

Records Retention / Disposition Authorization - Functional
Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

Program Description:

This Global Record Schedule is intended to cover payroll records in use by all departments, offices, and organizational units of the city of Milwaukee. These records track payroll activities for employees and contractors of the City of Milwaukee, as required by Wis. Stat. § 108.21(1). The records are in use in some capacity by every city department; providing uniform retention and disposition guidelines for these records reduces duplication of scheduling, duplication in recordkeeping, and updates existing departmental records practices to reflect modern systems and workflows.

Official payroll records are primarily managed by a combination of the Comptroller's Office (which maintains the FMIS payment and accounting system), the Department of Employee Relations (Which maintains the PeopleSoft HR management system), and Information Technology Management Division (ITMD) (which maintains and develops the CityTime timecard system). There are a small number of specialized payroll records that are maintained by other departments, such as Employee Retirement Systems, but for the most part departmental payroll records are convenience copies and should not be retained longer than is necessary to verify correct entry into FMIS, HRMS, or CityTime.

Laws & Requirements:

The primary statutory basis for retention of most records in this Global schedule is Wis. Stat. § 19.21(4)(b). Under Wis. Stat. § 16.61(3)(e), the Public Records Board may approve shorter retention periods for public records of municipalities where appropriate; see individual schedules for additional information. Wis. Stat. § 108.21(1) requires retention of "true and accurate work records", retention times for which are suggested in Wis. Admin. Code ch. DWD 110.02(4).

Electronic Systems:

Most City of Milwaukee payroll records are maintained in either the city's centralized Fiscal Management Information System (FMIS), the PeopleSoft HR management system (HRMS), or the CityTime timekeeping application. To the extent departments maintain records outside of these systems, they are primarily source documents and should be considered convenience copies, to be destroyed once no longer needed. Although most of these schedules are written with these systems in mind, some City departments do maintain their payroll records outside of the main system. The schedules should be applied identically to any original records being kept outside of HRMS.

Official Records & Copies:

- **Official Record:** A complete, final, and authorized version of a record, often containing an original signature or seal.
- **Working Copies:** Staff may generally destroy rough draft materials that are subsequently finalized and maintained as part of the official record. However, staff should retain significant drafts when needed to document the decision-making process within the official record.
- **Reference or Convenience Copies:** Staff may maintain duplicate or working copies of records described in this schedule for reference and/or convenience purposes. Copies may be retained for as long as needed, but they should not be kept longer than the time specified in the approved RDA for the official record in this schedule. Do not maintain **unnecessary** duplicate copies. When retained for convenience or reference only, copies are considered non-records under Wis. Stat. § 16.61(2). Do **not** send copies to storage or retain them for longer than the retention periods specified for the official copy.

Confidentiality of Records:

Most records are not confidential and are open to public disclosure, however, there are exceptions. This retention schedule will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

Records Retention / Disposition Authorization - Functional
 Payroll Records
 City of Milwaukee- 041251
 GLOBAL RECORD SCHEDULE

| |
|---|
| Name of Agency Program Contact or Records Officer: (Provide Name, Telephone and Email) |
| Brad Houston, City Records Officer, 414-286-5478 recmgr@milwaukee.gov |
| Additional Contact name and telephone number/email address |

| | | | |
|-------------------------------|--------------------------|-------------------------------|--------------------------|
| Approval Signatures | | | |
| Agency Program Manager | Date (mm/dd/ccyy) | Agency Records Officer | Date (mm/dd/ccyy) |
| Additional Signature | | Additional Signature | |

PUBLIC RECORDS BOARD APPROVAL: Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), Open Records Law, and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

| | | | |
|------------------------|--------------------------|--------------------------------|--------------------------|
| State Archivist | Date (mm/dd/ccyy) | PRB Executive Secretary | Date (mm/dd/ccyy) |
|------------------------|--------------------------|--------------------------------|--------------------------|

Approval subject to 10-year sunset per Wis. Stat. § 16.61(4)(c). Action required before: _____

