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**AGENDA**  
**Public Records Board**  
**August 28, 2017**  
**1:00pm – 3:30pm**  
**Legislative Audit Bureau**  
**Cattanach Training Room, 4th Floor**  
**22 East Mifflin Street**  
**Madison, WI 53703**

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1. Call to Order (Blessing)
2. Approval of June 12, 2017 Minutes \*
3. Committee Reports
  - a. Records Management Committee (Ferguson) \*
    - i. Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2017 Public Records Board Record Series (PRB) Index (<http://publicrecordsboard.wi.gov/docview.asp?docid=28285&locid=165>)
      - 64 RDAs from xx state agencies
      - 24 RDAs from x counties and local governments
      - 1 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.
  - c. Policy and Governance Committee (Blessing) – Matt Blessing will provide an update on the Committee's current initiatives.
    - i. Discussion of the current General Records Schedule policy, its implementation and use within state agencies, proposed revisions and the related documents the policy effects.
4. Other Business
  - a. Attorney General Designee Perspective as Records Management Committee Member (RMC) – Paul Ferguson will provide an overview of his role on the RMC when reviewing quarterly RDA submissions.
  - b. Digitization Project Guidance Documents – Sarah Grimm and Andrew Baraniak, WHS Archivists, will present and discuss the digitization guides for state agencies and local units of government. \*
5. 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		Request *	Retention	Disposition *
Index #	RDA #	RDA Title			

(\* see Legend on last page)

<b>144-FINANCIAL INSTITUTIONS</b>							
/2400/	BUREAU OF CONSUMER AFFAIRS						
1	00005000.	FORMS PRACTICES AND PROCEDURES - NON-LICENSED			Amendment	EVT+25	DEST
/2500/	LICENSED FINANCIAL SERVICES						
2	00005A00.	FORMS PRACTICES AND PROCEDURES - LICENSED			New	EVT+25	DEST
/8100/	FINANCIAL LITERACY						
3	00148000.	FINANCIAL LITERACY / COLLEGE AFFORDABILITY			Amendment	CR+5	SHSW

<b>145-COMMISSIONER OF INSURANCE</b>							
/310/	MARKET REGULATION						
4	00038000.	GRIEVANCE REPORT			Renewal	EVT+10	DEST
5	00040000.	POLICY AND FORM FILINGS BY RATE SERVICE ORGANIZATIONS			Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>					
6	00041000.	RATE FILINGS BY RATE SERVICE ORGANIZATIONS			Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>					
7	00042000.	ORGANIZATION / LICENSE OF RATE SERVICE ORGANIZATIONS			Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>					
8	00043000.	STATISTICAL PLANS FOR RATE SERVICE ORGANIZATIONS			Renewal	EVT+1	DEST
		<b>Withdrawn by Agency.</b>					
9	00044000.	RATE SERVICE ORGANIZATIONS EXAMINATION REPORTS			Renewal	EVT+1	DEST
		<b>Withdrawn by Agency.</b>					
10	00045000.	RATE FILINGS OF PROPERTY AND CASUALTY INSURERS			Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>					
11	00046000.	DIVIDEND PLAN FILINGS OF PROPERTY AND CASUALTY INSURERS			Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>					
12	00047000.	ACCIDENT & HEALTH RATE FILINGS			Renewal	EVT+1	DEST
		<b>Withdrawn by Agency.</b>					
13	00050000.	LIFE INSURANCE RATES AND DIVIDEND ILLUSTRATIONS			Renewal	EVT+6	DEST
		<b>Withdrawn by Agency.</b>					
14	00051000.	APPROVED INSURER FORM FILINGS			Renewal	EVT+10	DEST
		<b>Withdrawn by Agency.</b>					

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Index #	RDA #	RDA Title			

15	00052000.	NON-APPROVED INSURER FORM FILINGS <b>Withdrawn by Agency.</b>	Renewal	EVT+2	DEST
/320/	CONSUMER COMPLAINT / MARKET REGULATION				
16	00035000.	COMPLAINT FILES <b>Withdrawn by Agency.</b>	Renewal	EVT+10	DEST
/400/	AGENTS LICENSING				
17	00130000.	INSURANCE LICENSE APPLICATION	Renewal	EVT+7	DEST

