



## CITY OF GREEN BAY RECORDS RETENTION SCHEDULE

This Records Retention Schedule sets forth the retention practices for records generated and/or maintained by the City of Green Bay and its departments in accordance with GBMC § 1.40. All records of the City shall be kept in accordance with this Schedule. Nothing herein shall be construed as requiring the City to generate a record for retention.

### Guide to using this Records Retention Schedule:

- The “**Title**” and “**Description**” columns provide information to assist each department with determining which records fall into each records series. The descriptions are intended as an overview, however, and are not necessarily exhaustive.
- The “**Retention**” column references either Creation, Fiscal, or Event, usually followed by an amount of time. Some records are “Permanent,” however, and must be retained by the City indefinitely.
  - “Creation” indicates that the retention time begins as of the date the record is made.
  - “Fiscal” indicates that the retention time begins at the end of the fiscal year in which the record is created.
  - “Event” indicates that the retention time is determined by a different date, which is likely to vary for each record series. For event-based retention periods, the “Retention” column will also define the Event that begins the retention time for records in that series.
- If the “**Confidential**” column contains “Yes,” records in that series must be destroyed confidentially, i.e., in a way that renders them unreadable and unable to be reconstructed, such as cross-cut shredding or pulping.

Please note, the confidentiality designations on this Schedule are in no way intended to alter existing policies and procedures regarding maintaining the confidentiality of certain records kept by any department.

- The “**WHS Notification**” addresses whether each type of record series needs to be offered to the Wisconsin Historical Society (WHS), in writing, prior to the destruction of records in that series.
  - “Waived” indicates that the WHS has determined that the records in that series are of low historical value and therefore has waived notification of any impending destruction of such records. These records may be freely destroyed once they reach their required retention period.
    - Note:** “Waived” does not apply to records older than 75 years old, which must always be offered to WHS.
  - “Notify” indicates that the records in that series must be offered to the WHS in writing at least 60 days before destruction.
  - Records series with Permanent retention periods must stay with the City; therefore this question is not applicable to them.

***Any City records that do not fall into any of the records series on this Records Retention Schedule must be kept for seven (7) years.<sup>1</sup>***

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<sup>1</sup> Please note: certain records within this series may be subject to different retention times under applicable federal law. Such records are to be kept in accordance with federal records retention requirements, as long as the federal retention time exceeds the City’s required retention time.

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications, cover sheets, letters of recommendation, resumes, and correspondence.	Event + 2 years; Event = End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event + 1 year; Event = Position filled	No	Waived
Committee Records and Minutes (Excluding Common Council, Plan Commission, Zoning Board of Appeals, and Redevelopment Authority)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. Excludes records and minutes of Common Council, Plan Commission, Zoning Board of Appeals, and Redevelopment Authority.	Creation + 7 years	No	Notify
Redevelopment Authority Records and Minutes	Records of the Redevelopment Authority of the City of Green Bay. Includes minutes, agenda packets, reports, and resolutions.	Permanent	No	Not Applicable
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event + 2 years; Event = Complaint resolution, dismissal, or end of litigation	No	Waived
Contracts and Agreements	Any contracts or agreements to which the City is a party.	Event + 6; Event = End date or cancellation of contract	No	Waived
Calendars and Schedules – Appointed Staff or Equivalent Positions (ADM00004)	Calendars, schedules, diaries and/or meeting logs used to document meetings and appointments.	Event + 3 years; Event = Separation from position	Yes	Notify
Calendars and Schedules – Non-Appointed Staff (ADM00005)	Calendars, schedules, diaries and/or meeting logs used to document meetings and appointments.	Creation + 1 year	Yes	Waived
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	Event + 6 months; Event = End of term or separation from position	No	Notify

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff. Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule.	Event + 1 year; Event = Creation or receipt	No	Waived
Grants	Records relating to grant-funded projects where any City entity is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or records related to denial of applications.	Event + 4 years; Event = Date of final report or notification of denial <sup>2</sup>	No	Waived
Internal Newsletters (ADM00015)	Periodic communication from department managers to staff covering a variety of topics. Communication could be via email, Intranet, or open letter. The entity responsible for creating the newsletter is responsible for retaining the record. Recipients' copies are non-records.	Creation + 1 year	No	Waived
Internal Policies and Procedures	Established departmental policies and procedures. May also be called administrative practices or directives or executive directives.	Event + 7 years; Event = Superseded or made obsolete	No	Waived
Internal Surveys/ Questionnaires (ADM00024)	Documents the creation and results of surveys by or for any City department for administrative, informational, or research purposes. May include customer satisfaction surveys with various department programs or services.	Creation + 1 year	No	Waived
Oath of Office	Elected or appointed City officers or officials may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event + 5 years; Event = End of term	No	Waived
Economic Interest Statements	Initial and amended statements of economic interest filed by any persons elected, appointed, or hired for any office or position, or any person appointed to any City board, commission, or authority, in accordance with the City's Code of Ethics.	Event + 7 years; Event = End of term	No	Notify
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event = Superseded	No	Waived
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event + 7 years; Event = Completion of plan	No	Notify
Petitions	Petitions submitted to the City for improvements or changes to existing municipal services/structures.	Event + 7 years; Event = Petition approved or denied	No	Waived

<sup>2</sup> Certain records within this series may be subject to different retention times under applicable federal law. Such records are to be kept in accordance with federal records retention requirements, as long as the federal retention time exceeds the City's required retention time.

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information provided by the City for publication in the media about City programs, departments, and events.	Creation + 3 years	No	Notify
Proclamations	Proclamations issued by the Mayor on behalf of the City.	Event + 1 year; Event = End of Mayor's final term	No	Notify
Record Retention/Disposition Authorizations (RDA) – City Signed Record (ADM0131A)	Records Retention/Disposition Authorizations (RDAs) approved by the Wisconsin Public Records Board (PRB). Departments must retain RDAs to document compliance with State records management laws and regulations, and as the authority to retain and/or dispose of records specified in such policies. This is the City's official record.	Event + 20 years; Event = RDA is closed or superseded	No	Waived
Reports (Annual)	Annual reports produced by all departments and programs.	Event + 7 years; Event = Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions and committees.	Creation + 3 years	No	Waived
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event + 6 months; Event = Separation from position or end of term	No	Notify
Team, Project, or Workgroup Documentation: Program/Policy Impact (ADM00026)	Records associated with teams, committees, projects, taskforces, or workgroups established by or among departments that have program and/or policy impact. Project should meet one of these requirements: (1) established precedent and resulted in a City policy or procedural change; (2) received widespread attention from the news media; or (3) was recognized for its uniqueness by established authorities outside the government	Event + 5 years; Event = End of team, project, or workgroup	No	Notify
Team, Project, or Workgroup Documentation: Internal and Routine Activities (ADM00027)	Records associated with teams, committees, projects, taskforces, or workgroups established by or among departments that have internal impact only.	Creation + 2 years	No	Waived
Training/Course Materials (ADM00012)	Materials prepared and used by staff to provide information targeted to internal and external audiences.  Note: seminars related to law, licensure, certification, etc., must be retained under a program-specific RDA.	Event; Event = Superseded or no longer relevant	No	Waived
<b>Common Council</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (See § 985.12, Wis. Stats. for more information on proof of publication.)	Event + 7 years; Event = Date of publication	No	Waived