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|---|---------------------------------------|--------|--------------------|--|---------------------|--|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| 19-0088 NEW | <p>Policies, Procedures, and Manuals</p> <p>This is a new schedule as a result of an audit of department records.</p> <p>All written policies and procedures, either City-wide or department wide, pertaining to payroll administration. These records may take the form of memoranda, rules, orders directives, procedural instructions, regulations, bulletins, notices, and any other instructions issued for managing financial records. Examples of records in this series include system documentation, Payroll manuals, and any department-specific procedures manuals.</p> | 1846 | Paper or Electronic | N | | N | | Department | EVT + 7 years and destroy EVT= Superseded or obsolete |
| 10-0025 AMENDED | <p>Time Keeping Records (Departmental)</p> <p>This schedule is for all city departments that use formal paper or electronic records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees and/or managers have 2 years to dispute discrepancies in the entry of hours worked with a</p> | 2010 | Paper or Electronic | Y | Y | N | | Department | CR + 2 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|-------------------------------------|---|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | designation of payment type (vacation, sick leave, FMLA, etc.), as provided by Wis. Stat. § 109.09. This series is specific to time keeping documents when the entire content of the documents is reflected in electronic records on an officially recognized payroll system used by a city department. | | | | | | | | |
| 19-0089 NEW | <p>Time Keeping Records (Payroll)</p> <p>New Schedule to standardize retention of time keeping records.</p> <p>Official record of employee time worked and leave balances which is maintained in a system recognized by the City as authentic and used as a formal mechanism to issue and distribute pay checks. Records maintained for this purpose serve as the “true and accurate” work record for every individual who performs service in City employment, as required by Wis. Stat. §108.21, and are retained per the requirements in the associated Wis. Admin Code ch. DWD 110.02.</p> | 1950 | Electronic | Y | Y | N | | ITMD (CityTime) | CR + 7 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|-------------------------------------|---|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| 63-0155 AMENDED | Payroll Registers Payroll listings showing gross and net pay, as well as deductions for City employees. These are the basis for all salary payments and are referred to on questions of back pay and income taxes. Because Payroll registers provide the most accurate information re: salary levels for pension-calculation purposes, a long-term retention for the official record is warranted. | 1963 | Electronic | Y | N | N | | Office of the Comptroller (HRMS) | CR + 50 years and destroy confidentially |
| 91-0043 AMENDED | Deductions Registers Record of deductions, including benefits, pension, deferred compensation, Combined Campaign, United Performing Arts Fund (UPAF), garnishments, and other deduction sources. Records include information on deduction type, begin/end date of deduction, deduction amount and annual goal amount. Records include itemized listings and summaries made by employee and employer. | 1991 | Electronic | Y | N | N | | Office of the Comptroller (HRMS) | CR + 7 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|-------------------------------------|---|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| 19-0090 NEW | <p>Deduction Authorizations and Notifications</p> <p>New schedule discovered during audit of department records.</p> <p>Cards, forms, letters, or other media communicating to Payroll that an additional deduction or deductions should be taken from an employee’s paycheck. Records in this series include, but are not limited to, credit union deductions, life insurance deductions, and other miscellaneous deductions.</p> | 1963 | Paper or Electronic | Y | N | N | | Office of the Comptroller | CR + 2 years and destroy confidentially |