<b>255-PUBLIC INSTRUCTION</b>					
/002/	OFFICE OF LEGAL SERVICES				
18	00001000.	CHAPTER 115 APPEALS	Amendment	CR+7	SHSW
19	00002000.	INACTIVE COURT / APPEAL CASES / ADMINISTRATION COMPLAINTS	Amendment	CR+7	SHSW
20	00004000.	STATE BOARD FILES AND APPEALS	Amendment	CR+7	SHSW
21	00066000.	LEGAL CORRESPONDENCE	Amendment	CR+7	SHSW
	<b>Confidential / Access Protected citation revised.</b>				

<b>285B-UW MILWAUKEE</b>					
22	00478000.	DISCOVERY CAMP PARTICIPATION FILES	New	EVT+2	DEST

<b>395-TRANSPORTATION</b>					
23	00720000.	TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPROVED PROJECT FILES	New	EVT+7	DEST
24	00721000.	TAP REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
25	00722000.	TAP CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
26	00723000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST

<b>410-CORRECTIONS</b>					
27	00103000.	LEGAL AND WRIT CASE FILES	Amendment	EVT+7	DEST
28	00227000.	PAROLE HEARING RECORDINGS	Amendment	EVT+6 MOS	DEST

<b>435-HEALTH SERVICES</b>					
/205/	DCTS - WISCONSIN RESOURCE CENTER				
29	00773000.	INMATE UNIT FILE	Amendment	EVT+8	DEST
30	00776000.	PATIENT / INMATE MAIL AND PROPERTY RECORDS	Amendment	EVT+7	DEST

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Index #	RDA #	RDA Title			
/750/	DPH - AGING AND DISABILITY RESOURCES				
31	00550000.	WHITE HOUSE CONFERENCE ON AGING	Amendment	EVT+10	SHSW
32	00551000.	AGING STATE PLANS	Amendment	CR+6	SHSW
<b>437-CHILDREN &amp; FAMILIES</b>					
/300/	MILWAUKEE CHILD PROTECTIVE SERVICES, DIVISION OF				
33	01057000.	CHILD PROTECTIVE SERVICES AND CHILD WELFARE CASES	Amendment	EVT+20	DEST
<b>445-WORKFORCE DEVELOPMENT</b>					
/700/	ADMINISTRATORS OFFICE				
34	00334000.	WISCONSIN EMPLOYER AND JOB POSTINGS	Amendment	EVT+3	SHSW
35	00334C00.	JOB CENTER OF WISCONSIN POSTINGS	Renewal	EVT+3	DEST
/730/	BWITS				
36	00397000.	PROGRAM HISTORY FILES - MASTER DATA SETS	Amendment	CR+25	DEST
37	00398000.	SUPPORTING DATA SETS	Amendment	EVT	DEST
38	00399000.	OFFICIAL PUBLISHED OUTPUT	Amendment	CR+25	DEST
<b>465-MILITARY AFFAIRS</b>					
39	00001000.	PRIOR SERVICE RECORDS	Amendment	P	PERM
<b>485-VETERANS AFFAIRS</b>					
/015/	VETERANS HOMES - KING MEDICAL RECORDS				
40	00045000.	MEMBER MEDICAL RECORDS	Amendment	EVT+5	DEST
<b>505-ADMINISTRATION</b>					
/711/	HOUSING AND COMMUNITY RESOURCES				
41	00105000.	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS	Amendment	EVT+7	DEST
		<b>Withdrawn by Agency.</b>			
42	00213000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - GRANT CASE FILES	Amendment	EVT+25	DEST
		<b>Withdrawn by Agency.</b>			