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Minutes (Common Council)	Official minutes of the Common Council.	Permanent	No	Not applicable
Ordinances	Official ordinances and any ordinance books kept by the City.	Permanent	No	Not applicable
Resolutions	Official records pertaining to resolutions passed by the Common Council.	Permanent	No	Not applicable
<b>Emergency Planning</b>				
Continuity of Government Operational Plan and Documentation	City's official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event = Superseded by revised plan	No	Waived
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety plans, and other similar documents.	Event + 3 years; Event = Superseded by revised plan	No	Waived
Disaster Recovery Records	Records created during the disaster recovery process.	Event + 3 years; Event = Date recovery effort is complete <sup>3</sup>	No	Waived
<b>Legal</b>				
Attorney Opinions	City attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No	Not applicable
Case Files	Case files include, but are not limited to, summonses, pleadings, discovery, transcripts, evidence, research, attorney notes, motions, orders, subpoenas, legal arguments, and expenses.	Event + 7 years; Event = Close of case	No	Notify on historically significant cases only <sup>4</sup>
Legal Notices (ADM00016)	Documentation associated with required legal notices.  Note: Legal notices required for an event should be filed with the specific action/event. (See, e.g., Affidavits of Publication for Common Council meetings, above)	Creation + 1 year	No	Waived
Memoranda of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event + 4 years; Event = Ending date of the MOU or SLA.	No	Waived

<sup>3</sup> When Federal Grant money is involved, the retention period is 3 years from the date of the final Financial Services Report.

<sup>4</sup> Historically significant case files include those that have established legal precedent, cases that received widespread attention from the public and news media, and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing with tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic, or continuing requests by individuals, groups, or organizations for access to general information under the provisions of §§ 19.35 to 19.37, Wis. Stats.	Event + 3 years; Event = Response provided	Yes	Waived
<b>Licenses and Permits</b>				
License Applications	Includes license stubs and approved and unapproved license applications. Includes all non-alcohol-related licenses, including, but not limited to, licenses for non-intoxicating beverages, soda water beverages, food handling and sales, mobile home parks, restaurants, retail dairy products, pets, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation + 3 years	No	Waived
Liquor and Beer Licenses	Includes approved and unapproved license applications and license stubs, pursuant to § 125.04(3)(i), Wis. Stats.	Creation + 4 years	No	Waived
Permits	Permits for public space usage. Includes, but is not limited to, burning, street usage, and parking permits.  Note: See Public Works Section for retention of building permits.	Creation + 5 years	No	Waived
Septic Tank Permits	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	Not applicable
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for City-owned land. Also includes records of any legal rights granted to others that relate to City-owned land.	Permanent	No	Not applicable
Sales of Facilities and/or Land (Case Files)	Records related to projects where the City either plans to or actually sells either facilities and/or land assets. Includes appraisals and related valuations.	Event + 6 years; Event = Date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of City motor vehicle assignments to employees. Includes completed documentation of reservations for pool cars, individual trips, driver profiles, and check-in and checkout logs.	Event + 1 year; Event = Date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders for motor vehicles. These records normally include maintenance orders, logs, fiscal documents such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals, and parts lists.	Event + 1 year; Event = Date the vehicle is disposed	No	Waived

# ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between employees and the City required before driving a City-owned vehicle.	Event + 1 year; Event = Termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of City vehicles.	Event + 1 year; Event = Date the vehicle is disposed	No	Waived
Global Positioning System (GPS) Related Vehicle Tracking Information (FLEET019)	Reports concerning the travel locations and times of City vehicles equipped with GPS tracking devices.	Creation + 1 year	No	Waived
Motor Vehicle Cost Accounting Records (FLEET013)	Records containing detailed data relating to costs and expenses associated with each City vehicle from purchase through disposal.	Event + 1 year; Event = Date the vehicle is disposed	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the City, including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	Not applicable

# CEMETERY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by § 157.62(4), Wis. Stats.	Permanent	No	Not applicable
Care Funds	An accounting of amounts deposited into, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in §§ 157.11(9g)(a), 157.12(3), and 157.125, Wis. Stats. Includes records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by § 157.62(4), Wis. Stats.	Permanent	Yes Confidential per §157.62(2)(c), Wis. Stats.	Not applicable
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by § 157.62(4), Wis. Stats.	Event + 3 years; Event = After all of the obligations of the contract have been fulfilled	No	Waived
Grave Registration Records	Records that describe who is buried, the date of death, the date of interment, and the location of the remains.	Permanent	No	Not applicable
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by § 157.62(4), Wis. Stats.	Event + 15 years; Event = Date of the deposit or withdrawal	Yes Confidential per §157.62(2)(c), Wis. Stats.	Waived
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in § 157.112(3)(b)1.-4., Wis. Stats., when none of the individuals specified are available. Authority provided by § 157.112(3m), Wis. Stats.	Permanent	No	Not applicable
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by § 135.06(1)(a)(1), Wis. Stats.	Permanent	No	Not applicable



# COMMUNITY & ECONOMIC DEVELOPMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event + 7 years; Event = Audit <sup>5</sup>	Yes	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for City-sponsored programs.	Event + 7 years; Event = Superseded or end of program, whichever is first	No	Notify
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event + 1 year; Event = Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence.	Event + 4 years; Event = Life of building	No	Waived
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural, and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event + 4 years; Event = Life of building	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Includes applications, forms, correction orders, correspondence, and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event + 7 years; Event = Life of building	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	Not applicable
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Permanent	No	Not Applicable
Annexation Records	Incorporation and municipal consolidation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence.	Permanent	No	Not applicable
Comprehensive Plan	Provides general goals, objectives, policies, and implementation recommendations to guide the future growth and development of the City.	Event + 20 years; Event = Superseded by new plan	No	Notify

<sup>5</sup> Certain records within this series may be subject to different retention times under applicable federal law. Such records are to be kept in accordance with federal records retention requirements, as long as the federal retention time exceeds the City's required retention time.

