

City of Waukesha Records Retention Schedule

September, 2019

For use by all City departments except Police Department and Municipal Court

Notes:

The Schedule can be searched in three ways:

- By the index
- The items are listed alphabetically in the Schedule
- Hit CTRL+F and type in key words to search schedule

The retention period for any records that are not found in this schedule is 7 years after last use.

“WHS Notification” refers to whether the Wisconsin Historical Society must be notified before the records are discarded. Please contact the City Attorney’s Office with any questions about records retention or disposal.

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| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---------------------------------------|---|---|-----------------------|-------------------|
| Abandoned Mains and Services As-Built | Records may include final designs and location maps. Includes plans of private sewer and water systems. | Permanent | No | |
| Aerial Photographs | Aerial photographs used for planning and map creation. | Event; Event = Superseded | No | Yes |
| Affidavits of Publication | Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. §985.12 for more information on proof of publication). | Event + 7 years; Event = Date of publication | No | No |
| Affirmative Action Records | Affirmative action plans, related complaints, EEO-1 reports. | Duration of federal contract or 1 year after termination of employment EEO-1 reports – 1 year after superseded | No | No |
| Agendas and Minutes | Official agendas and minutes of the Common Council. | Permanent | No | |
| Ambulance Runs | Records of ambulance runs, including medical records. | Creation + 7 years | Medical records - yes | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|--|---|---------------|-------------------|
| 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 | No |
| Annexation Records | Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. | Permanent | No | |
| Annual Reports | Annual reports produced by all departments and programs. | Event + 7 years; Event = Date of issue | No | Yes |
| Applications for Absentee Ballots (Federal Elections) | Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. §7.23(1)(f). | Event + 22 months; Event = Election | No | No |
| Applications for Absentee Ballots (State, County, Local Elections) | Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. §7.23(1)(k). | Event + 90 days; Event = Election | No | No |
| Applications for Employment – Not Hired | Applications, resumes, curriculum vitae submitted by unsuccessful applicants for employment. | 1 year from date of receipt | Yes | No |
| Applications for Employment – Hired | Applications, resumes, curriculum vitae submitted by successful applicants for employment | 7 years after termination of employment | Yes | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|--|---------------|-------------------|
| 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 | Yes |
| Appointment Files – Not Approved | Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies. | Event + 1 year; Event = Position filled | No | No |
| Arson Investigations | Reports of arson investigations. | Permanent | Yes | |
| Asbestos and Hazardous Material and Environmental Remediation Case File | Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. | Event + 30 years; Event = Completion of the project | Yes | No |
| 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 | No |
| Attorney Opinions | Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters. | Permanent | No | |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|--|---------------|-------------------|
| Audio Tapes | Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. §19.21(7). | Event + 90 days; Event = Date the minutes have been approved and published | No | No |
| Audit Reports | Reports that evaluate the financial holdings of the municipality. | Event + 3 years; Event = Final report issued | No | No |
| Ballots (Federal Elections) | Federal election ballots. Authority provided by Wis. Stat. §7.23(1)(f). | Event + 22 months; Event = Election | No | No |
| Ballots (State, County, Local Elections) | State, county, local offices. Authority provided by Wis. Stat. §7.23(1)(h). | Event + 30 days; Event = Election | No | No |
| Ballots (Unused and related Materials) | Only applies to unused ballots and materials. Authority provided by Wis. Stat. §7.23(1)(a). | Event + 3 business days; Event = Completion of all election canvasses | No | No |
| Board of Review 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 | No |
| Board of Review Minutes | Record of all proceedings of the board of review. Authority provided by Wis. Stat. §70.47(5). | Creation + 7 years | No | Yes |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|--|---------------|-------------------|
| Board of Review Notice of Determination | Final decisions sent to property owners. Authority provided by Wis. Stat. §70.47(12). | Event + 7 years; Event = Final action of Board of Review or completion of appeal | No | No |
| Board of Review Proceedings | Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. §70.47(8)(f). | Event + 7 years; Event = Final action of Board of Review or completion of appeal | No | No |
| Budget Development Documents | Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information. | Fiscal + 6 years | No | No |
| 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 | No |
| Building Inspection: Residential 1 and 2 Family Dwellings | Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code §SPS 320.10(6)(a)3. | Event + 7 years; Event = Construction completed | No | No |
| Building Lease Files | Files on leased facilities. | Event + 7 years; Event = End of lease | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|--|--|---------------|-------------------|
| Building Maintenance: Equipment Repair and Service Records | Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities. | Event + 1 month; Event = Removal and disposal of equipment | No | No |
| Building Plan Review and Inspection | Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code §SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code §SPS 361.60(2)). | Event + 4 years; Event = Construction completed | No | No |