| 19-0091 NEW | <p>Deduction Authorizations and Notifications—Union-Related</p> <p>New Schedule discovered during audit of department records.</p> <p>Cards, forms, letters, or other media communicating to Payroll that an additional deduction or deductions should be taken from an employee’s paycheck. Authorizations in this series relate to any union-related deductions, which have additional retention requirements per <i>Janus v. AFSCME</i> (2018), including union deduction cards, police relief deductions, political contribution cards, police officer defense fund, and other union affiliation-related deductions.</p> | 2018 | Paper or Electronic | Y | Y | N | | Office of the Comptroller | EVT + 2 years and destroy confidentially EVT = End of Employment |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|--------------------------------------|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| 84-0002 AMENDED | Payroll Actions and Adjustments Records used to report or initiate changes to payroll, including changes in pay rate, position, errors or changes to time periods. Records used to report ordinal or contractual buyouts upon termination. Records used to record monetary takebacks like jury duty and military. Records in the series may include but are not limited to paper adjustment forms C255, C257, C260 for individual adjustment events, Excel spreadsheet for adjustments of a duplicative nature like SLCIP (Sick Leave Control Incentive Program) or contractual retroactive payments, and records of electronic adjustments made within CityTime. Records in this series also include supplementary records such as jury duty applications, certifications, military leave vouchers, worker's comp decision letters, donor program donations, commuting mileage. | 1984 | Paper or Electronic | Y | Y | N | | Office of the Comptroller (CityTime) | EVT + 7 years and destroy confidentially EVT = confirmation of change in employee HRMS record |
| 82-0055 AMENDED | Payroll Summaries, Reconciliations and Distributions Reports generated from HRMS and other payroll data indicating payroll summaries and distribution. Includes, but not limited to Payroll Summary, Self-Service Paychecks, Paycheck Register, | 1982 | Electronic | Y | Y | N | | Office of the Comptroller (HRMS) | CR + 7 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|---|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | Direct Deposit Register, Gross Payroll Distribution (XGLDT), One-Time Deduction with backup documentation, Run-To-Run Distribution, Reversal of Individual Payrolls, Deceased Employee Process. | | | | | | | | |
| 19-0092 NEW | <p>Employee Payroll and Benefit File</p> <p>New Schedule created to standardize retention of payroll records.</p> <p>Records and documents related to the payroll activities of individual employees. Records in these files may include, but are not limited to, insurance forms (including certificates and applications), payroll action forms, pay progression forms, and other records related to specific employees.</p> | 1963 | Paper or Electronic | Y | Y | Y Wis. Stat. § 19.36 (10)(a) | | Department of Employee Relations (HRMS) | EVT + 8 years and destroy confidentially EVT = Separation from employment |
| 14-E015 RENEWAL | <p>Time Owed and Allowed Reports</p> <p>This record series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned,</p> | 1963 | Electronic | Y | | N | | Office of the Comptroller | FIS + 2 years and destroy |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|--|---|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | taken and total for each employee by City Department. | | | | | | | | |
| 19-0093 NEW | <p>Leave Accounting Master File</p> <p>New Schedule created to standardize retention of Leave Accounting records.</p> <p>The Leave Accounting Master File is used to process transactions for current leave usage, sabbatical and other long-term leave. The file, which is maintained within the Human Resources Management System in the Department of Employee Relations, receives data from the CityTime time entry system on a biweekly basis. Department of Employee Relations staff use the master file to generate periodic and cumulative totals for leave usage and leave balances for each employee, based on leave provisions for various employee groups.</p> | 2009 | Electronic | Y | Y | N | | Department of Employee Relations (HRMS) | CR + 15 years and destroy confidentially |
| 09-E070 AMENDED | <p>Payroll Time Entry Interface Files</p> <p>Work files used to load employee time activity into payroll system. Interface files include, but are not limited to, timecard</p> | 2009 | Paper or Electronic | N | | N | | ITMD and Comptroller's Office (HRMS FTP) | EVT + 18 months and destroy EVT = End of pay |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ | 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|------------------|----------------------|---------------------|-------------------------------------|---|
| 11. GLOBAL -- Payroll | | | | | | | | | | |
| | <p>interface, adjustments interface, fixed bonus interface, tuition interface, poll worker interface, and FLSA interface.</p> <p>This series is being revised to incorporate records previously scheduled under 09-E047 (Payroll Time Entry Interface Files—Host Managed) and 09-E073 (Payroll Time/Pay Inputs). Interface Files are exported from the City Time time entry system and maintained by the host for the amount of time needed to reconcile with the main Payroll register; the Official Record remains under the physical control of ITMD and should be maintained onsite or in secure remote storage for 18 months after processed, then destroyed.</p> | | | | | | | | | period |