# COMMUNITY & ECONOMIC DEVELOPMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicant statement, and evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event + 7 years; Event = Termination of conditional use permit	No	Waived
Easements	Grants of easement to the City.	Permanent	No	Not applicable
House Number and Address Change File	Provides official control and reference source for addresses within the City of Green Bay city limits.	Permanent	No	Not applicable
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	Not applicable
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>6</sup>	Permanent	No	Not applicable
Preliminary Plats	Created during the development of subdivisions.	Event; Event = Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	Not applicable
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	Not applicable
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event + 7 years; Event = Final appeal is closed	No	Notify
Plan Commission and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Plan Commission, and/or Zoning Board of Appeals.	Permanent	No	Not applicable

<sup>6</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under § 236.34(2), Wis. Stats.

# COMMUNITY & ECONOMIC DEVELOPMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Zoning Ordinance	<p>The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: permitted, conditional, and prohibited uses of the land; dimensional standards for lot size, frontage, setbacks, building height, bulk, floor area, etc.; and the density of development.</p> <p>Authority provided by § 60.61, Wis. Stats.</p>	Permanent	No	Not applicable
Zoning, Rezoning Files	<p>May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.</p>	Permanent	No	Not applicable
Zoning Variance Files	<p>Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.</p>	Permanent	No	Not applicable

# ELECTION RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by § 7.23(1)(f), Wis. Stats.	Event + 22 months; Event = Election <sup>7</sup>	No	Waived
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by § 7.23(1)(k), Wis. Stats.	Event + 90 days; Event = Election	No	Waived
Ballots (Federal)	Federal election ballots. Authority provided by § 7.23(1)(f), Wis. Stats.	Event + 22 months; Event = Election	No	Waived
Ballots (State, County, Local)	Election ballots for state, county, and local offices. Authority provided by § 7.23(1)(h), Wis. Stats.	Event + 30 days; Event = Election	No	Waived
Ballots (Unused and Related Materials)	Only applies to unused ballots and materials. Authority provided by § 7.23(1)(a), Wis. Stats.	Event + 3 business days; Event = Completion of all election canvasses <sup>8</sup>	No	Waived
Detachable Recording Units	Data storage devices used in electronic voting equipment for any election other than a primary election. Authority provided by § 7.23(1)(g), Wis. Stats.	Event + 21 days; Event = Election <sup>9</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment for primary elections. Authority provided by § 7.23(1)(g), Wis. Stats.	Event + 14 days; Event = Election <sup>9</sup>	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by § 7.23(1)(d), Wis. Stats.	Event + 6 years; Event = Date of receipt	No	Waived
Campaign Registration Statements	Statements filed by candidates for public office, including incumbents' Notification of Non-candidacy forms. Authority provided by § 7.23(1)(d), Wis. Stats.	Event + 6 years; Event = Termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers' Statements	Prepared statement showing the results of each election. Authority provided by § 7.23(1)(i), Wis. Stats.	Event + 10 years; Event = Election	No	Waived
Election Notices (State, County, Local)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by § 7.23(1)(j), Wis. Stats.	Event + 1 year; Event = Election	No	Waived

<sup>7</sup> As provided in § 7.23(1)(f), Wis. Stats., all materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and Representative in the U.S. House of Representatives.

<sup>8</sup> Materials must be retained in event a petition for recount has been filed.

<sup>9</sup> Before clearing or erasing the units or compartments, a City clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. This transfer requirement does not apply to units or compartments for use with tabulating equipment for an electronic voting system approved for use prior to January 1, 2009, and not used in a federal election.

# ELECTION RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Election Notices (Federal)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by § 7.23(1)(j), Wis. Stats.	Event = 22 months; Event = Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by the Clerk on registration, voting, and absentee voting. Authority provided by §§ 6.275-6.276, Wis. Stats.	Event + 22 months; Event = Election	No	Waived
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by § 7.23(1)(c), Wis. Stats.	Event + 4 years; Event = When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in § 5.02(14), Wis. Stats. Authority provided by § 7.23(1)(e), Wis. Stats.	Event + 22 months; Event = Election	No	Waived

# FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Budget</b>				
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analyses, policy papers, related correspondence, and requests for information.	Fiscal + 6 years	No	Waived
External Briefing Documents (BUD00022)	Materials prepared by staff to brief decision-makers on initiatives contained in the budget. May include issue papers, summaries, correspondence, briefings, and other information.	Fiscal + 6 years	No	Waived
Approved Annual Operating Budget	Records related to establishing a department's base level agency annual operating budget each fiscal year.	Fiscal + 6 years	No	Waived
Final Budget Submittal	The final budget document for the City.	Fiscal + 6 years	No	Waived
Amendments & Adjustments to Annual Operating Budget (BUD00031)	Records related to amendments and adjustments to annual operating budgets, such as requests from City departments to adjust funding between established budget lines.	Fiscal + 5 years	No	Waived
Audit Reports	Reports that evaluate the financial holdings of the City.	Event + 3 years; Event = Final report issued	No	Waived
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event + 7 years; Event = The later of: (1) the payment of all outstanding matured bonds/ notes/coupons, or (2) the expiration of the bond issue	No	Waived
<b>Payments and Receipts</b>				
Authorization/ Approval for Purchasing Card (FIS00010)	Forms and approvals for individuals to obtain procurement card. May include authorizations, cardholder agreements, and related forms to establish accounts.	Event + 10 years; Event = Cancellation of cardholder approval	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event + 3 years; Event = Transaction date	No	Waived
Bank Statements/ Reconciliations	Statements received from institutions holding the City's funds.	Creation + 7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event + 7 years; Event = Audit	No	Waived

# FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event + 3 years; Event = Transaction date	No	Waived
Financial Support Records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event + 1 year; Event = Audit	No	Waived
Issued Checks	Checks issued by the City that are outstanding or have been cleared by the bank.	Creation + 7 years	No	Waived
Receipts and Disbursement Transactions (FIS00020)	Records related to the receipt of funds for goods or services provided and the purchase of goods or services and the supporting documentation. This series includes Accounts Payable and Accounts Receivable transactions. May include claims, purchase orders, invoice requests, merchandise receipts, vendor invoices, and service reports.	Fiscal + 6 years	No	Waived
Collection Case Files – Delinquent and Uncollectable Accounts (FIS00025)	These records include notices of late payment, “dunning” letters, other documentation of collection efforts, payment agreements, and the amount of debt defaulted or written off as uncollectable. Also includes documentation of bad debts sent to an outside collection agency.	Event + 7 years; Event = Date written off	Yes	Waived
<b>Payroll</b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee’s term of employment, including, but not limited to, withholding agreements and voluntary insurance forms.	Event + 7 years; Event = Employee retirement, transfer, or termination	Yes	Waived
Levy and Garnishment Files (PAY00015)	Records consist of City employee wage actions for state or federal court-ordered wage assignments or earning garnishments, federal IRS levies, and Wis. Dept. of Revenue liens.	Event + 3 years; Event = Levy or garnishment terminated	Yes	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report of payroll summary; City’s quarterly report of wages paid; and monthly memorandum report.	Event + 5 years; Event = Report issued (provided record has been audited)	No	Waived
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions. Referred to on questions of back pay and income taxes. This series refers to paper records.	Creation + 4 years	No	Waived
Time & Leave Entry Systems (PAY00009)	Official systems used by employees to record their time and leave.	Creation + 5 years	Yes	Waived

# FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Purchasing</b>				
Contract and Request for Bid/Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event + 6 years; Event = End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>10</sup>	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts, including failure to timely deliver services or commodities.	Event + 6 years; Event = End of contract	No	Waived
<b>Capital Accounting</b>				
Accounts Payable Records – Special Federal Requirements (FIS00040)	Records may include the following records: acquisitions: capital assets; depreciation schedules; fixed assets; material transfer files; mortgage ledgers; facility/plant ledgers; property detail reports; property inventory reports; and reports on property sold.	Event + 6 years; Event = Date bond matures	No	Waived
Accounts Payable Records – Projects Not Funded with Tax-Exempt Debt (FIS00041)	Records may include the following records: acquisitions: capital assets; depreciation schedules; fixed assets; material transfer files; mortgage ledgers; facility/plant ledgers; property detail reports; property inventory reports; and reports on property sold.	Event + 4 years; Event = Date project is closed	No	Waived
Project Budget Transactions (Allotments) (FIS00042)	Records may include budget-related records for specific capital projects including details by project and sub-project, vendors, and vendor types.	Fiscal + 6 years	No	Waived
<b>Asset Inventory and Surplus Property</b>				
Inventories of City Facilities and Land Assets (FAC00025)	Inventories of City facilities and land assets developed and maintained for valuation and planning purposes.	Fiscal + 4 years	No	Waived
Inventories – Capital Equipment, Supplies, Commodities, and Parts (FIS00050)	Running inventories of capital equipment, supplies, commodities and parts that typically describe each item, indicate its location and provide cumulative totals and/or current stock balances.	Fiscal + 4 years	No	Waived
Surplus Property Disposition Records (FIS00051)	Records that identify surplus property, expedite its transfer to the SWAP program, if applicable, and track the disposition of property. These records include requests for disposal of surplus property, receipts, reporting forms and supporting documentation that describes the property and the proposed method of disposition.	Event + 3 years; Event = Date property is disposed of	No	Waived

<sup>10</sup> Some information may qualify for trade secret protection in accordance with § 19.36(5), Wis. Stats. Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is also possible some vendors may identify information as confidential that is not actually protected by law.



# FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Surplus Property Disposition Records – Restricted Disposition or Noncompliance Items (FIS00052)	<p style="text-align: center;">Records that identify restricted or noncompliant surplus property, expedite and track the property’s disposition.</p> <p>Restricted Disposition: items with restrictive requirements that effect their disposition.</p> <p>Noncompliance: items that have been declared to be in noncompliance with property transfer restrictions.</p>	<p style="text-align: center;">Event + 1 year; Event = Date restriction ends or compliance case is closed</p>	No	Waived

# HUMAN RESOURCES RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Applications</b>				
Background Checks and Fingerprint Documentation (HR000017)	Background checks and fingerprint documentation for all candidates and hires where the City chooses or is required to perform such checks. Records include any checks that are completed and used as a factor in the decision to consider or hire an individual for a position. Including, but not limited to, criminal and fiduciary checks. These checks must be performed in accordance with Federal and State laws. <sup>11</sup>	Event + 6.5 years; Event = Date last result is received	Yes	Waived
Background Checks Consent Forms and Fingerprint Documentation: No Check Completed (HR000018)	Background checks consent forms and similar fingerprint documentation for candidates where the City did not perform the check.	Event + 3 months; Event = Date of completion of recruitment or date of decision to stop recruiting	Yes	Waived
Request to Staff Positions (HR000011)	Forms or systems processes to begin to staff a position.	Event + 4 years; Event = Date request is denied or approved	No	Waived
Recruitment and Selection Related Records	Includes job announcements for positions (permanent, project, and LTE) under recruitment by the City, which are maintained by the City. Also includes the recruitment and assessment folder, which includes applicant submissions, interview questions and notes, candidate assessments, and related records.	Event + 4 years; Event = Date of completion of recruitment or date of decision to stop recruiting	Yes	Waived
Non-Select Letters or Emails (HR000025)	Non-select letter to each applicant who interviewed or was considered but was not hired.	Event + 1 year; Event = End of recruitment	Yes	Waived
Labor Market Surveys (HR000061)	City-conducted and proprietary wage surveys and ad hoc wage surveys. Includes survey documents and analysis materials including working papers and labor market survey responses.	Event + 5 years; Event = Survey conclusion	No	Waived
Volunteer and Unpaid Internship Documentation (HR000191)	Applications, resumes, and other materials related to staffing unpaid volunteer and internship positions.	Event + 2 years; Event = Date volunteer or intern completes assignment	Yes	Waived
Exit Interview Records (HR000193)	Records include exit interview forms that document and address issues and concerns both negative and positive of employees at the end of their employment with the City.	Event + 3 years; Event = Date of final interview	Yes	Waived

<sup>11</sup> These records are **not** to be kept in the subject's personnel file.

# HUMAN RESOURCES RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Employee Badges</b>				
Access Cards, Keys, Identity Badges/Name Plates and Photo Identification (FAC00083)	Documentation of assignment of access cards, keys, identity badges, name plates, and/or photo identification as an employee or contractor.	Event + 6 months; Event = Date card/key is returned or reported lost or stolen	No	Waived
Input forms for Access Cards, Keys, Badges, Name Plates, or Photo Identification (FAC00084)	Input forms requesting access cards, keys, badges, and/or photo identification for City employees and contractors.	Creation + 1 month	No	Waived
<b>Collective Bargaining</b>				
Grievance Case File	Records of grievances filed by employees. File may include information about the grievant, contractual language being grieved, relief sought, grievance response, status of grievance, and potential arbitration results.	Event + 7 years; Event = Date grievance is closed	Yes	Waived
Bargaining Unit Master Agreements Case File (HR000102)	Records related to contract language and interpretation of collective bargaining agreement language for individuals that bargain with the City. Includes bargaining notes, analysis of union proposals, and materials on development of City positions on collective bargaining agreements.	Event + 10 years; Event = Date signed labor agreement enacted into law or date of labor agreement implementation, whichever is later	Yes	Notify
Signed Collective Bargaining Agreements (HR000107)	Master collective bargaining unit agreement for each collective bargaining unit. Used as an ongoing reference document.	Permanent	No	Not applicable
Arbitration Decisions – Precedential (HR000109)	Arbitration decisions that set precedents for collective bargaining.	Permanent	Yes	Not Applicable
<b>Personnel Records</b>				
Personnel Files	Documents related to employee personnel actions during the employment of the employee. Applies to all City employees. (See HR000190 for examples.)	Event + 7 years; Event = End of employment/service	No	Waived
Employee Discipline-Related Records (HR000112)	Includes investigatory-related records such as meeting minutes, evidentiary materials, hearing notices, and related correspondence including notice of no finding. Records may also include notices to employee of demotion, suspension with or without pay, or termination.	Event + 5 years; Event = Close of discipline (date discipline was issued or notice given to employee of no action taken)	Yes	Waived

