

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	97-0035	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=Date the vehicle is disposed.	0	1	Event	Destroy	Approved
	79-0156	Space Management Records	Space allocation plans and related documentation for City-owned facilities, which may include the final requests, project plans, space estimates, justifications, specifications, quotations for projects or furniture, copies of building plans, floor layouts, and supporting documentation. This series also includes the current space allocation plan. Event: documents superseded or space is vacated. Retention on this series matches that of Statewide RRDA FAC00061.	0	1	Event	Destroy	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	19-0072	Project Files (Routine)	<p>All documents pertaining to a public improvement 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.</p> <p>Retain these records for Event (Project is completed) + 10 Yrs. & then destroy under supervision. FOR REVIEW: CART approved 8/1/2019 CIMC approved September 19, 2019 SRB approved November 18, 2019</p>	0	10	Event	Destroy Confidentially	Approved
	99-0027	Grade and Profile Data	<p>Documentation of landscape and features of land within the City of Milwaukee. Permanent retention is set to match retention in statewide municipal retention schedules, and reflects the ongoing administrative value of this data.</p>	0	0	Creation	Permanent.	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	99-A030	Special Project Files (Historically Significant)	<p>All documents pertaining to a public improvement 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. This series should be used for projects of historical significance or elevated public interest.</p> <p>Some bldgs. subject to MCO Ch. 311 & restricted. Event (Project is completed) + 10 Yrs. & transfer to MRC Archives.</p>	0	10	Event	City Records Archives Information Transferred from 74-0214 11/14/23 by KB	Approved
	78-0047	Plats (Final)	<p>Official engineering maps & indexes to containing volumes of land subdivisions within the City of Milwaukee, as submitted by surveyors &/or property owners following requirements described in MCO 119-6 to 119-10. Maps are received by DCD, which maintains all required certificates & distributes the plats for review by the City Engineer, Public Works Commissioner, and City Treasurer. Once approved by council, Central Drafting maintains the final approved and certified copy. Event = Superseded.</p>	0	1	Event	Transfer to Archives at Municipal Research Center (E-Vault) Information Transferred from 69-M031 & 62-0049 11/14/23 by KB	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0010	Event/Usage Permits and Applications	Applications for and Permits issued by city departments for usage of public space. Types of permits include, but are not limited to, Special Privilege, Building Moving, Parking, Special Event, Decorative Crosswalk, Block Parties, and banner displays.			5 Creation	Destroy	Approved
	23-0011	Motor Vehicle Control and Assignment Records	Documentation of City motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This series also contains driver assignment sheets for Sanitation, Forestry, Snow and Ice control, and other dispatch sections of DPW. Event= Date the vehicle is disposed.			1 Event	Destroy	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0012	Construction Plans: Final As Built Projects (Historically Significant)	<p>Final as-built plans and original drawings for City of Milwaukee bridges and public buildings deemed to be of historical significance. These original construction plans are used as a permanent record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure.</p> <p>The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.</p> <p>Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures)</p>			1 Event	Transfer to Archives at Municipal Research Center (E-Vault)	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0013	Construction Plans: Final As Built Projects (Routine)	<p>Final as-built plans and original drawings for City of Milwaukee bridges and public buildings. These original construction plans are used as a record of construction methods used in the structures and are used as a reference for future repairs, alterations, and maintenance to the structure.</p> <p>This series is for plans of projects that are not deemed to be of historical interest, critical infrastructure, or otherwise warranting permanent retention. Event is demolition of building. Restrictions: Milwaukee Code of Ordinances Ch. 311 (Secure Structures)</p>			1 Event	Destroy Confidential Information transferred from 63-0032 11/14/23 by KB	Approved
	23-0014	Environmental Assessment and Impact Statements	<p>Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. This series may include the final assessment report, draft reports, legal notices, public comment, and other correspondence. Event is date of termination of ownership by the City of Milwaukee.</p>			6	Transfer to Archives at Municipal Research Library	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0015	Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance that is not otherwise managed by an existing City of Milwaukee schedule. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.			7 Creation	Destroy	Approved
	23-0016	Maps: Construction, Topographical, and Infrastructure Systems	Maps of various locations within the City of Milwaukee covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks). This series also includes any indices to the maps.			Creation	PERMANENT	Approved
	23-0018	Asbestos and Hazardous Material and Environmental Remediation Case File	Asbestos and Hazardous Material and Environmental Remediation Case File Project files on asbestos abatement and hazardous materials and environmental remediation projects at city owned buildings. Included are records related to employee exposure. Medical records in this series may be confidential per Wis. Stat. § 146.82. Event=Completion of Project.			30 Event	Destroy Confidentially	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0019	Maintenance, Equipment Repair, and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities, including equipment related to structural, HVAC, plumbing, loading and storage, and other major building infrastructure.	1		Event	Destroy	Approved
	23-0020	Building Lease Files	Files on facilities leased by City entities to third party lessors. Examples of the types of leases or licenses include, but are not limited to, garden, air and/or subterranean space leases, billboard leases, Limited Access Agreements and License Agreements for various purposes. Event: Expiration of Lease.		7	Event	Destroy	Approved
	23-0021	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.		6	Creation	Destroy	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0022	Land Titles, Conveyances, and Easements	<p>Documentation for City owned land, including but not limited to easements, quit claim deeds, warranty deeds, title policies, abstracts, authorizing Common Council resolutions, and related survey maps. Also includes any legal rights granted to others that relate to municipal owned land.</p> <p>Deeds to City-owned property are also maintained by the Milwaukee County Register of Deeds.</p>			Creation	Permanent	Approved
	23-0023	City Property Sales Records	<p>City Property Sales Records Project folders for sales of city-owned property and/or land, including residential, vacant lots, in rem properties, and surplus city property. Files may include physical information regarding property including photographs and/or maps, inspection notes, sale/transfer information, including marketing information/history, primary and secondary offers to purchase, and closing documents. Event= Close of Sale.</p> <p>Box 7: Wis. Stats. § 19.36(13)</p>			5 Event	MPLScreen	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0024	City Facility Maintenance Records	Facility and building maintenance, custodial and grounds keeping related records for City-owned facilities. These records document the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components. Records may include, but are not limited to, work orders, logs, work assignments, checklists, inspections, key requests, correspondence and related reports.			6 Creation	Destroy	Approved
	23-0025	Building Access and Security Records	<p>Building Access and Security Records</p> <p>Records documenting assignment of building access, temporary access passes and access cards. Includes detailed data on the date, time and specific doors opened by specific keys or cards. Event= Rescission of access.</p> <p>This series pertains only to permissions granted to named user accounts or long-term temporary permissions. For daily visitor access logs, use RRDA 19-0065. For logs of areas accessed by means of the permissions in this series, use RRDA 23-0005.</p>			5 Event	Destroy Confidentially	Approved

Category	Series	Title	Description	Months	Years	Event	Disposition	Status
Facilities/Fleet	23-0026	Project Files--Not Approved	Records of projects proposed by either City units or third-party contractors working on behalf of those units, but never approved or constructed. Records include correspondence, project proposals, project plans or schematics, records of public hearings and notifications, billing or billing structure documents, and other documentation not reflecting built infrastructure. Event: Rejection of project.			4 Event	Destroy	Approved
	23-0027	Parking Permit and Space Allocation Records	Records related to City of Milwaukee employee parking arrangements, including permit allocation for city-owned facilities, individual space allocations, access card issuance logs, waitlists for permits or spaces, and lists of departmental or division parking representatives. Event: Parking permit is cancelled or list is superseded. This retention matches Statewide RRDA FAC00062. Box 16: Wis. Stat. 19.36(10).			1 Event	Destroy Confidentially	Approved