| 19-0094 NEW | <p>Routine HRMS Reports</p> <p>New schedule created to standardize retention of payroll records.</p> <p>Routine reports generated from HRMS used to support changes to loaded, but not confirmed payrolls. Reports include, but are not limited to, 112R, Master_PR_checklist, Edits, Error Reports, Payroll Queries, Hours Queries, Adjustment Audit Queries, Short Pay Listings, Inactive with Data Lists, Verification E-</p> | 2004 | Paper or Electronic | Y | Y | N | | | Office of the Comptroller | CR + 3 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|--|---------------------|--------------------------------------|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | mails, Holiday/Optional Holiday Audits, Union Dues Mismatch, Zero Hour Listings, Individual Direct Deposit Reversals, Terminal Leave Reports, Credit Union Audits, One Deduction Notice, FLSA Audit, Tax Review, Direct Deposit Review, Stop Payment/Reissues, Returned Funds/Check Issues Reports. | | | | | | | | |
| 19-0095 NEW | Tax Reports New schedule created to standardize retention of payroll records. Records series includes forms and reports related to employees' federal and state income tax withholding activities and documentation of withholding. Records include, but are not limited to, employee W-4s and W-4Ts, employee W-2s, W-2c, payment vouchers, Form 1099, lock in letters, Payment Vouchers and coupons, and tax-related reports from HRMS, including tax summaries, annual errors, default tax data, and tax balance audits. | 2004 | Paper or Electronic | Y | Y | Y Wis. Stat. § 19.36 (10)(a) | | Office of the Comptroller (HRMS) | EVT + 4 years and destroy confidentially EVT = Tax due date or date filed, (whichever is later) |
| 77-0199 RENEWAL | Auto Allowance File Records of Auto Allowance funds allocated to employees using personal vehicles for City business. The file includes records of | 1956 | Electronic | Y | N | N | | Office of the Comptroller (CityTime) | FIS + 7 years and destroy confidentially |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|---|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|-------------------------------------|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | eligible vehicles, mileage reports with business reason for mileage, adjustments to the allowance, and approvals by the employee and manager. | | | | | | | | |
| 16-E051 AMENDED | <p>Direct Deposit Authorizations</p> <p>Records are used for entering bank routing number and account number (checking or savings) for the employee's net pay to be deposited into on pay day. Information contained on the form include employee name, employee ID number, bank routing number, account number and type of account. Per National Automated Clearing House Association (NACHA) Operating Rule 3.13, authorization forms or records must be kept for two years from termination or revocation of the authorization.</p> <p>As of 2018, new direct deposit authorizations may be submitted to the Comptroller's Office electronically and maintained as records within HRMS. Existing and new paper authorization forms will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stats. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to</p> | 2006 | Paper or Electronic | Y | Y | Y Wis. Stat. § 19.36 (13) | | Office of the Comptroller (HRMS) | <p>EVT + 2 years and destroy confidentially</p> <p>EVT = End of employment</p> |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ 8. Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|---------------------------------------|---------------------|-------------------------------------|--|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of quality and retention of the electronic images, the input record will be destroyed confidentially. | | | | | | | | |
| 08-0007 AMENDED | City Employee Judgment Records Records of judgments rendered against City employees by court judges and other government agencies and applied to employee payroll. Files include official notification and administrative files for garnishment, child support, tax levy, student loan, and any other judgments against an employee. Administrative records may include reports that track how many garnishments/support orders/etc., the value, new garnishments, etc. for auditing every pay period. | 2007 | Paper | Y | Y | Y Wis. Stat. § 19.36 (10) | | Office of the Comptroller | EVT + 7 years and destroy confidentially EVT = Satisfaction of judgment |
| 00-0044 AMENDED | Checks—Paid Payroll Paid payroll check images, both the front and back of the cancelled checks, accompanied by a paid check index in electronic format. Check images are imaged and indexed by the City's bank, then returned to the City Treasurer's Office, per | 2000 | Paper or Electronic | Y | Y | Y Wis. Stat. § 19.36 (13) | | Office of the Comptroller | EVT + 7 years and destroy confidentially EVT = Month |