# HUMAN RESOURCES RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Discrimination and Harassment Files (HR000141)	These files contain complaint statements or allegations; correspondence; investigative reports which state the decision made; and appendices and other materials gathered as evidence in discrimination or harassment cases files by the public, employees, and applicants for employment by the City.	Event + 5 years; Event = Date of case closure	Yes	Waived
City Wellness Program and Related Activities (HR000168)	Consists of documentation of program activities performed under the City's wellness program. Program activities may include educational presentations, promotion of wellness, on-site health screenings, health fairs, on-site activity classes such as Pilates/yoga, and on-site weight loss programs.	Creation + 5 years	No	Waived

# INFORMATION TECHNOLOGY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
IT Strategic Plans (IT000001)	Records include IT Strategic Plans, IT services plans, and related records used to plan for information systems development, technology acquisitions, IT services provision, or related areas.	Event + 6 years; Event = Plan completed, superseded, or revised	No	Notify
IT Management Reports and Metrics (IT000003)	Records include reports and metrics shared outside the IT organization, which may include staff and contractor reports, external surveys, trend reports, focus groups, and critical performance indicators.	Event + 4 years; Event = Date document is distributed	No	Waived
Fiscal Year Planning Documents for IT Activity Levels (IT000006)	Records include operational fiscal planning records that may be related to departmental, cross-departmental, or external projects, used for a variety of reasons related to provision of services. These records may contain information about specific infrastructure projects planned for the next fiscal year that may impact the organization, including information about enterprise-wide projects. Operational type records related to how many IT hours (and costs per hour) will be allocated and paid for by the operating divisions.	Event + 4 fiscal years; Event = Ending date of planning cycle	Yes	Waived
Data Sharing Agreements (IT00006A)	Records include formal data sharing agreements between the City and other governmental or private entities that govern the specific terms and conditions under which information (typically formatted digital information) collected by the City may be shared between the parties to the agreement.	Event + 4 years; Event = Date agreement is either terminated or superseded	No	Waived
Performance Measures (IT000007)	Records include annual accomplishments for the technical, application, and production sections of an IT operation.	Event + 6 years; Event = Date document is distributed	No	Waived
IT Project Investment Documentation (IT000008)	Investment documentation records used in the decision-making and approval process to proceed with IT projects and technology selection. (Master file to be kept with IT Dept.)	Event + 3 years; Event = Date the system/ infrastructure is retired, or the project is abandoned	No	Waived
IT Project Files (IT000009)	Records include those pertaining to the development, redesign, or modification of a computer system or application.	Event + 5 years; Event = Date project is completed or abandoned	No	Waived

# INFORMATION TECHNOLOGY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Systems Specs Documentation and Quality Control Files (IT000010)	Records include user and operational documentation describing how an application system operates from a functional user and IT point of view, as well as quality control/data input records that may be used to verify data entered into a production file or database system upon initial creation or when significantly modified through batch type operations. Also includes data documentation (or metadata) that is generally created during development or modification of an automated system, and data necessary for the access, retrieval, manipulation, and interpretation of data in an automated system.	Event + 4 years; Event = Major upgrade or discontinued use of system (but not before system data is transferred to new operating environment)	Yes	Waived
Source Code (IT000011)	Records include source code that is used to construct and operate an automated information system. Series includes change orders to source code.	Event + 3 years; Event = Code is superseded or replaced	Yes	Waived
IT Software/ Hardware Operating Procedures and Infrastructure Documentation (IT000012)	Records include procedures for entry of system operational parameters, system administration, hours of system operation, production control, and other aspects of an IT operation.	Event + 3 years; Event = City no longer uses related software/hardware and all data is transferred to and made useable in new software/ hardware environment	Yes	Waived
Operating System and Hardware Migration Plans (IT000014)	Records include migration plans and documentation for the replacement of equipment or computer operating systems. (Version changes, not release changes)	Event + 3 years; Event = Major upgrade or discontinued use of system (after system data destroyed or transferred to new operating environment)	No	Waived
IT Service Support Documentation (IT000016)	Records include warranty and maintenance contract information including vendor contact information for servers, networks, and personal computing equipment. Documentation of support service provided for servers, networks, and personal computing equipment.	Event + 1 year; Event = Date equipment is retired	No	Waived
Network Support or Circuit Installation and Service History Summary (IT000020)	Records include site visit reports, trouble reports, service history, network upgrade documentation, and other related correspondence, including work orders, work schedules, building/circuit diagrams, network outages, and application outages. Also includes history and summary records related to the provision, quality, and availability of network support services.	Event + 5 years; Event = Request Completed	Yes	Waived

# INFORMATION TECHNOLOGY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Telecom and Data Circuit Inventories (IT000021)	Records include support documentation for telecommunication and network equipment. Circuit inventories used by the City, which may include phone wires, circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Event; Event = Superseded	No	Waived
Operational and Other Automated Logs (IT000023)	Records include logs created to monitor usage. The logs may include network or operating system logs that are not security related. Includes lists of holdings, control logs, and information on the destruction of files stored on electronic media, but does not include the data on the media.	Event; Event = Superseded or reviewed	Yes	Waived
Access Logs (IT000026)	Records include electronic files, automated logs, or film logs created to monitor access and use of City services. Includes compiled application, security, and system logs.	Creation + 1 year (provided relevant audit or incident litigation issues have been resolved)	Yes	Waived
Employee Internet Use Logs (IT000027)	Records include electronic files or automated logs created to monitor and control use of the Internet by City employees.	Creation + 3 months	Yes	Waived
Website Usage Reports (IT000028)	Records include reports of web usage retained for trend analysis and customer service performance or related usage tracking data.	Creation + 1 year	No	Waived
Telephone System Call Detail (IT000029)	Records include documentation created for functions associated with the telephone system call detail.	Creation + 5 years	No	Waived
Telecom Maintenance Work Order Files and Logs (IT000031)	Records include user change/trouble requests, internal service order documentation, documentation of service orders submitted to vendor, and maintenance and order logs.	Event + 1 year; Event = Close of contract or provision of service	No	Waived
Security Responsibility Acknowledgment Agreements, Trusted Use Agreements (IT000033)	Records include employee, contractor, and vendor acknowledgement of security-related responsibilities and trusted use agreements.	Event + 8 years; Event = Departure of employee, contractor, or vendor	Yes	Waived
Assignment and Authorization of Security Officer and Personnel with Administrator Privileges (IT000034)	Records may include the appointment, authorization, and approval from the department head or delegated authority to the requesting department or the enterprise IT security officer regarding which users have administrative access privileges to applications.	Event + 4 years; Event = Departure of security officer or personnel granted administrative privileges, or revocation of such privileges	Yes	Waived