| 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 = Construction completed | No | No |
| Bus Route Schedules and Timetables | Documentation of transit schedules, timetables, routes, and route history. | Event + 3 years; Event = Superseded | No | No |
| Business Continuity Plan | Agency official plan and documentation of the continuity of operations plan/continuity of government plan. | Event; Event = superseded by revised plan | No | No |
| Cadastral Maps | Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries. | Permanent | No | |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|---|--|-------------------|
| Campaign Finance Reports | Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. §7.23(1)(d). | Event + 6 years; Event = date of receipt | No | No |
| Campaign Registration Statements | Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. §7.23(1)(d). | Event + 6 years; Event = termination issued by the registrant | No | No |
| Canvassers Statements | Official statement showing the results of each election. Authority provided by Wis. Stat. §7.23(1)(i). | Event + 10 years; Event = election | No | No |
| Cemetery Annual Report and Documentation | Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. §157.62(4). | Permanent | No | |
| Cemetery Care Funds | An accounting of amounts deposited in, 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 Wis. Stat. §157.11(9g)(a), Wis. Stat. §157.12(3), and Wis. Stat. §157.125. 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 Wis. Stat. §157.62(4). | Permanent | Yes Confidential per Wis. Stat. §157.62(2)(c) | |
| Cemetery Contract for Sale | Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. §157.62(4). | Event = 3 years; Event = After all of the obligations of the contract have been fulfilled | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|--|--|--|-------------------|
| Cemetery Grave Registration Records | Records that describe who is buried, the date of death, interment and location of the remains. | Permanent | No | |
| Cemetery Preneed Trust Funds | <p>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.</p> <p>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 Wis. Stat. §157.62(4).</p> | Event + 15 years; Event = Date of the deposit or withdrawal | Yes Confidential per Wis. Stat. §157.62(2)(c) | No |
| Cemetery Reburial of Human Remains | <p>Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available.</p> <p>Authority provided by Wis. Stat. §157.112(3m).</p> | Permanent | No | |
| Cemetery Report for Final Disposition | <p>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 Wis. Stat. §135.06(1)(a)(1).</p> | Permanent | No | |
| Check Registers, Bank Statements/ Reconciliations | Check registers, statements of account received from institutions holding the municipality's funds. | Creation + 7 years | No | No |
| Claims, Notices of Claim, Notices of Injury | Notices of claims against the City and itemized statements of damages, as required by Wis. Stat. §893.80. | Receipt + 7 years | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|---|---------------|-------------------|
| 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 | |
| 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 | No |
| Committee Agendas, Records and Minutes | Records of committees, boards, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. | Creation + 7 years | No | Yes |
| 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 | No |
| Composting Regulations | Documents pertaining to the disposal of yard waste. | Event + 7 years; Event = superseded | No | No |
| Comprehensive Plan | Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city. | Event + 14 years; Event = Superseded by new plan | No | Yes |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|--|---------------|-------------------|
| Conditional Use Permits | <p>Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.</p> <p>This series may also include public hearing notice, reports, public hearing documentation, and decision.</p> | Event + 7 years; Event = termination of conditional use permit | No | No |
| Construction Plans: Final As-Built Projects | Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc. | Event; Event = life of structure | No | No |
| Construction Plans: Final As-Built Projects (Historically Significant) | Use for historically significant projects. | Event; Event = life of structure | No | Yes |
| Contracts and Agreements | Any contracts or agreements to which the municipality is a party. | Event + 6; Event = End date or cancellation of contract | No | No |
| Correspondence of Senior Level or Elected Official | Business-related correspondence (paper and electronic) of senior level staff and elected officials. | <p>Event + 6 months; Event = Separation from position/end of term</p> <p>Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule</p> | No | Yes |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|--|---|--------------------------|-------------------------------------|
| Correspondence (general staff) | Business-related correspondence (paper and electronic) of non-appointed general staff. | Event + 1 year; Event = Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule | No | No |
| 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 | No |
| Critical Incident Management Plans | Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents. | Event + 3 years; Event = superseded by revised plan | No | No |
| Curbside Recycling Program | Documentation of the curbside recycling program including policies, procedures, and administration of the program. | Event + 7 years; Event = superseded | No | No |
| Deposition Transcripts | Original transcripts of depositions taken as part of a lawsuit. | 1 year after expiration of appeal period | Possibly, case dependent | Historically significant cases only |
| Detachable Vote Recording Units | Data storage devices used in electronic voting equipment, general elections. Wis. Stat. §7.23(1)(g) | 21 days after election | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|---|---------------|-------------------|