Records Retention / Disposition Authorization - Functional

Payroll Records
City of Milwaukee- 041251
GLOBAL RECORD SCHEDULE

| 1. RDA # /Status | 2. Record Series Title and Description | 3. Record Series Year of Creation | 4. Medium for Record Storage | 5. PII | 6. Registry Exempt | 7. Confidential/ Access Restricted | 9. Essential (opt.) | 10. Official Record Location (opt.) | 11. Minimum Retention/ Disposition/ Event |
|------------------------------|--|-----------------------------------|------------------------------|--------|--------------------|------------------------------------|---------------------|-------------------------------------|---|
| 11. GLOBAL -- Payroll | | | | | | | | | |
| | contract. | | | | | | | | paid |
| 14-0014 AMENDED | 941/941x Employers Quarterly Federal Tax Return and Corrections Records associated with the City’s quarterly 941 and 941x (where applicable) tax returns, including back up documentation. This form reports to the Internal Revenue Service the amount of income tax, social security tax, or Medicare tax withheld across all city employee payroll, and indicates the remaining Federal tax burden to be shouldered by the City itself. | 1991 | Paper or Electronic | N | | N | | Office of the Comptroller | EVT + 10 years and destroy confidentially EVT = Report submitted |

Records Retention / Disposition Authorization - Functional
 Payroll Records
 City of Milwaukee- 041251
 GLOBAL RECORD SCHEDULE

| Related Records Series or Statewide General Records Schedules (GRS) Follow the retention provisions specified in applicable approved agency specific retention schedules and Statewide General Records Schedules. <i>Note: information only</i> | | |
|--|-------------------------------------|----------------|
| RDA Number | Record Series Title and Description | Notes/Comments |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Closed/Superseded Series <i>Note: information only</i> | | | |
|--|---------------------|--------|----------------|
| RDA Number | Record Series Title | Status | Notes/Comments |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Instructions for the Records Retention Schedule

Header

Program Title (r)¹

Identify the title of the program that creates and/or is responsible for the records.

Agency Name (r)

Identify the entity that has legal custody of the records, using correct names. Do not use acronyms or abbreviations.

Agency # (r)

- **State Agency:** Use the three-digit agency appropriation code assigned by Wis. Stat. § 20.005.
- **University of Wisconsin:** Use the three-digit statutory code (285) together with the alphabetical code assigned to the institution.
- **Local Units of Government, Other Entities:** Please contact PRB Staff.
- **Board/Commission:** The Records Officer may assign an additional alphabetical character to autonomous entities that are attached to an agency.

Division name (r)

Identify the division that creates and receives the records. Do not use acronyms or abbreviations

Subdivision/Bureau/Program/Office (o)

Identify the subdivision, bureau, program, or office that creates and receives the records. Do not use acronyms or abbreviations

Unit number (o)

- Indicate the business unit # which has ownership and financial responsibility for records in this series if applicable.
- University of Wisconsin: Use the 6-digit UDDS # that the UW uses for accounting and budgetary purposes.

Program Description (r):

Give an overall summary and describe the who, what, and why of the program. It may also be helpful to include information about the program history and organization.

Laws and Requirements (o):

List Federal, State, Local laws, and/or Administrative Rules, including titles, that pertain to the program as a whole; include section/code number and title, if none, enter N/A. If applicable, record series specific laws should be included within individual RDA.

Electronic Systems (r)

Briefly describe computer program(s)/applications used within the program area. If not applicable, enter N/A. Note, it is not necessary to describe the basic MS Office programs in use.

For additional information and assistance implementing this retention schedule, contact (r):

Provide the name, telephone number and email address for the agency's statutorily-designated Records Officer or other program contact, who may be contacted for further information regarding the record series.

Approval Signatures (r):

The Agency Records Officer, and at least one other agency official, such as the Agency Program Manager, Risk Manager, Legal Counsel, and/or the Legal Custodian of Records, must review, approve, and sign the RDA before submitting it to the PRB for approval. Prior to implementation, PRB approval and signature by the State Archivist are both required.