# INFORMATION TECHNOLOGY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Computer Security, Incident and Investigation Reports (IT000035)	Records include those of incidents involving unauthorized entry attempts, probes, and/or attacks on data processing systems, information technology systems, telecommunication networks, and electronic security systems including associated software and hardware. This would include official reports and other documentation, if appropriate.	Event + 5 years; Event = Relevant audit or incident litigation issues have been resolved and documentation requirements have been met	Yes	Waived
User Support Records (IT000040)	Records include documentation of troubleshooting and problem-solving assistance provided by the City's information systems personnel to users of the systems.	Event; Event = Case is resolved or report is no longer needed for business purposes	No	Waived
Software Management Records (IT000041)	Records include documentation of the use of software in City information systems to insure that City software packages are compatible, license and copyright provisions are complied with, and upgrades are obtained in a timely manner.	Event + 1 year; Event = Software is disposed of or upgraded	No	Waived
Web Management and Operations (IT000042)	Records include documentation of the management of a website that provides context and structure related to the site.	Event; Event = Superseded, or website is updated	No	Waived
Surveillance Recordings – Incidents (FAC00082)	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation that document incidents that may lead to claims against the City. <sup>12</sup>	Event + 120 days; Event = Date of recording <sup>13</sup>	No	Waived
Surveillance Recordings – No Incidents (FAC00082)	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation showing no discernable incidents. <sup>12</sup>	Event; Event = No longer needed <sup>13</sup>	No	Waived
Law Enforcement Video Recordings	Video footage from body cameras, police vehicle dashboard cameras, or any similar police recording device, where the footage does not constitute evidence needed for future proceedings. <sup>13</sup>	Event + 120 days; Event = Date of recording	No	Waived

<sup>12</sup> This schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>13</sup> Recordings that are required for any legal or programming purpose (such as open records requests, claims, criminal or civil case files, or litigation holds) must be retained in accordance with any applicable records schedules and/or until no longer needed to meet the legal or programming requirement(s).



# PARKS, RECREATION, & FORESTRY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Event; Event = Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation + 3 years	No	Waived
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Requests, applications, permits, agreements, and contracts for the reservation, rental, and/or use of parks, shelters, and facilities.	Event + 3 years; Event = Date of reservation	No	Waived
Receipt by Gift of Facilities and/or Land (Case Files) (FAC00007)	Projects where land and or buildings are being gifted to the City.	Event; Event = Life of structure (until razed or sold)	No	Notify
Facility Maintenance Work Orders and Logs (FAC00051)	Maintenance work orders and related logs.	Event + 3 years; Event = Work is completed	No	Waived
Custodial Records (FAC00052)	Documents the supervision of custodial activities including, but not limited to, assignments, work responsibilities, checklists, inspections, reports, and other related documents except fiscal- and payroll-related records.	Creation + 3 years	No	Waived
Grounds Keeping Records (FAC00053)	Documents the supervision of grounds keeping activities including, but not limited to, assignments, work responsibilities, checklists, inspections, reports and other related documents except fiscal and payroll.	Creation + 3 years	No	Waived

# PUBLIC TRANSPORTATION RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation + 5 years	No	Waived
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event + 6 years; Event = Termination of service or participation by customer	Yes	Waived
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event + 3 years; Event = Superseded	No	Waived
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation + 7 years	No	Waived
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation + 7 years	No	Waived
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership, and lost and found reports.	Creation + 3 years	No	Waived
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation + 3 years	No	Waived

Please note: certain records within this series may be subject to different retention times under applicable federal law. Such records are to be kept in accordance with federal records retention requirements, as long as the federal retention time exceeds the City's required retention time.

# PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when the City wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event + 7; Event = Petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and project development for the next 20 years.	Event + 20 years; Event = New plan issued	No	Notify
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public buildings, streets, sewers, sidewalks, etc.	Event; Event = Life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Final as-built plans and original drawings for historically significant projects, including but not limited to public buildings, streets, sewers, sidewalks, etc.	Event; Event = Life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements, and related documentation related to municipal construction projects. Records may include environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence, and supporting materials.	Event + 6 years; Event = Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	Not applicable
Project Records	All documents pertaining to a project, including: design and construction contracts; proposed and approved amendments to all contracts; bidding plans and specifications; details on materials used on each project; and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event + 10 years; Event = Date project is completed	No	Waived
Project Records (Historically Significant)	All documents pertaining to historically significant projects, including the records listed in the "Project Records" schedule.	Event; Event = Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs, and reports regarding ADA compliance relating to facilities and structures.	Event + 6 years; Event = Close of review or audit	No	Waived

# PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at City-owned buildings. Records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work. <i>See</i> OSHA 29 CFR § 1926.1101.	Event + 30 years; Event = Completion of the project	Yes	Waived
Building Maintenance: Equipment Repair and Service Records	Documents related to the installation, maintenance, service, and history of equipment commonly used to maintain facilities.	Event + 1 month; Event = Removal and disposal of equipment	No	Waived
Maintenance Warranty Files (FAC00055)	Documents the manufacturer's/vendor's warranty to replace and/or repair defective materials or equipment.	Event + 1 year; Event = Warranty expiration	No	Waived
Equipment Maintenance Report (FAC00056)	Documents the status of equipment in use by the City	Creation + 1 year	No	Waived
Building Lease Files	Files on leased facilities.	Event + 7 years; Event = End of lease	No	Waived
Space Allocation and Project Planning Information (FAC00061)	Space allocation plans and related documentation which may include final requests, working papers such as budgets, project plans, space estimates, justifications, specifications, quotations for projects or furniture, copies of building plans, floor layouts, and supporting documentation. Also includes the current space allocation plan.	Event + 1 year; Event = Space is vacated or planning documents are superseded	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>14</sup>	Permanent	No	Not applicable
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: HVAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation + 6 years	No	Waived
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	Not applicable
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation + 7 years	No	Waived

<sup>14</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under § 236.34(2), Wis. Stats.

# PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation + 7 years	No	Waived
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event + 7 years; Event = Superseded	No	Waived
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event + 7 years; Event = Superseded	No	Waived
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation + 7 years	No	Waived
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation + 30 years	No	Waived
Landfill/ Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial), source of cover materials, and inspection reports.	Permanent	No	Not applicable
<b>Health and Safety</b>				
Health, Safety, or Fire Code/ Regulations Variances (FAC00100)	Requests from the City for relief from health, safety, or fire standards and regulations, and records of approved variances.	Event + 3 years; Event = Date of disapproval or, if approved, when variance is no longer in effect	No	Waived
Health, Safety, or Fire Code Compliance Records – No Violations (FAC00101)	Health, safety, or fire safety inspections, complaints, violation correction plans, fire drill records, and reports that document compliance with applicable fire prevention and building codes.	Creation + 3 years	No	Waived
Health, Safety, or Fire Code Compliance Records – Violations (FAC00102)	Health, safety, or fire safety inspections, complaints, violation correction plans, fire drill records, and reports that document compliance or noncompliance with applicable fire prevention and building codes.	Event + 3 years; Event = End of the year in which the violations are corrected and re-inspection occurs	No	Waived

# PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Utilities<sup>15</sup></b>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	Not applicable
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	Not applicable
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	Not applicable
Sewer Inspection Records	Records indicating problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event = Superseded	No	Waived
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	Not applicable
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	Not applicable
<b>Facilities</b>				
Master Facility Plans (FAC00003)	Long range planning documents for major City facilities or groups of related facilities.	Event; Event = Life of structure (until razed or sold), or Superseded	No	Notify if Superseded
Receipt by Gift of Facilities and/or Land (Case Files) (FAC00007)	Projects where land and or buildings are being gifted to the City.	Event; Event = Life of structure (until razed or sold)	No	Notify
Cultural Resource Review – Archaeological & Historic Case Site File (FAC00010)	Records related to known archaeological sites and archaeological surveys conducted to check for archaeological remains. Records may include archaeological survey reports, information on documented archaeological sites, and information on documented historic structures.	Event + 10 years; Event = Property or site transferred or sold	No	Notify
Unsuccessful Bids and Unsolicited Proposals (FAC00014)	Bids and proposals from either developers or construction firms for building construction.	Event + 4 years; Event = Date the bid is awarded	No	Waived

<sup>15</sup> The Green Bay Water Utility records retention schedule establishes the retention times for its water utility-related records, in accordance with § 19.21(4)(b), Wis. Stats., and the Public Service Commission’s “Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.” Said schedule is incorporated herein by reference.

# PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Strategic/Business/ Operational Plans Related to City Facilities (FAC00024)	Consultant- or City-prepared plans related to City facilities.	Event + 6 years; Event = Plan is completed, superseded, or revised	No	Notify
Building Security Administration Records (FAC00085)	Reports, memoranda, correspondence, copies of policies and procedures, background materials, and related records used by the City to support administration of building security programs.	Event; Event = Records are obsolete or no longer needed	No	Waived
Security or Incident Reports (FAC00086)	Documents incidents or unusual occurrences on City property including incident reports and documentation of any follow-up investigation. These reports would be a source document for the Police Department.	Event + 3 years; Event = Date investigation is closed or forwarded to the police	Yes	Waived

# REVENUE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Assessment</b>				
Assessor's Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event + 5 years; Event = Final report filed with DOR	No	Waived
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	Not applicable
Final Assessment Rolls	Both real and personal property rolls.	Creation + 15 years (Provided no Forest Crop Acreage is recorded) <sup>16</sup>	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event + 5 years; Event = Life of structure	No	Notify
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation + 7 years	No	Waived
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under § 70.11, Wis. Stats. The reports are submitted to the clerk of the taxation district. Authority provided by § 70.339, Wis. Stats.	Creation + 10 years	No	Waived
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation + 5 years	Yes Confidential per § 70.35(3), Wis. Stats.	Waived
<b>Board of Review</b>				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event + 7 years; Event = Final action of Board of Review or completion of appeal	No	Waived
Minutes	Record of all proceedings of the board of review. Authority provided by § 70.47(5), Wis. Stats.	Creation + 7 years	No	Notify
Notice of Determination	Final decisions sent to property owners. Authority provided by § 70.47(12), Wis. Stats.	Event + 7 years; Event = Final action of Board of Review or completion of appeal	No	Waived
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by § 70.47(8)(f), Wis. Stats.	Event + 7 years; Event = Final action of Board of Review or completion of appeal	No	Waived

<sup>16</sup> Section 59.52(4)(c)3, Wis. Stats., states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.



# REVENUE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by § 66.0703(8)(d), Wis. Stats.	Permanent	No	Not applicable
Payment Register	Record of the receipt of scheduled payments.	Event + 7 years; Event = Final collection of payments	No	Waived
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by § 66.0703(4), Wis. Stats.	Creation + 2 years (provided report is on file with public works project record)	No	Waived
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See authority provided by § 66.0703(5), Wis. Stats., for more information.	Creation + 2 years (provided report is on file with public works project record)	No	Waived
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event = Superseded	No	Waived
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation + 15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	Not applicable
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event + 7 years; Event = Audit	No	Waived
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event + 7 years; Event = Audit of records by outside accounting firm	No	Waived
Tax Settlements	Used to verify tax collections compared to the taxes levied in the City's records.	Event + 7 years; Event = Audit	No	Waived
Tax Records (FIS00026)	Records or reports filed with the federal Internal Revenue Service, Social Security Administration or State Department of Revenue, or other state agency related to administration of tax collection. Also includes records received for collection of taxpayer identification.	Fiscal + 6 years	Yes	Waived
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation + 15 years (Retain with tax roll)	No	Waived

# RISK MANAGEMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>General Risk Management Records</b>				
Proposals for Insurance Coverage (RISK0002)	Records of all proposals for insurance coverages for the City or any of its departments, including but not limited to selected and non-selected bids for property, liability, and Worker's Compensation coverage.	Event + 7 years; Event = Date bid is closed	No	Waived
Worker's Compensation Claims Case Files (RISK0010)	Worker's compensation claims filed by City employees. Claims can be categorized as: Medical Claims (No Lost Time); Lost Time Claims; and Hazardous Duties Employment Claims.	Event + 30 years; Event = Date claim is closed	Yes	Waived
<b>Property Program Related Records</b>				
Property Insurance Policies (General & Excess) (RISK0025)	These records may include, but are not limited to, the original copy of the policy, endorsements to the policy, list of carriers, coverage limits, and premiums.	Event + 30 years; Event = Policy effective date	No	Waived
Property Claim Files (RISK0026)	Claim files may include, but are not limited to, accident/property loss reports, investigative reports, evidential documents such as photographs, payment vouchers and any related correspondence. These records constitute the official property claim files.	Event + 5 years; Event = Date claim is closed	Yes	Waived
Property Incident and Denial Reports: No Claim Filed (RISK0028)	Records related to incidents for which no claim was generated and no payment was made. Incident and denial files may include accident reports, damage reports, repair orders, estimates, adjuster claim reports, and other investigative materials.	Event + 5 years; Event = Date of incident	No	Waived
<b>Liability Program Related Records</b>				
Liability Insurance Policies (General & Excess) (RISK0035)	These records may include, but are not limited to, the original copy of the policy, endorsements to the policy, list of carriers, coverage limits, and premiums.	Event + 75 years; Event = Policy effective date	No	Waived
Liability Claim Files (RISK0036)	Claim files may include, but are not limited to, accident reports, damage reports, repair orders, estimates, adjuster claim reports, release of all claims, payment letters, and photocopies of checks. Claim files may also include normal liability claims and claims involving a minor or a structured settlement.	Event + 11 years; Event = Later of: (1) Date claim is closed; (2) Date minor turns 18; or (3) Date structured settlement is paid off	Yes	Waived
Property Incident and Denial Reports: No Claim Filed (RISK0038)	Records related to incidents for which no claim was generated and no payment was made. Incident and denial files may include accident reports, damage reports, repair orders, estimates, adjuster claim reports, and other investigative materials.	Event + 11 years; Event = Date of incident	No	Waived