| Detachable Vote Recording Units (Primary Elections) | Data storage devices used in electronic voting equipment, primary elections. Wis. Stat. §7.23(1)(g). | 14 days after election | No | No |
| Disaster Recovery Records | Records created during the disaster recovery process. | Event + 3 years; Event = Date recovery effort is complete | No | No |
| Drop Off Site/Recycling Yard Waste | Site operation files and records. | Creation + 7 years | No | No |
| Easements | Grants of easement to the municipality. | Permanent | No | |
| Election Notices | Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. §7.23(1)(j). | Event + 1 year; Event = Election | No | No |
| Election Notices (Federal Elections) | Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. §7.23(1)(j). | Event = 22 months; Event = Election | No | No |
| Election Voting and Registration Statistics Reports | Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§6.275-6.276. | Event + 22 months; Event = Election | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|---|---------------|-------------------|
| Email – Elected Officials and Senior-Level Officials | City-business-related emails, both received and sent, of elected officials, department heads, city administrator, and senior-level staff. | Event + 6 months; Event = Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule | No | Yes |
| Email - General Staff | City-business-related emails, both received and sent, of elected officials, department heads, city administrator, and senior-level staff. | Event + 1 year; Event = Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule | No | Yes |
| Employee Payroll & Benefit File | Includes various documents that are maintained throughout the employee's term of employment. | Event + 7 years; Event = Employee retirement or termination | No | No |
| Environmental Assessment and Impact Statements | Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. | Event + 6 years; Event = termination of municipal ownership of the land | No | Yes |
| Equal Employment Opportunity Records | Form EEO-4 and other records required for reporting to the Equal Employment Opportunities Commission | 7 years after filing | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---------------------------------------|--|--|---------------|-------------------|
| Excavation Plans of Private Utilities | Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines. | Permanent | No | |
| Final Assessment Rolls | Both real and personal property rolls. | Creation + 15 years (Provided no Forest Crop Acreage is recorded) | No | Yes |
| Final Budget Submittal | The final budget document for the municipality. | Fiscal + 6 years | No | No |
| 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 | |
| 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 | Yes |
| Financial Statements | Overall record accounting for receipts and disbursements, usually for fiscal or calendar year. | Event + 7 years; Event = Audit | No | No |
| 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 | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|--|---|---------------------------|-------------------|
| Fire Inspection Reports | Records of fire inspections, Fire Department plan reviews, general Fire Department inspection reports. | Creation + 7 years | No | No |
| Form I-9 | Employment eligibility and verification form | 3 years from receipt, or 1 year after termination of employment, whichever is later | Yes | No |
| Grants | Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial. | Event + 4 years; Event = Date of final report or notification of denial | No | No |
| Grievance Case File | Records of grievances filed by employees | Event + 7 years; Event = Date grievance is closed | Yes | No |
| Hearing Transcripts | Transcripts of contested hearings, due process hearings, hearings before boards and commissions. | 7 years after expiration of appeal period | Possibly – case dependent | Yes |
| House Number and Address Change File | Provides official control and reference source for city addresses. | Permanent | No | No |
| 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 | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|----------------------------------|---|---|---------------|-------------------|
| Housing Authority Program Files | Correspondence, breakdown of projects, HUD regulations, and supporting files. | Event + 7 years; Event = Audit | No | Yes |
| Incident Report, Fire Department | Records of fire and emergency medical service runs | Creation + 7 years | No | No |
| Ineligible Elector Registrations | Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. §7.23(1)(c). | Event + 4 years; Event = When deemed ineligible | No | No |
| Internal Policies and Procedures | Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives. | 7 years after policy is superseded or made obsolete | No | No |
| Invoices, Payable | Records of debts owed by the City | Creation + 7 years | No | No |
| Invoices, Receivable | Records of debts owed to the City | Creation + 7 years | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|---|---------------|-------------------------------------|
| Issued Checks | Checks issued by the municipality that are outstanding, cancelled, or have cleared collection. | Creation + 7 years | No | No |
| Labor Agreements, Collective Bargaining Agreements | All records relating to union contracts | 7 years after expiration | No | No |
| Land Titles, Conveyances and Easements | Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land. | Permanent | No | |
| Landfill and 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 | |
| Legal Case Files | Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. | Event + 7 years; Event = Close of case | No | Historically significant cases only |
| License Applications and Related Records | Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, dogs, pets, and animals. Also includes permits for the excavation of streets by private utility companies. | Creation + 3 years | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|--|---|---------------|-------------------|