Functional Schedule Table:

1. RDA # / Status (r)

a. Retention/Disposition Authorization (RDA) # & Status:

- Prior to submission to the Public Records Board (PRB) for approval, every RDA must have a unique, sequential number. Agency Records Officers assign this number which is subject to PRB approval.
- The Records Officer must review past RDAs and then assign a number to new RDAs which has never been used.
- A suffix is not used for most records series. It is an optional alphabetical character that may be added to the end of the RDA number when used to indicate different retention periods, media, or dispositions for all or portions of the same records series.

b. RDA Status: Indicate if the RDA is:

- NEW: Request for approval of an RDA with a number that has never been submitted to the PRB. In the description, provide the reason for the creation of the RDA, for example: program re-organization, records identified during agency review, or brand new records being created.
- AMENDED: Request for approval of a change to an RDA that previously was approved by the PRB. Any revision to an RDA triggers amended status. Use existing RDA number.
- RENEWAL: The RDA has sunset and is being renewed without amendments. RDA's automatically sunset every 10 years, per Wis. Stat. § 16.61(4)(c). Use existing RDA number.

2. RDA Title / Description (r)

a. Records Series Title:

- Assign a descriptive title to the records series. Be certain that agency employees will be able to accurately identify the records series from its title. Do not use abbreviations or acronyms.

b. Records Series Description:

- The description is the most important section of the RDA. It informs the PRB, and others who are unfamiliar with the records series, what information is contained in the series, the business purpose for the information, and the reasons why the series was created and/or received by the agency.
- May include relevant statutory, rule citations, or other legal authority in order to clarify the content of the records and the authorization to

¹ Optional fields are marked with an (o); required fields are marked with an (r).

Instructions for the Records Retention Schedule

create them. Additional information may be included as needed for employees to manage the records, such as providing guidance regarding who is custodian of the records within the series or conditions that must be met prior to disposition, as well as the relationship to any other record series.

- If requesting approval of a new RDA, provide the reason for the creation of the RDA. For example: program re-organization, records identified during agency review, or brand new records being created.
- "Record series" is defined by Wis. Stat. § 16.61(2)(c).

3. **Records Series Year of Creation (r)**

This is the year the agency first began creating or receiving records in this series. If the precise year is unknown, then provide an estimate.

4. **Medium for Records Storage (r)**

Indicate all the media on which the records are stored such as paper, electronic/digital, microform, or other, e.g. audio, film, or video.

5. **Records Contain Personally Identifiable Information (r)**

- Enter Y (Yes) or N (No)
Wisconsin law requires authorities to specifically identify records series that contain personally identifiable information (PII). PII is defined in Wis. Stat. §19.62(5) as information that can be associated with a particular individual through one or more identifiers or other information or circumstances. Examples of PII include, but are not limited to, a person's name plus social security number or driver's license number. If the records associated with this RDA must be destroyed confidentially due to PII content, indicate yes even if some, but not all, of the records included in the RDA contain PII. If YES, complete #6. If NO, do not complete #6.

6. **Personally Identifiable Registry (r)**

- Enter Y (Yes) or N (No)
Pursuant to Wis. Stat. §16.61(3)(u), the Public Records Board shall create a registry describing records that contain PII. The law specifies that records containing the following information shall not be included in the Registry:

- a. Any records series that contains the results of a matching program, as defined in Wis. Stat. §19.62 (3), if the state agency using the records series destroys the records series within one year after the records series was created;
- b. Mailing lists;
- c. Telephone directories;
- d. Records series pertaining exclusively to employees of a state agency;
- e. Records series specified by the board that contain personally identifiable information incidental to the primary purpose for which

the records series was created, such as the name of a salesperson or a vendor in a records series of purchase orders; and,

- f. Records series relating to procurement or budgeting by a state agency.