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Index #	RDA #	RDA Title	(* see Legend on last page)		
43	00217000.	CDBG SMALL CITIES PROGRAM - HOUSING GRANT CASE FILES AND ADMINISTRATION FILES	Amendment	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
44	00217A00.	CDBG SMALL CITIES PROGRAM - UNSUCCESSFUL GRANT APPLICATION	Amendment	EVT+1	DEST
		<b>Withdrawn by Agency.</b>			
45	00219000.	HOUSING COST REDUCTION INITIATIVE (HCRI) - HOUSING GRANT CASE FILES	Amendment	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
46	00221000.	INTEREST BEARING REAL ESTATE TRUST ACCOUNT (IBRETA)	Renewal	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
47	00222000.	TRANSITIONAL HOUSING PROGRAM (THP)	Amendment	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
48	00223000.	STATE SHELTER SUBSIDY GRANT PROGRAM	Amendment	EVT+7	DEST
		<b>Withdrawn by Agency.</b>			
49	00269000.	CDBG APPLICATIONS / GRANTS	Amendment	EVT+3	DEST
		<b>Withdrawn by Agency.</b>			
50	00353000.	HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - FINANCIAL REPORTS	Amendment	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
51	00354000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) HOMEBUYER - GRANT CASE FILES	Amendment	EVT+5	DEST
		<b>Withdrawn by Agency.</b>			
/900/	INTERGOVERNMENTAL RELATIONS				
52	00161A00.	MUNICIPAL RECORDS - PAPER - PRE-2015	New	EVT+2	SHSW
<b>510-ELECTIONS COMMISSION</b>					
53	00009000.	ORIGINAL COUNTY CANVASSES ELECTION RETURNS FOR PRESIDENTIAL, STATEWIDE, LEGISLATIVE AND JUDICIAL CANDIDATES, RERERENDA	Renewal	CR+10	SHSW
54	00025000.	ELECTION DATA REPORTS	New	EVT+20	SHSW
		<b>Description revised.</b>			
55	00026000.	REPORTS AND SURVEYS RECEIVED FROM LOCAL ELECTION OFFICIALS	New	EVT+3	DEST
		<b>Description revised and retention changed.</b>			
56	00027000.	VOTING EQUIPMENT TESTING MATERIALS	New	EVT+2	DEST
		<b>Description revised, retention and event changed.</b>			

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Index #	RDA #	RDA Title	(* see Legend on last page)		

<b>566-REVENUE</b>					
/1120/	AUDIT BUREAU				
57	00232000.	TAX CORRESPONDENCE OTHER THAN TAX ACCOUNT INFO	Amendment	CR+3	DEST
/1160/	AUDIT				
58	00030100.	FEES FOR INSPECTION OF INCOME TAX RETURNS	Amendment	CR+5	DEST
/1230/	COMPLIANCE-CENTRAL COLLECTION				
59	00170000.	TAX PAYMENTS RECEIPT BOOKS	Amendment	EVT+2	DEST
/1335/	TAX PROCESSING-UNCLAIMED PROPERTY				
60	00001000.	ESCHEATED ESTATE RECORDS	Amendment	EVT+5	DEST
61	00480000.	UNCLAIMED PROPERTY RECORD	New	EVT+5	DEST
/1614/	ISE ADMINISTRATION-A&T ENFORCEMENT				
62	00304000.	LIQUOR, BEER, CIGARETTE INSPECTION REPORTS	Amendment	EVT+10	DEST
/2100/	LOCAL FINANCIAL ASSISTANCE				
63	00016000.	CORRESPONDENCE	Amendment	EVT+1	DEST
		<b>Withdrawn by Agency.</b>			
64	00026000.	DISTRIBUTION OF GENERAL & PERSONAL PROPERTY TAX RELIEF - PRINTOUTS AND NOTICES	Amendment	EVT+3	DEST
		<b>Description revised.</b>			
65	00074A00.	STATEMENT OF ASSESSMENT	Amendment	CR+25	SHSW
66	00076A00.	STATEMENT OF TAXES	Amendment	CR+25	SHSW
67	00181000.	WISCONSIN REAL ESTATE TRANSFER RETURN	Amendment	CR+5	DEST
68	00261000.	REAL ESTATE TRANSFER FEE TRANSMITTAL	Amendment	FIS+4	DEST
69	00289000.	REAL ESTATE TRANSFER AUDIT WORK PAPERS	Amendment	EVT+10	DEST
70	00312A00.	DISTRIBUTION OF LOTTERY CREDIT RELIEF	Amendment	CR+25	SHSW
71	00322A00.	DISTRIBUTION OF LOTTERY CREDIT - PAYMENT	Amendment	EVT+2	SHSW
72	00323000.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL MISC. WORKPAPERS	Amendment	CR+2	DEST
73	00323A00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL PRINTOUTS	Amendment	CR+1 MO	DEST
74	00323B00.	AUDIT CLAIMS OF LOTTERY CREDIT - INDIVIDUAL AUDIT QUESTIONNAIRES	Amendment	CR+4	DEST
75	00323C00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL - GENERAL CORRESPONDENCE	Amendment	CR+6 MOS	DEST
76	00324A00.	DISTRIBUTION OF SHARED REVENUES - PAYMENTS/PRINTOUTS	Amendment	CR+25	SHSW
		<b>Description revised.</b>			
77	00391000.	TAX EXEMPTION REPORTING	Amendment	EVT+2	DEST
78	00392000.	MANAGED FOREST LAW RATE ADJUSTMENT	Amendment	EVT+5	DEST