# RISK MANAGEMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Occupational Safety and Health Records</b>				
Incident Reports (Incidents Only, No Lost Time) (RISK0045)	These records cover incident reports for which no expenses, such as medical expenses, have been incurred, and no time has been lost. Documentation of such incidents may include, but is not limited to, accident reports, supervisory analyses, safety officer analyses, and related correspondence.	Event + 12 years; Event = Date of incident	Yes	Waived
Near-Miss Reports (RISK0046)	These records are documentation on accident analysis forms describing hazardous working conditions that could lead to worker's compensation claims.	Event + 5 years; Event = Date of incident	Yes	Waived
Safety and Health Program Records (RISK0047)	The City's written safety programs, annual plans, policies, procedures, guidelines, components, monitoring data and reports for programs such as Confined Space, Ergonomics, Hazard Communication, Bloodborne Pathogens, Fall Protection, Hot Work, Lockout/Tagout, Hazard Communication, Hearing Conservation, Respiratory Protection, Powered Industrial Trucks, Personal Protective Equipment and other similar safety programs. Also includes evacuation and safe sheltering plans and procedures for employee safety during emergency conditions, evacuation routes, etc., as well as fire and tornado drill reports.	Event + 7 years; Event = Superseded	No	Waived
Safety Data Sheets (SDS) (RISK0048)	City records of Safety Data Sheets provided by manufacturers and importers of hazardous chemicals which are required in a workplace by OSHA.	If SDS superseded: Event; Event = Date SDS is superseded  If use of chemical discontinued: Event + 30 years; Event = Use discontinued	No	Waived
Exposure Records (RISK0049)	Specific records of incidents involving exposure, including the specifics of the incident and any related form, report, or record. It also includes records of personal exposures required to be maintained by the department or agency that has conducted or contracted for the monitoring. Records may include personal exposure samples for chemicals, ionizing radiation, asbestos, lead, and noise; wipe samples to determine surface contamination; bulk samples to analyze for asbestos content; and reports, inspections, or surveys of activities related to actual or potential occupational exposures.	Event + 75 years; Event = Date of exposure	Yes	Waived

# RISK MANAGEMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Medical Records Involving Employee Exposure to Hazardous Substances (HR000151)	The OSHA standard provides for employee access and retention of certain records, when there has been exposure to toxic substances and harmful physical agents. Records include the specifics of the incident and any follow-up actions to address the exposure. Also includes employee medical record; employee exposure records; analysis using exposure or medical records; and applicable Material Safety Data Sheets or equivalent materials. Records may also include background data of environmental monitoring.	Event + 30 years; Event = Termination of employment	Yes	Waived
Internal Workplace Safety Inspections (RISK0050)	Includes safety inspections, audits, surveys, or reviews of the workplace initiated or contracted by the City.	Event + 7 years; Event = Date of report	No	Waived
Compliance Workplace Safety Inspections (RISK0051)	Safety inspections, audits, department orders, section violations, corrective action orders, and surveys or reviews of the workplace performed by an outside compliance agency such as OSHA or the Department of Safety and Professional Services. Includes citations and notifications of penalties, results of investigations, Modification Abatement Plan requests, and final Abatement Plan documentation.	Event + 7 years; Event = Date of resolution or compliance plan	No	Waived
Job Hazard Analysis (RISK0052)	Job safety surveys and analysis of a specific job or task. Includes documents used to identify, analyze and record the steps involved in performing a specific job, existing or potential safety and health hazards associated with each step, and the recommended action(s) and/or procedure(s) that will eliminate or reduce the hazards and the risk of a workplace injury or illness.	Event + 7 years; Event = Superseded or task eliminated	No	Waived
Ergonomics Assessment and Related Materials (RISK0053)	Includes individual and workstation evaluations, pre-evaluation questionnaires, potential procurement documents, follow-ups, and all related materials.	Event + 7 years; Event = Date of assessment	No	Waived
OSHA Logs (RISK0054)	Includes OSHA Form 300–Log of Work Related Injuries and Illnesses, Form 301– Injury & Illness Incident Report, and other equivalent forms.	Event + 7 years; Event = Date of log	No	Waived

# RISK MANAGEMENT RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Industrial Hygiene Supporting Documents and Reports (RISK0055)	Includes control measures that protect employees from chemical, physical, and/or biological stressors, such as noise, chemical exposures, excessive temperatures, dusts, mists, and vapors. Included among these records are indoor air quality surveys, noise and hearing conservation, respiratory protection, compliance exposure monitoring, baseline noise surveys, and other similar industrial hygiene surveys, assessments, and reports.	Event + 30 years; Event = Date of report	No	Waived
Waste Disposal Site Records (RISK0071)	Records include documents related to potential liability associated with sending waste for disposal. Includes uniform hazardous waste and non-hazardous special waste manifests, land disposal restriction forms, medical waste manifests, non-hazardous manifests, non-hazardous bills-of-lading, and certificates of receipt/destruction, waste site audits, and other related records supporting potential site liability issues for disposal sites.	Permanent	No	Not Applicable
Clean Water Act Compliance Records (RISK0079)	Records documenting compliance with Clean Water Act and other water regulations. Include records related to Spill Prevention Control and Countermeasure (SPCC), Wisconsin Pollution Discharge Elimination System (WPDES), stormwater management, and other records relating to environmental compliance with water regulations.	Event + 7 years; Event = Superseded	No	Waived
Hazardous Materials Regulations Training Records (RISK0085)	Records documenting compliance with training of hazmat employees in accordance with 49 CFR 172.704 (USDOT). The training record must include the employee's name; the employee's most recent training completion date; a description, copy, or the location of the training materials used to meet the requirements; the name and address of the person providing the training; and certification that the hazmat employee has been trained and tested as required.	Event + 7 years; Event = Employee's current certification date	No	Waived