| Liquor and Beer Licenses | Includes license applications (approved and unapproved), retail alcohol beverage licenses, bartender licenses, and license stubs. Authority provided by Wis. Stat. §125.04(3)(i). | Creation + 4 years | No | No |
| 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. | Permanent | No | |
| 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 | |
| Master Property Appraisal Records | Details the appraisal of real property, based on the field inspections of the assessor. | Event + 5 years; Event = Life of structure | No | Yes |
| Medical Leave, FMLA Records | All records relating to an employee's leave for medical reasons or matters covered by the FMLA | 7 years after termination of employment | Yes | No |
| Medical Records and Exposure Records Required by OSHA | Employee medical records, not including health insurance claim records, records of work-related injuries, and records of employee exposures to hazardous materials, including material safety data sheets. | 30 years after termination of employment | Yes | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|--|---|---------------|-------------------|
| 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 + 6; Event = End date or cancellation of contract | No | No |
| Monthly and Quarterly Payroll Reports | Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report. | Event + 5 years; Event = Report Issued (provided record has been audited) | No | No |
| Monthly Reports | Monthly reports of divisions or committees. | Creation + 3 years | No | No |
| Motor Vehicle Control and Assignment Records | Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. | Event + 1 year; Event = date the vehicle is disposed | No | No |
| Motor Vehicle and Heavy Equipment Maintenance Records | Records documenting service and repair orders to 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 | No |
| Municipal 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 = Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|-------------------------------------|---|---|---------------|-------------------|
| Notes | Personal notes made and kept to refresh recollection. | None – not public records | No | No |
| Notice of Increased Assessment | Notices sent to property owners informing them of increases on assessment. | Creation + 7 years | No | No |
| Notice of Removal of Human Corpse | Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location. | Event + 2 months; Event = Date of death | No | No |
| Oath of Office | Elected or appointed municipal officers 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 | No |
| 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 the Wis. Stats. §§19.35-19.37. | Event + 3 years; Event = Response provided | No | No |
| Operating Budget | Records related to establishing the base level agency annual operating budget each fiscal year. | Fiscal + 6 years | No | No |
| Ordinances | Official ordinances and any ordinance books kept by municipalities. | Permanent | No | |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|--|---------------|-------------------|
| Organizational Chart | Repository of the official organizational structure of offices. | Event; Event = Superseded | No | No |
| 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 | Yes |
| Parks Master Plan | Master plans for parks and park systems. May include maps, drawings, photographs, and reports. | Superseded | No | Yes |
| Parks Program Files | Records relating to programs, events, and activities. | Creation + 3 years | No | No |
| Parks Reservation Requests, Rental Agreements, Use Permits, and Contracts | Permits, agreements, and contracts for the use of parks, shelters, and facilities. | Event + 3 years; Event = Date of reservation | No | No |
| Parks Supervisors Daily Report of Work Completed | Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used. | Creation + 2 years | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|--|--|--|-------------------|
| Payrolls and Payroll Registers | Payroll listings showing gross and net pay, and deductions. Referred to on questions of back pay and income taxes. | Creation + 4 years | No | No |
| Pension and Employee Benefit Records | Plan documents, reports, information used to compile reports | 7 years after creation | No | No |
| Permits, General | Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. | Creation + 5 years | No | No |
| Personal Files of 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/end of term | No | Yes |
| Personal Property Statements | Statements filed with local assessor declaring taxable personal property. | Creation + 5 years | Yes Confidential per Wis. Stat. §70.35(3) | No |
| Personnel Files | All records relating to an employee's employment by the City, not categorized elsewhere | 7 years after termination of employment | No | No |
| Petitions | Petitions submitted to municipalities for improvements or changes to existing municipal services/structures. | Event + 7 years; Event = Petition approved or denied | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|---|---------------|-------------------|
| Physical Plant Monitoring and Inspection Reports | Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components. | Creation + 6 years | No | No |
| 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 Wis. Stat. §5.02(14). Authority provided by Wis. Stat. §7.23(1)(e). | Event + 22 months; Event = Election | No | No |
| Preliminary Plats | Created during the development of subdivisions. | Event; Event = Superseded by final plat | No | No |
| Press Releases | Information about municipality programs and events. | Creation + 3 years | No | Yes |
| Proclamations | Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality. | Event + 1 year; Event = End of elected representative's final term | No | Yes |
| Profile and Grade Books | Documentation of landscape and features. | Permanent | No | |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|--|--|---------------|-------------------|
| 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 | No |
| Project Records (Historically Significant) | Use for historically significant projects. | Event; Event = Life of structure | No | Yes |
| Property Survey Records | Includes field notes, benchmark books, and section corner monument logs. | Permanent | No | |
