

908 1-5 5/4/93 ~~4/1/98~~ 11/17/15

1.0 PURPOSE:

It is the intent of this policy to establish procedures for the retention and disposal of City of West Allis records.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the City to establish records retention and disposition procedures. This policy describes by department: major categories of records, length of required retention, and disposition requirements.

4.0 REFERENCES:

Wisconsin Statutes Section 19.21(4)(b).
Section 1.09 of the City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RETENTION GUIDELINES

According to Wisconsin Statute Sec. 19.21 (4) (b), all public records must be retained for at least 7 years, except those listed in Section 1.09 of the City's Municipal Code, those recommended by the Public Records Board as having shorter or longer retention periods, and those for which a specific period of time has been provided by statute. The majority of records produced within City Departments must be retained for at least 7 years. This policy refers to original documents only.

The following breakdown lists records that have been recommended by the Public Records Board or prescribed by the Common Council to be retained for shorter or longer periods than 7 yrs:

| <u>Records Category</u> | <u>Years of Retention</u> |
|---|---|
| <u>Department: Assessor</u> | |
| Final Real Property Assessment Roll | 15 |
| Industrial, Real & Personal Property Roll | 15 |
| Data Cards | Permanent |
| Cama Cards | Permanent |
| Property Record Cards | Permanent |
| Assessor's Final Report | 5 |
| Statement of Assessment | 15 |
| Assessor's Plats | Permanent |
| List of Splits/Combinations | Permanent |
| Tax Rates/Ratios | Permanent |
| <u>Department: Attorney</u> | |
| City Attorney's Opinions | Permanent |
| None | |
| <u>Department: Building & Zoning Inspection and Neighborhood Services</u> | |
| Applications and Permits | Permanent |
| Certificates of Occupancy | Permanent |
| Inspection Field Cards | Permanent |
| Building Plans (except 1 & 2 Family) | Permanent |
| Electrical Review Board Minutes | Permanent |
| Board of Appeals | Permanent |
| <u>Department: Cable Communications</u> | |
| Program Advisory Council Minutes | Permanent |
| <u>Department: Administrative Office</u> | |
| Administration & Finance Committee Minutes | Permanent |
| Policies & Procedures Manual | Permanent (superseded as necessary) |
| Final Budgets | Permanent |
| Budget Worksheets | 3 yrs |
| Salary Negotiations/Ordinance | Permanent |
| Audit Reports | Permanent |
| <u>Department: Clerk/Treasurer</u> | |
| Common Council Minutes | Permanent |
| Committee Minutes - License & Health, Advisory, Ethics Board | Permanent |
| Ordinances | Permanent |
| Resolutions | Permanent |
| Board of Appeals | Permanent |
| Final Budget | Permanent |
| License Applications | 4 yrs - Liquor 3 yrs - Other |
| License Record Book | Permanent |
| Election Results | Permanent |
| Active Voter Registrations | Permanent |
| Deeds | Permanent |

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| Abstracts | Permanent |
| Easements | Permanent |
| Register of Bonds & Promissory Notes | Permanent |
| City Attorney's Opinions | Permanent |
| Revised Municipal Code Book | Permanent (superseded as necessary) |
| Index Relative to Land Sales | Permanent |
| World War II Servicemen | Permanent |
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| <u>Department: Data Processing</u> | |
| Data Processing/Word Processing Steering Committee Minutes | Permanent |
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| <u>Department: Development</u> | |
| <i>Minutes:</i> | Permanent |
| Block Grant Committee (CDBG) Community Development Authority, Economic Development Partnership Committee Economic Development, Promotion & Marketing, Technical Advisory, Economic Development Loan Task Force, First-Ring Industrial Redevelopment Enterprise, Inc. (F.I.R.E.) Historical Commission Joint Review Board Plan Commission Safety and Development Community Development Act Committee | |
| <i>Resolutions:</i> | Permanent |
| Community Development Authority First-Ring Industrial Redevelopment Enterprise, Inc. (F.I.R.E.) Historical Commission | |
| <i>Miscellaneous Files:</i> | Life of participation in Project – 7 years |
| Section 8 Housing Choice Vouchers Beloit Road Senior Apartments Rehab Loan files Rental Rehab files CDBG Information Economic Development Loan Programs Planning Files (Site, Landscape, Screening, etc.) | Permanent Permanent 7 years after completion of loan Permanent |
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| <u>Department: Engineering</u> | |
| City Maps | Permanent |
| Water, Storm, & Sanitary Sewer Maps | Permanent |
| Profile and Grade Books | Permanent |
| Excavation Plans of Utilities | Permanent |
| Subdivision Plats | Permanent |
| Annexation Plats | Permanent |
| Plans for Municipal Buildings | Permanent |
| Field Notes | Permanent |
| Annual Reports | Permanent |
| House Number & Address File | Permanent |
| Street Vacations | Active Reference Life |

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| Contracts | 7 yrs after completion |
| Master project files | Permanent |
| As-Builts | Life of project |
| Assessment project files | Permanent |
| Assessment reports | Permanent |
| <u>Department: Finance</u> | |
| General ledger | 15 |
| Receipt Journal | 15 |
| Voucher/Order Register | 15 |
| General Journal | 15 |
| Journal vouchers | 15 |
| Appropriations Journal | 15 |
| Appropriations Journal Voucher | 15 |
| Water & Sewer Utility Records | 15 |
| Audit Reports | Permanent |
| Capital Improvement Program | Permanent |
| <u>Department: Fire</u> | |
| Fire & Rescue Reports | Permanent |
| Maintenance Reports | Life of Equip. |
| <u>Department: Health</u> | |
| Minutes: Board of Health | Permanent |
| Vital Statistics: Birth certificates, Death certificates | Permanent |
| Annual Reports | Permanent |
| Senior Center: Minutes: Commission on Aging, Senior Network Committee | Permanent |
| <u>Department: Housing</u> | |
| Section 8 Vouchers, Existing, Certificates, Beloit Rd. Housing, Rehab Loan files, Rental Rehab | Life of participation in project + 3 yrs. |
| <u>Department: Library</u> | |
| Library Board Minutes | Permanent |
| Public Library Annual Report | Permanent |
| Library Annual Report | Permanent |
| <u>Department: Personnel Human Resources</u> | |
| Civil Service Commission Minutes | Permanent |
| Safety Committee Minutes | Permanent |
| Union Contracts | Permanent |
| Grievances | Permanent |
| Suggestions | Permanent |
| Collective Bargaining Summaries | Permanent |
| Arbitration | Permanent |
| Annual Reports | Permanent |
| Safety | |
| Safety Training Documentation | Permanent |
| WC 12 Injury Reports – Long term exposure | 30 yrs. |

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| Inspection Reports | Permanent (superseded as needed) |
| Sampling of Air Quality, Material | Permanent |
| Arbitration | Permanent |
| Application Additional Information Sheets | Permanent |
| Audiometry Testing Results | Permanent |
| Benefit Plan Documents | Permanent |
| Civil Service Commission Minutes | Permanent |
| Collective Bargaining Contracts and Summaries | Permanent |
| Discrimination/Retaliation Claims | Permanent |
| FMLA | Permanent |
| Grievances | Permanent |
| I-9 Form | 1 year after the date employment ceases |
| Material Safety Data Sheets | Permanent (superseded as needed) |
| Medical File | Permanent |
| Personnel File | Permanent |
| Safety Committee Minutes | Permanent |
| Safety Inspection Reports and Sampling of Air Quality, Material | Permanent |
| Safety Procedures | Permanent (superseded as needed) |
| Suggestion Award Program: Committee Minutes and Suggestions | Permanent |
| Training Documentation | Permanent |
| Unemployment Compensation | Permanent |
| WC-12 Injury Reports for Long Term exposure | 30 years |
| <u>Department: Planning</u> | |
| Site/Landscape & Screening Plans | Permanent |
| Planning Commission Minutes | Permanent |
| Safety & Development Committee Minutes | Permanent |
| <u>Department: Police</u> | |
| Incident Reports | Permanent |
| Booking Sheets | Permanent |
| <u>Department: Public Works</u> | |
| Public Works Committee Minutes | Permanent |
| Vehicle maintenance & expenses | Life of equipment |
| Annual reports | Permanent |
| Water Dept: | |
| Filed rates & rules | Permanent |
| Meter history record | Life of meter |
| Station pumping records | 15 |
| Annual meter accuracy summary | 10 |
| <u>Department: Purchasing</u> | |
| Purchase Orders | 7 |
| RFP and Vendor Reponses | 7 |
| Quotes and Vendor Responses | 7 |
| <u>Department: Treasurer</u> | |

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| Personal Property Tax Bills | 15 |
| Cash Receipts Journal | 15 |

5.2 RETENTION SCHEDULES

All departments within the City will develop and follow appropriate retention schedules based on the above information. Records not specifically covered by the above guidelines should be referred to the City Attorney's office for retention and disposition guidance. Records may be stored within the department, ~~basement storage area assigned to the department,~~ or microfilmed **saved pursuant to the storage guidelines** and the original destroyed.

5.3 DISPOSITION GUIDELINES

Prior to the destruction of the records after the retention schedules have been met, follow Section 1.09 of the City Municipal Code which requires departments to notify the State Historical Society and the Common Council in writing of its intent to destroy the records at least 60 days prior to destruction. The letter should indicate the titles, date and quantities of records to be destroyed.

5.4 MICROFILMING **STORAGE** GUIDELINES

Imaging or microfilming can replace the original document if all procedures are met according the Chapter 1.09 of the **Revised** Municipal Code. ~~Again,~~ Notice must be given to the State Historical Society and the Common Council in writing 60 days prior to destruction as described above. **Imaging or** microfilming ~~can~~ **may** be arranged through the **Center for Excellence or Purchasing Department**. **Imaging or** microfilming should only be considered for those records having administrative, fiscal, or legal value. **Storage may also be on computers, in electronically stored files, or other type of non-physical storage that preserves the documents.**