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		<b>Description revised.</b>			
79	00393000.	TAX INCREMENT WORKSHEET	Amendment	EVT+3	DEST
80	00394000.	74.41 MATERIALS	Amendment	EVT+6	DEST
81	00476000.	DISTRIBUTION OF LOTTERY CREDIT	New	FIS+4	DEST
		<b>Description revised.</b>			
/2310/	EQUALIZATION-CENTRAL / TIF				
82	00287000.	TAX INCREMENTAL FINANCE (TIF) - TERMINATED/DISSOLVED FILES	Amendment	EVT+7	DEST
83	00475000.	TAX INCREMENTAL FINANCE (TIF) REPORTS	New	CR+7	DEST
/2410/	MANUFACTURING ASSESSMENT				
84	00277000.	MANUFACTURING SELF REPORTING FORMS - REAL ESTATE & LEASED	Amendment	EVT+6	DEST
		<b>Title and description revised and Confidential / Access Protected changed to 'yes'.</b>			
85	00277A00.	MANUFACTURING SELF REPORTING FORMS - LEASED	Amendment	EVT+6	DEST
		<b>Withdrawn by Agency.</b>			
86	00281000.	STATE BOARD OF ASSESSORS APPEAL FILES	Amendment	EVT+8	DEST
87	00412000.	STATE ASSESSMENT OF MANUFACTURING SALES BOOKS	Amendment	CR+5	DEST
88	00477000.	MANUFACTURING PROPERTY ASSESSMENT REPORTS AND DATA	New	CR+8	DEST
89	00478000.	TELCO ASSESSMENT REPORTS AND DATA	New	CR+6	DEST
/7000/	ILIF ADMINISTRATION				
90	00479000.	INVESTMENT & LOCAL IMPACT FUND BOARD (MINING BOARD)	New	CR+20	SHSW

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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>COUNTIES</b>					
/067/	WAUKESHA COUNTY COUNTY BOARD				
91	VH0002	AUDIT, INTERNAL	Amendment	FIS+25	DEST
92	H0003	AUDIT, INTERNAL - WORKING PAPERS	Amendment	FIS+10	DEST
93	H0015	COMMITTEE ATTENDANCE / DATA	New	CR+5	DEST
		<b>Disposition changed.</b>			
94	H0016	COMMITTEE RECORDINGS	New	FIS+7	DEST
		<b>Disposition changed.</b>			
95	H0017	COUNTY BOARD LEGISLATION PACKETS	New	FIS+7	DEST
96	H0008	COUNTY SUPERVISOR'S SERVICE RECORDS	Amendment	PERM	PERM
	<i>UNIVERSITY OF WISCONSIN EXTENSION</i>				
97	VCC1002	4-H ENROLLMENTS, LEADERS / VOLUNTEERS	Amendment	EVT+7	DEST
		<b>Withdrawn.</b>			
98	CC1025	4-H ENROLLMENTS, FAMILIES	New	FIS+7	DEST
		<b>Withdrawn.</b>			
99	CC1003	4-H HEALTH RECORDS	Amendment	EVT+30 DAYS	DEST
		<b>Withdrawn.</b>			
100	CC1008	GARDEN PLOT RENTALS	Amendment	EVT+3	DEST
		<b>Withdrawn.</b>			
101	CC1009	WAUKESHA COUNTY NUTRITION COALITION PROGRAM, ORGANIZATIONS	Amendment	FIS+7	DEST
		<b>Withdrawn.</b>			
102	CC1015	NEWSLETTERS	Amendment	FIS+7	DEST
		<b>Withdrawn.</b>			
103	CC1022	SOIL TEST PAYMENTS	Amendment	FIS+3	DEST
		<b>Withdrawn.</b>			