| Property Tax Escrow Account List | List of real estate taxes paid directly from an escrow account. | Event; Event = Superseded | No | No |
| Property Taxation Exemption Reports | Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. §70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. §70.339. | Creation + 10 years | No | No |
| Report of Special Assessment | Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. §66.0703(5) for more information. Authority provided by Wis. Stat. §66.0703(5). | Creation + 2 years (provided report is on file with public works project record) | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|-------------------------------------|--|--|---|-------------------|
| Requests for Bids or Proposals | 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 Some information may qualify for Trade Secret protection per Wis. Stat. §19.36(5). | No |
| Resolutions | Official records pertaining to resolutions passed by municipalities. | Permanent | No | |
| Sales of Facilities and/or Land | Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets. | Event + 6 years; Event = date of the completion of the transaction | No | No |
| Sewer Inspection Records | Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections. | Event; Event = Superseded | No | No |
| State Highway Aids Program Records | Records of state aid pertaining to road maintenance. | Creation + 7 years | No | No |
| 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 | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|--|---|---------------|-------------------|
| Special Assessments Final Resolution | Final authorization of special assessments. Authority provided by Wis. Stat. §66.0703(8)(d). | Permanent | No | |
| Special Assessment Payment Register | Record of the receipt of scheduled special assessment payments. | Event + 7 years; Event = Final collection of payments | No | No |
| Special Assessment 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 Wis. Stat. §66.0703(4). | Creation + 2 years (provided report is on file with public works project record) | No | No |
| Statement of Taxes | Combined record of calculations used to set final property taxes. | Permanent | No | |
| Surveillance Recordings | Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. Does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device. | Event + 121 days Event = Date of recording Recordings subject to process (open records requests, litigation, etc.) must be kept | No | No |
| 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 | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|--|---|--|---|-------------------|
| Tax Receipts | Receipts issued by treasurer upon payment of property 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 | No |
| Tax Settlements | Used to verify tax collections compared to the taxes levied in the municipal records. | Event + 7 years; Event = Audit | No | No |
| Title Documentation | Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies. | Permanent | No | |
| Transit Accessible Boarding Reports | Reports documenting the accessibility of vehicles. | Creation + 5 years | No | No |
| Transit 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 Patient health information may be protected by Wis. Stat. §146.82 | No |
| Transit Dispatch Files | Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups. | Creation + 7 years | No | No |
| Transit Fare Information Files | Research, background, studies, and other materials used to determine fares. | Creation + 7 years | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|-------------------------------------|--|--|---------------|-------------------|
| Transit Operation Reports | Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports. | Creation + 3 years | No | No |
| Transit Operator Assignment Records | Documentation of assignment of individual operators to routes and shifts. | Creation + 3 years | No | No |
| Uncategorized Records | Records that do not fall under any other category. | Creation + 7 years | No | Yes |
| Unpaid Tax Statements | List of postponed real property, delinquent real property, and delinquent personal property taxes. | Creation + 15 years (Retain with tax roll) | No | No |
| Vehicle Leases | Leases of motor vehicles and other motorized equipment | 7 years after expiration | No | No |
| Vehicle Use Agreements | Agreements between individuals and municipalities required before driving a municipal owned vehicle. | Event + 1 year; Event = termination of agreement or employment | No | No |
| Vehicle Inspection Reports | Inspections of municipal vehicles. | Event + 1 years; Event = date the vehicle is disposed | No | No |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|--|---------------|-------------------|
| Vendor Qualification Files | Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts. | Event + 6 years; Event = End of contract | No | No |
| Water and Sewer Line Inspections | Records documenting the inspection of water and sewer lines. | Permanent | No | |
| Water and Sewer Main Break Records | A record documenting the history of breaks in water and sewer main lines. | Permanent | No | |
| 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 | |
| Water Utility Current Billing Receipts, Customer Ledgers, Water Stubs | Records of utility customer payments. Also consult PSC retention schedules for public utilities. | Creation + 2 years Wis. Stats. §19.21(4)(b) | No | No |
| 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 | |

| Record Type | Record Description | Retention Period | Confidential? | WHS Notification? |
|---|---|---|---------------|-------------------|
| Zoning Appeals, Disapproved | 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 | Yes |
| Zoning Board and Zoning Board of Appeals Meeting Material | Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals. | Permanent | No | |
| Zoning Ordinance | The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. §60.61. | Permanent | No | |
| Zoning, Rezoning Files | 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. | Permanent | No | |
| Zoning Variance Files | Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance. | Permanent | No | |