

Records Retention Summary – Updated June 12, 2017

RDA Number	Record Series Title	Retention	Confidentiality
001	Bylaws	Event until superseded and destroy	
002	Annual Reports	Event (date submitted) +2 years and destroy	
003	Donor Files – Monetary Donations	Event (acknowledgement of receipt of donation) +5 years and destroy	Confidential
004	Donor files – Property Donation	Event (item is no longer in library's possession) +5 years and destroy	Confidential
005	Patron Incident and Disciplinary Files	Event (date of incident) +5 years and destroy	Confidential
006	Purchase Request (Library Materials)	Event (date of decision) +1 year and destroy	Confidential
007	Request for Consideration of Library Materials	Event (date of decision) +6 years and destroy	Confidential
008	Legal Opinions	Event (date superseded or no longer relevant) +5 years and destroy	Confidential
009	Litigation Files	Event (date case is closed; can no longer be appealed) +5 years and destroy	Confidential
010	Accident Reports/Claims	Event (date of incident) +7 years and destroy	Confidential
011	Budget Records	Fiscal year +6 years and destroy	Confidential
012	Annual Inventory and Depreciation Schedules	Fiscal year +5 years and destroy	
013	Bibliographic Records and Finding Aids	Event (when item is withdrawn) and destroy	
014	Item Level Record	Event (when item is withdrawn) and destroy	
015	Authority Files	Event (when item is withdrawn) and destroy	
016	Patron Registration and Application Forms	Event (when information is entered and verified) and destroy	Confidential
017	Patron Level Record	Event (when card expires and record is clear per library policy) and destroy	Confidential
018	Overdue Notices	Event (when fines are paid or forgiven per library policy) and destroy	Confidential
019	Library Use Reports and Statistics	Creation +1 year and destroy	
020	Interlibrary Loan Records	Event (when item is returned to lending library) and destroy	Confidential
021	Interlibrary Loan Request Records	Event (when item is returned to lending library) +30 days and destroy	Confidential
022	Log of Interlibrary Loan Transactions	Event (when item is returned to lending library) +30 days and destroy	Confidential

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023	Internet, Equipment or Room Use Agreements	Event (end of business day or when equipment or room is no longer in use) and destroy	Confidential
024	Reference Requests & Responses	Event (date request is fulfilled or response is provided) and destroy	Confidential
025	Programming and events Files	Event (date of program or event) +1 year and destroy	
026	Contest Entry Forms	Event (when contest winner is determined) +30 days and destroy	Confidential
027	Press Releases	Creation +5 years and destroy	
028	Archival Accession/Deaccession Records and Processing Files	Permanent	May contain confidential information
029	Library System Plans	Event until superseded +10 years and destroy	
030	Materials and Rotating Collections Records	Event until superseded or no longer needed and destroy	
031	Materials and Rotating Collections Use Summary	Event (when item is returned to lending library) +30 days and destroy	Confidential
032	Delivery Service Forms	Event (when item has been delivered) and destroy	
ADM00001	Routine Activity and Production Reports Created by Individuals or Work Units	Creation +1 year and destroy	
ADM00005	Calendars and Schedules – Non-Appointed Staff	Creation +1 year and destroy	Confidential
ADM00007	Complaints (External)	Event (complaint resolution, dismissal or end of litigation) +2 years and destroy	Confidential
ADM00010	Non-Appointed Staff Business Related Correspondence Note: Correspondence that relates specifically to a program must be retained under a program-specific RDA.	Create or receipt +1 year and destroy	Confidential
ADM00012	Training Course Material	Event (superseded or no longer needed) and destroy	
ADM00013	Grant Documentation If the terms of the grant require other retention, those must be retained under a program specific RDA.	Event (date of final report or notification of denial) +4 years and destroy	Confidential
ADM00015	Internal Newsletters Note: These newsletters are internal to the organization. Newsletters or other communications designed to communicate with the public should follow the requirements of the DPI Depository program, Wisconsin Statutes Sections 35.81-35.84.	Creation +1 year and destroy	
ADM00017	Agency Organizational Planning Documentation	Event (plan completion, superseded, or revised) +6 years	