If the records associated with this RDA are derived from any of the information stated immediately above in a. through f., indicate YES. Note: When this column is marked YES, the information in this RDA will be excluded from the PII Registry. When marked NO, the information in this RDA will be included in the PII Registry.

7. **Records Series is Confidential or Access is Limited (r)**

- Enter Y (Yes) or N (No)
- Indicate "yes" only if a specific statute, administrative rule, or other legal authority requires that all, or some, information in the record series be kept confidential or protected from public access. If "yes" is checked, identify the relevant statute, code, or other legal authority.
- Some, but not all, personally identifiable information (PII) is confidential. At the same time, records that do not contain PII may be required by law to be kept confidential or have limited access.
- For purposes of record retention and destruction, Wisconsin's Public Records Law and related statutes govern public access to records including certain confidentiality provisions.

8. **Essential (o)**

- Enter Y (Yes) or N (No)
Records needed for the Continuity of Operations (COOP) during and following an emergency. These are records an agency must have to perform one or more of the following critical functions: operate during an emergency; resume or continue business after an emergency; re-establish the legal, financial, and/or functional status of the agency; rebuild the community after the crisis passes.

9. **Official Record Location (o)**

Every agency has to decide which document is their official record and subsequently which one must be managed by the RDA. How a record is generated and whether or not it is a copy (photocopied, imaged, in a certain media) is not as important as being able to authenticate its originality. Indicate the location of the official record.

10. **Retention / Disposition (r)**

a. **Retention Time Period:** SPECIFY AN ACTUAL TIME-PERIOD. Enter the number of years, months, weeks, or "Permanent" to indicate period of time for retaining the records. "Permanent" means that the records need to be maintained permanently by the creating agency. See the

Instructions for the Records Retention Schedule

Guidelines for the Permanent Retention of Records.

- In the description provide specific justification to the PRB for the proposed retention time-period. Examples of appropriate justification include, but are not limited to: citation of controlling statutes or administrative rules, consistency with related retention schedules, audit or fiscal requirements, or end of business need.
 - If a retention time-period is required by law, cite the relevant statute, administrative rule, or other legal authority in the description.
- b. **Event:** Indicate the specific event that must occur in order to initiate the retention time-period. Identify this event using one of the following terms:
- **CR:** If creation of the record initiates the retention time-period.
 - **FIS:** The retention time-period is initiated by the end of a fiscal year, these records must be kept through the end of the Fiscal Year.
 - **Other:** If a specific event other than "CR" or "FIS" initiates the retention time-period, use "other". You must also state the event. You may provide a detailed description of the event within the Records Series Description if more space is needed.
- c. **Disposition:** Indicate the disposition of the records after the retention time-period has expired. Only one disposition may be listed. Dispositions are:
- Destroy
 - Destroy confidential
 - Transfer to State Archives (WHS)
 - Transfer to Other Location (Specify)
 - Transfer to UW Archives
- Indicate "Destroy Confidential" if the record series contains personally identifiable information (PII, see # 5), of the record's access is restricted by law (see # 7). If a record series is marked as "destroy Confidential," then the record destruction shall comply with all relevant legal requirements.

11. **Program area (o)**

A descriptive name for the functional grouping of records.

Reference Information:

Related Records Series or Statewide General Records Schedules (GRS) (o)

List any agency records schedules or statewide General Records Schedules (GRS) that relate to the program.

Closed/Superseded Series (o)

List closed/superseded series that relate to the program described in the functional schedule. These series are

included for agency reference purposes only. To close or supersede a schedule, complete form [DOA-3806](#).

Revision History (o)

List any revisions to the schedule; include the RDA number that was revised, the series title, and the action taken.

Contact information: for records management training and assistance, please contact the Wisconsin Department of Administration, Records Management Section, by telephone at: (608) 266-2995. Many records management resources are available at the Public Records Board website: <http://publicrecordsboard.wi.gov>

Here are three helpful documents:

- a. [Statewide General Records Schedules](#)
- b. [Wis. Admin. Code ch. Admin 12](#)
- c. [Records Management Fact Sheets](#)