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Division #	Division Name	(* see Legend on last page)	
Index #	RDA #	RDA Title	
104	CC1026	4-H BEHAVIOR EXPECTATION FORMS - YOUTH AND ADULTS <b>Withdrawn.</b>	New EVT+7 DEST
105	CC1027	CRIMINAL RECORDS CHECK OR CRIMINAL BACKGROUND CHECKS - VOLUNTEERS <b>Withdrawn.</b>	New EVT+7 DEST
106	CC1028	PHOTO / VIDEO / AUDIO RELEASE FORMS <b>Withdrawn.</b>	New EVT+7 DEST
107	CC1029	4-H CHARTERS <b>Withdrawn.</b>	New EVT+3 SHSW

<b>MUNICIPALITIES</b>			
/041251/	CITY OF MILWAUKEE COMMON COUNCIL		
108	D17-0027	DRUG MAIL-BACK PILOT PROGRAM REPORTS COMMON COUNCIL - CITY CLERK	New EVT+7 DEST
109	D17-0026	MAIL ROOM LOG SHEETS	New EVT+1 DEST
110	D98-0002	DAILY POSTAGE TRANSACTIONS ELECTION COMMISSION	Amendment EVT+7 DEST
111	D03-0025	OFFICIAL CANVASS	Renewal EVT+10 DEST
112	D06-0001	POLL LISTS	Amendment EVT+1 YR & 10 MOS DEST
113	D06-0004	NOTICE OF CONVICTED FELON STATUS <b>Event changed and description revised.</b>	Renewal EVT+4 DEST
114	D06-0005	POLLING LOCATION BOOKS	Renewal EVT+30 DAYS TRANS OTHER
115	D06-0007	BIENNIAL ELECTION BOOKS	Renewal CR+2 TRANS OTHER
116	D70-0098	APPLICATION FOR ELECTION OFFICIAL POSITION <b>Event changed.</b>	Renewal EVT+90 DAYS DEST
<i>EMPLOYEE'S RETIREMENT SYSTEM</i>			
117	D04-0040	ERS PENSION BOARD ELECTION BALLOTS <i>DEPARTMENT OF NEIGHBORHOOD SERVICES</i>	Renewal EVT+90 DAYS DEST
118	D00-E001	PROPERTY REGISTRATION <b>Disposition changed.</b>	Amendment CR+100 TRANS OTHER
119	D70-0011	CONDEMNATION RECORDS	Renewal CR+15 TRANS OTHER
120	D73-0263	STANDARDS AND APPEALS CASES - DECISIONS	Renewal CR+7 TRANS OTHER

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121	D80-0004	PHOTOGRAPHS - CODE VIOLATIONS	Renewal	CR+5	DEST
		<b>Event changed.</b>			
122	D82-0041	COMPLETED BUILDING MAINTENANCE INSPECTION FILE	Renewal	CR+5	DEST
		<i>HEALTH DEPARTMENT</i>			
123	04-0001	ACCOUNTING STUBS	Amendment	CR+7	DEST
124	D17-E001	FOOD ESTABLISHMENT INSPECTION PLANS (E-VAULT)	New	EVT+30 DAYS	TRANS OTHER
/054222/		<i>CITY OF EVANSVILLE</i>			
125	00001000.	BODY CAMERA RECORDINGS	New	CR+121 DAYS	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