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		and transfer to WHS or UW-Madison Archives	
ADM00022	Open Records Requests and Responses	Event (when response is provided) +3 years and destroy	Confidential
ADM00023	Internal Policies and Procedures	Event (date superseded or made obsolete) +7 years and destroy	
ADM00024	Surveys/Questionnaires-Internal to the Agency	Creation +1 year and destroy	
ADM00025	Boards, Councils, or Commissions Records associated with boards, councils, commissions established by legislation or Governor's Executive Order, includes minutes and meeting materials.	Creation +5 years and transfer to WHS or UW-Madison Archives	May include confidential information
ADM00027	Team, Project, or Workgroup Documentation – Internal and Routine Activities	Creation +2 years and destroy	
FAC00013	Asbestos and Hazardous Material and Environmental Remediation Case File	Event (completion of project) +30 years and destroy	May include confidential information
FAC00014	Unsuccessful Bids and Unsolicited Proposals	Event (date the bid is awarded) +4 years	
FAC00015	As-Built Plans and Original Building Drawings for Completed Construction Projects	Retain for the life of the structure (until razed or facility sold) and transfer to WHS or UW-Madison Archives	Confidential
FAC00082	Monitoring and Surveillance Recordings	Retain for 120 days and destroy	
FAC00083	Access cards, Keys, Identity Badges/Name Plates and Photo Identification-Documentation of Assignment	Event (date the card/key is returned or reported lost) +6 months and destroy	
FAC00086	Security or Incident Reports	Event (date the investigation is closed or forwarded to the police) +3 years and destroy	Confidential
FIS00001	Audit Reports, Agency Responses and audit Finding Resolutions	Event (date of issuance of final report) +3 years and destroy	
FIS00020	Receipts and Disbursement Transactions	Fiscal +6 years and destroy	
FIS00025	Collection Case Files-Delinquent and Uncollectable Accounts	Event(date written off) +7 years and destroy	Confidential
FIS00026	Tax Records	Fiscal +6 years and destroy	Confidential
FIS00027	Paid/Canceled Checks	Event (month paid) +7 years and destroy	Confidential
FIS00050	Inventories – Capital Equipment, Supplies, Commodities and Parts	Fiscal +4 and destroy	
HR000016	Interview Documentation	Event (date of hire) +4 years and destroy.	Confidential
HR000022	Unsolicited Resumes and General Expressions of Interest in Employment	Creation +6 months and destroy	Confidential
HR000024	Appointment Letters	Event (termination date of service) +8 years	

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HR000026	Federal I-9 Forms	Event +3 years (after date of hire or 1 year after termination, whichever is longer) and destroy	Confidential
HR000045	Position Description and Related Forms and OSER Approval, where appropriate	Event (termination of employment) +8 years and then destroy	Confidential
HR000110	Non-Represented Employee Grievances, Appeals	Event (date grievance is resolved) +5 years and destroy	Confidential
HR000112	Employee Discipline Related Records- Investigatory Meeting Minutes and Verbal Reprimands	Creation +1 year and destroy	Confidential
HR000185	Tracking Systems for Training	Event (termination of employment) + 5 years and destroy	Confidential
HR000190	Official Personnel File	Event (termination of employment) +8 years and destroy	Confidential
HR000191	Volunteer and Unpaid Internship Documentation	Event (date the volunteer or intern completes their assignment) +2 years and destroy.	Confidential
HR000192	Employee Performance Evaluations	Event (termination of employment) +8 years and destroy	Confidential
IT000026	Access Logs	Creation +1 year and destroy unless under audit	Confidential
IT000032	User Access Requests and Authorizations	Event (termination of employment) +2 years and destroy	Confidential
IT000033	Employee/Contractor/Vendor Responsibility Acknowledgement Agreements, Trusted Use Agreements	Event (departure of employee, contractor or vendor) +4 years and destroy	Confidential
IT000042	Web Management and Operations	Event (superseded or website is updated) and destroy	
PAY00009	Time and Leave Entry Systems	Creation +5 years and destroy	Confidential
PAY00011	Payrolls and Payroll Registers	Creation +4 years and destroy	Confidential
PAY00012	Payroll inputs and Reports	Creation +5 years and destroy	Confidential
PAY0016A	Payroll/Leave History Reports – Agencies	Creation +10 years	Confidential
PAY00021	Employee Payroll & Benefit File – Agency Specific	Event (termination of employment) +7 years and destroy	Confidential
PUR00010	Contract and Request for Bid/Proposal File	Event (End date of resulting contract or cancellation date of contract or bid/proposal) +6 years and destroy	Confidential
RISK0010	Worker's Compensation Claims Case Files	Event (date claim is closed) +30 years and destroy	Confidential
RISK0025	Property Insurance Policies (General & Excess)	Event (policy effective date) +30 years and destroy	
RISK0035	Liability Insurance Policies (General, and Excess)	Event (policy effective date) +75 years and destroy	
RISK0048	Safety Data Sheets (SDS)	If superseded destroy previous SDS or if the chemical is discontinued retain SDS for 30 years and destroy	

Notification of General Records Schedule Adoption

Schedule Title: _____ Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist.
- Please attach a brief narrative explaining your rationale for opting out of each record series. Examples: Increased retention needed for business purpose, or federal or state regulation requires longer retention. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule.

Check appropriate box(es):

- ☐ We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ We opt out of the entire schedule. (Available for State Agencies)
(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.) Please attach a brief narrative explaining your rationale.
- ☐ We opt (out of), (in to), the following record series (circle one). (Available for UW System and Local Units of Government)
 Please list identifying the specific retention schedule numbers and titles:

In those areas not covered, records disposition will cease until separate schedules are developed and approved.

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed