

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
<u>Department: Building 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Policies & Procedures Manual	Permanent (superseded as necessary)
Budget Worksheets	3 yrs
Salary Negotiations	Permanent
Audit Reports	Permanent
<u>Department: Clerk</u>	
Common Council Minutes	Permanent
Committee Minutes - License & Health, Advisory, Ethics Board	Permanent
Ordinances	Permanent
Resolutions	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
Easements	Permanent
Register of Bonds & Promissory Notes	Permanent
Revised Municipal Code Book	Permanent (superseded as necessary)
<u>Department: Data Processing</u>	
Data Processing/Word Processing Steering Committee Minutes	Permanent
<u>Department: Development</u>	
<i>Minutes:</i>	Permanent
Block Grant Committee (CDBG)	
Community Development Authority,	
Economic Development Partnership Committee	
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	
<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	
Economic Development Loan Programs	7 years after completion of loan
Planning Files (Site, Landscape, Screening, etc.)	Permanent
<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
Contracts	7 yrs after completion
Master project files	Permanent
As-Builts	Life of project
Assessment project files	Permanent
Assessment reports	Permanent

Department: Finance

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

Department: Fire

Fire & Rescue Reports	Permanent
Maintenance Reports	Life of Equip.

Department: Health

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

Department: Housing

Section 8 Vouchers, Existing, Certificates, Beloit Rd. Housing, Rehab Loan files, Rental Rehab	Life of participation in project + 3 yrs.
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Department: Library

Library Board Minutes	Permanent
Public Library Annual Report	Permanent
Library Annual Report	Permanent

Department: Human Resources

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

Department: Police

Incident Reports	Permanent
Booking Sheets	Permanent

Department: Public Works

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

Department: Purchasing

Purchase Orders	7
RFP and Vendor Responses	7
Quotes and Vendor Responses	7

Department: Treasurer

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, or 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 STORAGE GUIDELINES

Imaging or microfilming can replace the original document if all procedures are met according to the Chapter 1.09 of the Revised Municipal Code. 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 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.