

**CITY OF WAUKESHA****Administration**

201 Delafield Street, Waukesha, WI 53188

Tel: 262.524.3701 fax: 262.524.3899

www.ci.waukesha.wi.us

Committee: None	Committee Meeting Date: Click here to enter a date.
Agenda Item Number: 19-1344	Common Council Meeting Date: 10/1/2019
Submitted By: Brian Running	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney BER
Subject: Approval of new records retention schedule.	

Details:

City government is required to maintain all public records, and can only dispose of records under certain conditions. Some records must be kept permanently, others can be disposed of after a period of years, some can be disposed of in as little as 121 days after their creation. All of these retention periods must be contained in a records retention schedule that the City adopts, and no records can be disposed of unless the City's schedule is followed. The City's current schedule was adopted in 2000.

Our retention schedules follow the official schedule produced by the state Public Records Board. About a year ago, the PRB issued a new retention schedule and suggested that municipalities adopt it. We took that schedule and distributed it to City departments, asking for their input. In particular, we wanted to make sure that the schedule uses the terminology that we use, and that the schedule includes a reference to every record that City departments might be keeping. Essentially, we customized it to our way of doing things, but kept the PRB's basic retention rules.

We have finished the new schedule, and it accompanies this cover sheet on the agenda. It includes all departments' input, and it will be used by all City departments except the Police Department, which has its own independent, state-approved retention schedule, and the Municipal Court, whose retention periods are set by Supreme Court Rules Chapter 72.

Approving this new schedule now is crucial, because one of the things that we have to begin soon in preparation for the move to new city hall is to purge old files and digitize the ones we are going to keep. We can get rid of a lot of old records, which will minimize the amount of stuff that has to be moved into the new building. Using the new schedule will make that big job easier.

Options & Alternatives:

There is no alternative recommended. We need to be in compliance with the PRB's new retention schedule, and the new schedule is much easier to use than the current one.

Financial Remarks:

There is no financial impact in connection with adoption of the new schedule.

Staff Recommendation:

Approval of the new retention schedule and authorization to submit it to the state for its approval.