USAGE STATISTICS	Amended	EVT+0	DEST
285	AA1039	VEHICLE OWNERSHIP AND MAINTENANCE RECORDS	Amended	EVT+1	DEST
		Event and retention revised.			
286	AA1054	VEHICLE REPLACEMENT COMMITTEE RECORDS	New	FIS+20	DEST
287	EE0008	WORK ORDERS - FACILITIES MAINTENANCE	Amended	FIS+3	DEST
288	AA1041	WORK ORDERS - HIGHWAY OPERATIONS	Amended	FIS+3	DEST
289	Z1015	INVESTIGATION FILES, INTERNAL	Amended	EVT+7	DEST
		Withdrawn by County.			

CITIES					
		<i>MADISON, CITY OF</i>			
290	GS000067.	REGISTRATION STATEMENT	New	CR+7	DEST
291	CC000102.	CAMPAIGN FINANCE REPORTS	New	EVT+7	DEST
292	CC000103.	STATEMENTS OF INTEREST	New	FIS+7	DEST
		<i>MILWAUKEE, CITY OF</i>			
293	04-9041	MAMMOGRAPHY FILMS AND REPORTS	Renewal	CR+10	DEST
294	07-0001	OPEN RECORDS REQUESTS	Renewal	EVT+2	DEST
		Year of creation corrected.			
295	07-E030	RS6000 ENQUESTA ONLINE DATA	Renewal	CR+7	DEST
296	07-E031	GIS WATER - ONLINE DATA	Amended	CR+7	DEST
297	07-E032	FULL OPERATIONAL & FINANCIAL BACKUP ONLINE DATA	Renewal	CR+7	DEST
298	16-0054	MUNICIPAL IDENTIFICATION APPLICATION AND AFFIDAVIT	New	CR+6 MO	DEST
299	17-0003	CODE ENFORCEMENT VIOLATIONS	New	FIS+7	DEST
300	17-0004	NOTICE TO PROCEED	New	FIS+7	DEST
301	17-0006	STORM CALL-INITIAL SWITCHBOARD RESPONSE	New	CR+7	DEST
302	17-0007	STORM DAMAGE FIELD REPORT	New	CR+7	DEST

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303	17-0008	DAILY LINE CLEARANCE LOG	New	CR+2	DEST
304	17-0009	INFRASTRUCTURE SERVICES DAMAGE REPORT	New	CR+7	DEST
305	17-0010	B.E.S. CABLE DAMAGE REPORT	New	CR+7	DEST
306	17-0011	CHEMICAL USE	New	CR+2	DEST
307	17-0012	CHEMICAL SIGN OUT SHEET	New	CR+2	DEST
308	17-0013	FO8-TREE REMOVAL	New	CR+7	DEST
309	17-0014	ABSENCE ANALYSIS CALENDAR	New	CR+2	DEST
		Event revised.			
310	17-0015	ABSENCE CALL-IN REPORT	New	FIS+2	DEST
311	17-0016	TRANSITIONAL DUTY TIME CARD	New	FIS+2	DEST
312	17-0018	DAMAGE CLAIMS TO PERSONAL PROPERTY	New	CR+7	DEST
313	65-0134	AUTO IMPACT WORK ORDER	Renewal	CR+7	DEST
314	66-0074	PROGRESS REPORTS, DAILY	Renewal	FIS+7	DEST
315	76-0117	INJURY REPORTS: OSHA 300A, 301-EB-49, 300	Renewal	CR+7	DEST
316	85-0017	SPECIAL SUPPLEMENTAL FOOD PROGRAM WIC RECORD	Renewal	FIS+4	DEST
317	86-9035	DEFERRED COMPENSATION - YEAR-TO-DATE / LIFETIME-TO-DATE BALANCES	Renewal	FIS+40	DEST
318	D00-E040	TAX COLLECTION REPORTS	Renewal	EVT+7	DEST
319	D07-E023	FACSIMILE INSTALLMENT & DELINQUENT TAX BILLS	Renewal	EVT+7	DEST
320	D07-E024	RETURN REMITTANCE PAYMENTS & COUPON-BANK LOCK BOX	Renewal	EVT+4	DEST
321	D86-E078	SPECIAL ASSESSMENT BOND REPORTS	Renewal	EVT+3	DEST

MUNICIPALITIES					
	292- WI TECHNICAL COLLEGE SYSTEM				
/292.10/120/	FINANCIAL AID				
322	FINAID03.	FEDERAL PELL GRANT ELECTRONIC STATEMENTS OF ACCOUNT (EOSA)	Amendment	EVT+4	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

** 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.

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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